



Leinster Swimming

Handbook for Gala Management

Produced by the Leinster Regional Management Committee
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Regional Galas General

Changes to the Leinster Regional calendar originate with the regional technical committee. This committee is appointed annually at the May council meeting as per the regional operating procedure and comprises qualified club coaches from the region. The chairperson of the committee is a member of the management committee and will bring suggestions forward for discussion. It is then the responsibility of the regional management committee to implement any changes which it deems necessary.

The competitions committee is also appointed annually and the chairperson is a member of the management committee. Once the calendar and format of the events have been approved the chairperson of the competitions committee shall take over initial responsibility for the management of the event. The ordinary members of the committee shall be assigned responsibilities by the chairperson as deemed necessary.

The Chairperson of Competitions is responsible for the appointment of a Meet Director but should liaise with the management committee regarding the appointment. It is suggested that this role be rotated in order to ensure a sufficient amount of experience personnel within the region. Once a Meet Director has been appointed this person assumes overall responsibility for the meet but must work closely with the regional official's coordinator and the lead referee to ensure the smooth running of the event.

On the actual days of the gala the Operational Management Committee will assume overall and ultimate responsibility for the event.

Definition of Responsibilities

Operational Management Committee

The operational management committee for each gala would be made up of the Meet Director, Lead Referee and Gala Secretary. On the day of the competition this committee, would as a group, have ultimate responsibility for the competition and any decisions that need to be made on the day to ensure the safe and successful running of the competition.



Meet Director

The Meet Director is responsible for the organisation and co-ordination of all meet activities. It is preferable for the Meet Director to remain as overseer and not become directly involved in activities. The competitions sub-committee members should be assigned areas of responsibility but overall responsibility resides with the Meet Director.

The areas of responsibility include, but are not limited to

- ✓ *Liaise with Regional Gala Secretary regarding timelines for information release and closing dates for entries to ensure that the information is released to clubs in a timely fashion*
- ✓ *Liaise with Regional Officials Co-ordinator and Head of Competitions prior to information release regarding appointment of lead referee*
- ✓ *Procuring the awards*
- ✓ *Preparing the event rider for the facility and ensuring that sufficient personnel are present to operate the meet in a safe and professional manner*
- ✓ *Ensuring that all health and safety standards are met*
- ✓ *Ensuring that sufficient supplies of equipment and supplies necessary for the meet operation*
- ✓ *Arranging for the printing of the meet programme which should contain draft programme with timelines, contact information for key personnel, health and safety information, sponsorship information, team abbreviations, meet evaluation questionnaire*
- ✓ *Arranging catering and refreshments for the event*
- ✓ *Liaise with the regional officials co coordinator and lead referee to ensure that sufficient officials are appointed to manage the event*
- ✓ *Management of coaches/team manager's meeting in conjunction with the lead referee*
- ✓ *Post Gala evaluation and report to the regional management committee*

Regional Gala Secretary

- ✓ *Meet set up on HyTek as per format, entry requirements and minimum standards agreed by the Regional Management Committee on advice from the technical sub committee*
- ✓ *Liaise with Chair of the Competitions Committee regarding the appointment of a Meet Director*
- ✓ *Liaise with Meet Director regarding timelines for release of information to Leinster website and all clubs, having due regard for the lead-in time required for printing of programmes and compilation of officials roster*
- ✓ *Ensure that information is released to the website and all clubs, including HyTek entry files and contact information for Meet Director, Regional Treasurer, Lead Referee, Regional Officials Co-ordinator and any other relevant information as requested by the technical or competitions sub-committees or the Regional Management Committee*
- ✓ *Processing of entries and ensure that all entry requirements have been met. The Gala Secretary should advise club gala secretaries if any entries are rejected*
- ✓ *Provide Regional Treasurer with report of entry fees due*
- ✓ *Identify any potential problems and liaise with Meet Director, Lead Referee and Management Committee as appropriate*
- ✓ *Publish draft copy of programme on Leinster website*
- ✓ *Advise regional officials co coordinator of entry numbers to facilitate drawing up of officials roster*
- ✓ *Appoint official gala recorder and computer systems operators for duration of the event(in consultation with the Meet Director)*
- ✓ *Appoint timing systems operator, if not provided by the facility*
- ✓ *Prepare pack for each club entered containing scratch sheets, meet programme, code of conduct and health and safety information which shall be available for collection by coach or team manager at commencement of warm up*
- ✓ *Processing of scratch sheets and seeding of events. Once events have been seeded, heat sheets should be printed and distributed to all relevant personnel.*
- ✓ *Ensure that Lane timer sheets are printed and distributed to Director of Time keeping as soon as all scratches are completed and the meet has been seeded*
- ✓ *Ensure that heat sheets are distributed to line up personnel, meet director, referee and officials in good time before stated start time*
- ✓ *Check the results of each race and identify any problems with the control room , taking remedial action if necessary*

