

DEVELOPMENT GALA JOBS 1	
Announcer	Should report at start of warm up. Needs to be a good sight reader and comfortable tackling unfamiliar names. Main tasks: announcing event and heat number; telling swimmers to report to marshal; announcing results/ finalists award winners.
Chief Timekeeper	Reports >30 minutes before session. Distributes stopwatches, pens, clipboards, timekeeper recording sheets to each lane. Starts 2 watches at start of each race as spare timepieces should a timekeeper's watch fail. May be asked to take the time first finisher in each race. Collects timekeeper recording sheets after each event (i.e when all heats in an event have been completed).
Computer	Should be comfortable working with computers and under pressure of time. Should have attended training. Working with HyTel computer system, ensuring accuracy of results and bringing questionable results to attention of referee.
DQ ADMIN	DQ Admin will receive infraction sheets from stroke judges, use the start sheets to add the swimmer's name and club to the infraction sheet and keep each club's infraction sheets together. From time to time you will give completed sheets to the relevant coach.
Gala secretary	Should report at start of warm up. Tasks: to ensure that volunteers report and enter name legibly on attendance sheet and to keep announcer informed on those failing to report. Job ends when gala starts.
Marshal	Reports to gala secretary >30 minutes before session. Collects clipboard, pen, start sheets >10 minutes before session. 2 marshals. One signs in swimmers as they report. One seats swimmers in each heat in lane order and delivers them to the start as soon as the previous heat has begun. Reports to referee when swimmers fail to report.
Meet manager	Carries the responsibility to set up the gala; have programmes printed; install timing pads and wiring if necessary; ensure that all stationery, water are provided; manage volunteers.
Programmes	Should report at start of warm up. Sell programmes/ start sheets and deliver money and unsold items to Meet manager
Recorder	Reports with other volunteers but job starts on completion of first event. Compares electronic results with timekeeper results and alerts referee when there is a discrepancy of MORE THAN 1 SECOND. Usually one recorder reads out electronic time per swimmer, the other compares and both then mark off that swimmer on both records.
Referee	Reports before start of warm up. Must be a qualified and experienced official (Swim Ireland Level 2) who is the final arbiter on all decisions including fairness of start, officials time of each swimmer, conduct of all other officials.
Reserves	May be called on when necessary.
Results	Reports with other volunteers but job starts on completion of first event. Delivers 3 copies of results: 1 to awards table, 1 posted for access by swimmers (poolside), 1 for access by parents (gallery).
Starter	Shares with the referee joint control of the start. Ideally SI Level 2 qualified but unqualified volunteers can carry out the role with support if necessary.

DEVELOPMENT GALA JOBS 2

Stroke judge	Reports at least 40 minutes before start. At development galas this is a learning role and no previous experience or knowledge is necessary. Must observe the technique of swimmers in his/her side of the pool (i.e. 3 , 4 or 5 lanes depending on pool size) and highlight on the sheet provided any breach of rule. Record event, heat number, lane number.PLEASE BE AWARE THAT NO SWIMMERS ARE DISQUALIFIED IN DEVELOPMENT GALAS BUT INFORMATION ON FAULTS IS PASSED TO EACH SWIMMER'S OWN COACH.
Timekeeper	Reports to gala secretary >30 minutes before session and then to allocated lane 10 minutes before session. Familiarises him/herself with watch before start. Starts stopwatch at start of race and at end of race stops watch and presses back-up button and records all times taken in his/her lane. Swim Ireland Level 1 Officials Course fully prepares volunteers for this job and informs them of all matters relating to paperwork, roles, pool set up etc.
Timing	Should be comfortable working with computers and under pressure of time. Should have attended training. May be required to use Aries or Colorado systems, setting distance for each event, overriding false touches and clearing system after each race.
Turn judge	Reports at least 40 minutes before start.At development galas this is a learning role and no previous experience or knowledge is necessary. Must observe the technique of swimmers inhis/her assigned lanes (ideally only 1) at one end of the pool from 5m out to first stroke on surface after turn and report to the referee or a stroke judge any breaches of rules .PLEASE BE AWARE THAT NO SWIMMERS ARE DISQUALIFIED IN DEVELOPMENT GALAS BUT INFORMATION ON FAULTS IS PASSED TO EACH SWIMMER'S OWN COACH.