

## 2020/21 SCM Regional Meets Club Duties Roster

Please note that all efforts to minimise the use of Officials (other than timekeepers) from the Rostered Duty Club would be appreciated. This will reduce the impact on the Rostered Duty Club(s) being able to provide help on the day.

Date	Meet	Session	Rostered Duty Club(s)
Saturday, 31 October 2020	SCM Short Course	1	FAST MAN
Saturday, 12 December 2020	SCM Junior Festival	1	PSC
Sunday, 13 December 2020	SCM Junior Festival	2	HPK
Saturday, 30 January 2021	SCM Age Group Champs	1	HPK
Saturday, 30 January 2021	SCM Age Group Champs	2	HPK
Sunday, 31 January 2021	SCM Age Group Champs	3	PSC
Sunday, 31 January 2021	SCM Age Group Champs	4	PSC
Sunday, 21 February 2021	SCM Long Distance Champs	1	PPT
Sunday, 28 February 2021	SCM Long Distance Champs	2	PPK

Rostered Duty Clubs will need to provide people to cover the following Duties:

- Refreshments (2)
- Announcer
- Chief Timekeeper
- Control Room Helper
- Marshall's (2)
- Runners (2).

Setup and pack away, as listed below on the following page.

## Duties for Rostered Clubs

### 1. PRIOR TO MEET – Report to the Event Manager

**Arrange for the following personnel and ensure their attendance:**

- 2x Runners (teenagers or adults)
- 2x Refreshment people - to prepare snack bags & top-up water bottles
- 2x Marshalls
- 1x Chief Timekeeper
- 1x Control Room Helper
- 1x Announcer (if no announcer has been booked for meet)
- 2x Helpers for an indoor meet – set up marshalling area, seats and other set up tasks as required
- Helpers for outdoor meet as below

### 2. DUTY CLUB KITCHEN DUTIES

**Duty Club Members to prepare snack bags with items provided by Swimming Counties Manukau:**

- Responsible for packing snack bags for all officials & time-keepers
- Clean up Kitchen and pack away any items at end of meet
- Responsible to top up water bottles for officials and timekeepers throughout the meet

### 3. DRESSING POOL (if required at outdoor meet)

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

- Cones need to be positioned 15m out from the turn end
- Place blocks with lane numbers at turn end of pool (far end)
- Position time-keepers chairs and Officials seating (if available)
- Assemble gazebos (with weights) over time-keepers area
- Assemble gazebo (with weights) for Starter & Referee area
- Position swimmers clothing boxes by time-keepers chairs
- Set up tables in control room (if required)
- Assemble tent and set out seating for marshalling area
- Other set up tasks as requested

### 4. UNDRESSING POOL

- To undress pool - reverse instructions above
- All equipment to be stored in SCMA Storage Room and locked away
- Pick up rubbish and tidy up after meet (ensure swimmers seating area is clean)