

# Gala Officials Roster

## Guidelines and Role Descriptions



### Roster Guidelines

Swim Ireland and Leinster Swimming allocate Official duties to clubs on a quota basis.

By entering a gala you accept that you may be required to complete an Officials roster duty.

For each roster duty that you complete your TeamTSC account shall be credited with 2 volunteer hours. Roster duties are distributed across the members attending a gala by referencing the number of volunteers hours accrued and the events that each swimmer is entered into.

For the comfort and enjoyment of all members the duties for long sessions are split between 2 members.

The roster will indicate the time at which your duty starts and is expected to end. The session end times are estimates.

Officials are required to sign in and attend an officials meeting 30 minutes before the session starts. Only the official completing the duty at the start of the gala session is required to sign in and attend the meeting. The officials meeting may be of benefit to anyone that has not completed an official duty previously.

If you are unable to complete a roster duty it is YOUR responsibility to arrange cover. You can contact everyone attending the gala using the event email that this document was attached to.

The contact details of those attending the event can also be found in the Roster Event on the TeamTSC web site, a link to the event is included in the email. As the event contains member information you will be required to sign in before you can view the event details.

Once cover has been arranged you should reply to the event email or email [secretarytsc@teamtsc.net](mailto:secretarytsc@teamtsc.net) directly with the updated details.

When on duty you should not leave until you are relieved by the next person or the session ends.

If on the day you are required to cover a duty for which you were not rostered you should email [secretarytsc@teamtsc.net](mailto:secretarytsc@teamtsc.net) so that your account can be updated to reflect the hours that you volunteered.

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### Roles

The primary roles allocated to clubs are those of Timekeeper and Turn Judge which are described below. Other roles that may be allocated are administrative (e.g. Programmes, PA, Lineup). An officials meeting is held before each gala session starts to explain the requirements.

#### Timekeeper

The role of the timekeeper is to record the time taken by the swimmer in the allocated lane to complete each heat. The manual times recorded are used in the event of an issue or query being raised with regard to the electronic timing.

Before the start of each heat you should ask the swimmer for their name and confirm that it matches the name written on the heat sheet. If the swimmer does not attend write "NS" in the space provided to record their time.

If 2 Stopwatches are provided both the Timekeeper and Turn Judge (Start End) will operate a stopwatch.

Watches should be cleared on the starter's short whistle and started on the starting signal. If you are not ready you should put your hand up so that the starter knows that you are not ready.

If there is any issue with the stopwatch after a heat has started you should put your hand up immediately. The Director of Timekeeping for the meet will bring you one of the backup stopwatches that they are operating.

When the swimmer finishes their race the stopwatch should be stopped and their time recorded on the heat sheet. Where 2 stopwatches are provided both times should be recorded.

In addition the backup button attached to the starting block should be pressed when the swimmer completes the race. Where only 1 stopwatch is used the turn judge should operate the backup button.

#### Turn Judge

The role of the turn judge is to confirm that the swimmers make legal turns and finish the race correctly (when at the start end). Where the turn judge spots an infringement they should raise their hand, a referee will then come over to confirm what you have seen.

When acting as a turn judge at the start end you may also be required to operate a stopwatch or the plunger button in line with the Timekeeper guidelines.

For individual events of 800m and 1500m the turn judge at the turn end will be required to operate a remaining lap indicator board. Instruction on the operation of the board is provided at the start of the event.

For individual events of 800m and 1500m the turn judge at the start end will be required to ring a bell when the swimmer in their lane has 2 lengths plus 5 metres (flags) left to complete. The bell should be rung until the swimmer has completed their turn and reached the 5 metre mark. The lap indicator board will display 1 when the swimmer has 2 lengths remaining.

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### TURN AND FINISH STROKE RULES

#### FREESTYLE

At each turn and at the end of the race the swimmer only has to make contact with the wall with any part of their body.

#### BACKSTROKE

At each turn and at the end of the race the swimmer only has to make contact with the wall with any part of their body.

Where the swimmer completes a tumble turn they are only permitted to make 1 immediate continuous arm pull after turning on to their front. The swimmer must be on their back upon leaving the wall.

The swimmer must finish the race on their back and they are not permitted to be fully submerged.

#### BREASTSTROKE

After the start and after each turn the swimmer may take one arm stroke completely back to the legs.

At any time prior to the first breaststroke kick after the start and each turn a single butterfly kick is permitted.

At each turn and at the end of the race the swimmer should touch the wall with both hands simultaneously and separated.

#### Interpretation

**"Separated"** means that the hands cannot be stacked one on top of the other. It is not necessary to see space between the hands. Incidental contact at the fingers is not a concern.



#### BUTTERFLY

At each turn and at the end of the race the swimmer should touch the wall with both hands simultaneously and separated.