



Team Captain and Timekeeper duties

The GALA schedule lists parent names for the roles of team captain and timekeepers. *It is responsibility of each parent to check the GALA duty Board and attend their allocated GALA.*

There are certain duties attached to the roles of team captain and timekeeper. These duties include:

A&B Galas

- The team captain and timekeepers *must* attend their allocated GALA
- The team captain and timekeepers *should* travel by bus where organised transport is arranged (A&B galas only).
- The team captain should ensure that they have the following information ahead of travelling to a GALA:
 1. A list of all swimmers who are attending the GALA
 2. A list of all swimmers travelling by bus.
 3. A list of parent/guardian names and contact numbers
 4. A cheque made out in the name of the Bus Driver
(This cheque will be made out in the name of the bus driver but the amount will be blank. The treasurer should indicate what the full charge for the bus is)
 5. The Sharks Phone.
- On the morning of the gala the team captain/timekeeper should:
 1. Count the children getting on the bus and check them off against their list
 2. Collect money from swimmers and pay the bus driver
(The cheque is used only where there is a shortfall between money collected from the swimmers and the price for bus hire. The team captain should fill in the balancing amount and pay this, along with the monies collected, to the bus driver)
 3. Ensure swimmers are aware of the club code of conduct.
- On arrival at the GALA the team captain should check in with the club coach. They should follow any instructions given by the coach
- The team captain should ensure that there are timekeepers for am/pm. Note: It is the responsibility of timekeepers to be available at all times during the GALA. The timekeepers should cooperate with the team captain and support them for the day.

- The team captain should be there if any child has an accident or is sick.
- At the end of the GALA the timekeeper should ensure that all swimmers are on the bus before the bus departs for home.
- On arrival back to Tramore, the team captain should ensure that all children are safely collected by a parent/guardian before leaving themselves.