- ✓ *Sign any disqualification slips and ensure DQ is duly noted on results sheet*
- ✓ *Once each event is completed, score the event in ranked order and print off copies of the results, one of which shall be retained and filed with meet paperwork*
- ✓ *Ensure that results are given to announcer and posted in public viewing area*
- ✓ *Ensure that copies of all documentation is retained post meet for a minimum period of three months including lane timer sheets, timing tape, disqualification slips and print off of results.*
- ✓ *Distribute results to all clubs, Swim Ireland recorder and the Leinster website*



Regional Officials Co-ordinator

- ✓ *Liaise with Meet Director and head of competitions to appoint lead referee*
- ✓ *Co-ordinate with lead referee regarding requirements for trained officials and appointment of key personnel*
- ✓ *Ensure that sufficiently qualified officials are present to oversee the training requirements of the regional trainees*
- ✓ *Liaise with Gala Secretary and meet director regarding entry numbers and prepare the officials roster for distribution through regional secretary and Leinster website*
- ✓ *Liaise with Swim Ireland regarding training assessment requirements*



Lead Referee

- ✓ *Must be qualified and have full knowledge of SI Rules and Event Regulations, Fina, swimming rules, General Rules, By-Laws and Facility rules*
- ✓ *Prior to the event must liaise with Regional Officials Co Coordinator regarding the allocation of officials. May exchange officials during the meet if not happy with performance*
- ✓ *Prior to the event should liaise with Meet Director to ensure that all health and safety standards and general rules and regulations are being met.*
- ✓ *One hour prior to the meet should inspect the pool and facilities to ensure all standards and requirements are being met*
- ✓ *Must ensure that officials have been fully briefed and are fully qualified (or are being supervised) to carry out their duties*
- ✓ *Must liaise with meet director regarding team manger's/coaches meeting*
- ✓ *Ensure that the control room is fully operational and all scratch sheets have been made available and have been returned within the allocated timeframe*
- ✓ *Ensure that event have been seeded correctly and gala is ready to proceed*
- ✓ *Should ensure that all officials are in place and ready to proceed at commencement of event*
- ✓ *Should be positioned to be able to view the start of each race and to observe all other officials*
- ✓ *Has full control and authority over the meet and all officials (field of play)*
- ✓ *Must enforce rules and regulations*
- ✓ *Decide on all questions relating to the conduct of the meet*
- ✓ *Only the event referee may disqualify swimmers and all protests must be made to that referee*
- ✓ *May adjudicate on protests*
- ✓ *May make a decision where judges differ*

Club Team Managers and Coaches

All clubs must advise the Gala Secretary of name and contact details of team manager and/or coach when submitting entries

- ✓ *Must ensure there is a club representative present at the briefing meeting prior to the gala*
- ✓ *It is the responsibility of the Team manager to ensure that scratch sheets, heat sheets and any other paper work is collected from the recorders desk*
- ✓ *Must ensure that their swimmers are adequately supervised and follow all rules as laid down by the event organiser and all instructions issued by the officials*
- ✓ *Must ensure that swimmers line up for their events when called*
- ✓ *Only the team manager or club coach may scratch swimmers from heats or finals*
- ✓ *Scratch sheets must be returned within the allocated time frame*
- ✓ *Must ensure that swimmers are on time for medal ceremonies and are appropriately dressed*



