Duties of Principal Referee at MCASA Galas

1. Liaise with pool staff/duty officer on arrival
2. Confirm sufficient life guards have reported for duty to cover gala requirements.
3. Ensure 1st aid room is suitable and trained personnel on site
4. Check water depth in pool and water clarity.
5. Check height of blocks and security of fixings
6. Check health and safety standards I pool surround area
7. Check humidity and water temperatures with duty manager
8. Have safety announcements made
9. Ensure a warm up coach is in place
10. NB. ALL THE ABOVE TO BE COMPLETED BEFORE ANY WARM UP STARTS
11. Ensure Computer Control area is secure and all wiring is covered
12. Ensure starting equipment is in place, functional and safe (wiring etc)
13. Ensure back stroke flags, lap cards if required and starting ledges, if being used, are in place
14. Ensure officials’ meeting room is ready for use (has seating, refreshments etc)
15. Collect supply of programmes for officials
16. Check off register as officials arrive
17. Allocate duties to officials
18. Conduct pre-gala briefing
19. Give instruction on back stroke ledge placement and removal if never used by some officials
20. Ensure gala starts on time or start time not delayed by officials
21. Have overall control during the meet including responsibility for health and safety
22. Deal with any protests that may arise that are not directed at a specific event overseen by another referee
23. Remain on site for 30 minutes after conclusion of the final session of the day to receive any protests or complaints that may be made.

Pre Gala briefing

1. Distribute duties to officials ensuring all are qualified for level of meet
2. Highlight emergency exits, emergency warning sound and procedure to follow should warning be sounded.
3. Advise location of toilets
4. Advise session timing
5. Remind all officials of their responsibility for health and safety during the meet
6. Brief concerning any special requirements – mentoring, reporting infringements where competitor has declared disability……….
7. Remind all to turn off or mute phones
8. Answer any questions