

Official Duties	Explanation
Referee	Referee (In charge of the meet and has final say on all swimming related matters on the day and post the Meet, if there are any queries)
Judges of Stroke	JOS (Judges of Stroke) Judges the swimmer on the execution of the correct stroke in an event / heat and notes infractions to the referee
Inspector of Turns	IOS (Inspector of Turns) Inspects the swimmer in 100m and over events on the execution of the turn at the 25 / 50m mark and notes infractions to the referee
Starter	Starter (Starts each of the events and heats) Works with the referee
Marshall	Marshall marks the attendance of swimmers by event & heat, prepares amalgamations if possible and notifies the relevant officials, works with the Check Starter. Referee, Starter, AOE and Meet Manager
Check Starter	Check Starter (Receives the Swimmers from the Marshalls and places them behind the relevant starting block for the relevant event or heat)
AOE/SAT	AOE/SAT (Automated Officiating Equipment / Semi-Automated Timekeeping) Operates this equipment during a meet, works with Meet Manager
Meet Manager	Meet Manager (SW responsible for determining seeding, heats and events, swimmers information to be displayed on the board at the time of the heat / event) This is an operator position
Recorder	Recorder (Responsible for ensuring the correct swimmer times and information is recorded correctly) Works with AOE/SAT and Meet Manager
Meet Operations	Meet Operations (Responsible for the operations of the meet)
Runner	Runner (Conveying information between Meet Manager, AOE/SAT/ Recorder/ Presentations/ and posts results on the results board)
Announcer	Announcer (Announces the event and heat being swum, any referee infractions, and any specific announcements on the day)
Chief Timekeeper	Chief Timekeeper (Responsible for all the Timekeepers and reserves)
Meet Director	Meet Director (Coordinates all meet entries, programs, all relevant meet information prior to the meet, publishes meet results and is in charge of the meet on the day)
Assistant Meet Director	Assistant Meet Director (Assists the Meet Director in their duties)
Catering	Is required to provide sufficient "Quality" (preferably home made) catering on the day, helps to prepare and serve food on the day to Officials, Coaches and Timekeepers
Door / Raffle	Works at the door to sell entry tickets, programs and raffle tickets and also walks around in the stands selling extra raffle tickets prior to raffle draw
Parking	Provides Parking Tickets for Officials at SOPAC at the delivery entrance at the rear of the centre. Is required to be at the meet 45 min before warm up commences
Presentations	Hands Out Ribbons and Medals at a meet. Works with the Runner
Treasurer	Is the treasurer associated with the area or club hosting the meet
Timekeeper	Time keeps for a Club in the relevant allocated lanes, for a single or multiple shifts during a meet
Reserve	A reserve timekeeper for a single or multiple shift during a meet. Is required to stay for the duration of the allocated time slot as a reserve.