- ✓ *Must ensure that all entries are accompanied by times in order to facilitate seeding*
- ✓ *Must attend or delegate a representative to attend the technical meeting prior to commencement of event*
- ✓ *Only club coaches may remain on poolside while the event is taking place, unless otherwise specified by the Meet Director*
- ✓ *Club coaches must not impede the officials or swimmers in any way*
- ✓ *If a disqualification occurs the club coach or team manager may approach the event referee and query the decision. Such queries may only be made to the event referee. If not satisfied with the explanation he/she may protest the decision subject to FINA rules*
- ✓ *Must obey any directions given by the Meet Director and other gala officials at all times*
- ✓ *Must ensure that they (and swimmers in their charge) take no action that would endanger themselves or others*

Appendix – Management Timeline

Before Competition

Activity	Responsibility	By When
Completion and return SI Meet License Application Form to the SI Competitions Officer	Gala Secretary	At least four months before date of proposed gala
Format of the competition agreed by the Technical Committee	Chair of Technical	At least four months before date of proposed gala
Meet Director appointed, following discussion with Gala Secretary and LRMC	Chair of Competitions	6 weeks before
Competition details released to all Clubs and posted to Leinster website	Gala Secretary	At least 6 weeks before
Lead Referee appointed, following discussion with Regional Officials Co-ordinator and Chair of Competitions	Meet Director	At least four months before date of proposed gala
Availability email sent to all Officials within the Region	Meet Director	4 weeks before
Bookings for PA, Catering, Water completed	Meet Director	2 weeks before
Booking for DE Photo completed	Meet Director	2 weeks before
Event Rider completed and returned to Facility	Meet Director	2 weeks before
Order for awards and medals completed	Meet Director	2 weeks before
Equipment check of lap counters and stop watches completed	Meet Director	2 weeks before
Stationary stock reviewed and replenished as needed i.e. paper, pens, printer cartridges, clip boards	Meet Director	2 weeks before
Meeting arranged between Operations Management Committee and Facility to discuss event logistics	Meet Director	1 week before
Copy of entry fees sent to Leinster Treasurer	Gala Secretary	1 week before
Read only draft copy of programme posted to Leinster website	Gala Secretary	1 week before
Likely number of competitors advised to facility management	Gala Secretary	5 days before
Officials / Club roster prepared, in consultation with the Meet Director	Official Co-ordinator	1 week before
Officials / Club roster released to all Clubs and post to Leinster website, Meet Mobile or other online posting as appropriate	Leinster Secretary	1 week before
Jury of Appeal appointed	LRMC	1 week before
Programmes sent for printing	Meet Director	1 week before
Float for sale of programmes received from Leinster Treasurer	Meet Director	1 week before
Facility setup and checks completed	Meet Director	Night before

During Competition

Activity		
Management of coaches/team manager's meeting in conjunction with the lead referee	Meet Director	
Completion of any and all incident reports	Meet Director	
Verify connectivity between Meet Management software and facility timing system.	Gala Secretary	
Enter scratches, seed competition and distribute paperwork as necessary	Gala Secretary	
Resolve any apparent errors or inconsistencies with swimmers times	Gala Secretary	
Post results in paper format within facility and online as required	Gala Secretary	
Completion of Referee check list before the start of the competition	Lead Referee	
All cash from sale of programmes collected and accounted for	Meet Director	

After Competition

Activity	Responsibility	By When
Incident Reports submitted to SI Competitions Officer and copied to Leinster Secretary	Meet Director	Immediately
Float and cash from programme sales returned to Leinster Treasurer	Meet Director	Within 1 week
Copies of all invoices for PA, Catering, Water etc. sent to treasurer for payment	Meet Director	Within 1 week
Results released in PDF and Hy-tek format to all entered Clubs and posted to Leinster website	Gala Secretary	Within 1 week
Competition and Referee report, including a complete list of all officials and a copy of the results in Hy-tek format completed and returned to SI Competitions Officer	Meet Director	Within 2 weeks
Gala evaluation report completed and send to Leinster Secretary	Meet Director	Within 2 weeks