

COMPETITION SECRETARY REQUIREMENTS & GUIDELINES

PRIOR TO COMPETITION

- **Approve of the schedule no later than 48 hours after the end of registration.**
- It is understood that the HEAD Competition Secretary will neither compete nor coach for the entirety of the competition.
- The Competition Secretary will be present through the final session of the competition.
- Monitor Technical Official signup sheet from National Office in coordination with the Technical Official in charge of testing.
- Testing session positions should be marked in RED by the Technical Official responsible for testing to reserve place for testing candidates *BEFORE spreadsheet is made public*.
- *Ensure that ALL Technical Officials designate their level by entering LWC, N, 2, or 1 next to their name on the Google Sheet.*
- Prepare a pre-competition email for all TOs with information regarding expectations: i.e., current schedule and possible in-competition schedule changes, communication, food availability and location, transportation schedule to and from venue, etc. This email will be sent out to all TO's via the USAW National Office. Coordinate with Meet Director and National Office for a list of local volunteers who could fill technical roles. Include them in all communication.

Be present at the Referee Briefing

- Use this opportunity to fill any vacant positions, especially for the next day.
- Brief the TOs on your plan, including where you will be during the competition and how to reach you.
- Approve the final version of the competition schedule one hour before the Technical Meeting.
- Attend the Technical Meeting.
- Be prepared to rule in any special case scenario in coordination with the Technical Committee Chair, Event Director, and/or CEO of USAW.
- Distribute protocols to marshal tables, speaker tables, and weigh in rooms.

IN COMPETITION

Staffing

- One of the Competition Secretaries will be 15 minutes early and present for every weigh in and make all Weigh In Officials aware of their presence.
- Continually monitor the Google spreadsheet to verify that all positions are covered for the current and next sessions.
- Communicate with testing candidates about assignments in ALL positions.
- Communicate with TOs regarding their next assignment, **ESPECIALLY** if you need to change assignments.

- Anticipate when a session may run over and develop staffing options and adjustments to account for TOs who may not be available for their next assignment.
- Make staffing of juries a priority. Communicate with head Technical Official regarding any shortages of jury members. He/she will make the final decision as to who may fill jury seats.
- Request a computer for the TO break room and, if possible, warm up area, to display and change TO assignments.
- Update the assignment spreadsheet for accurate names. This sheet is the record used to pay all TOs.
- Ensure that laminated Marshal, Assistant Marshal, Speaker, and TO Weigh In Protocols are in place at the relevant TO duty stations.

Athlete Cards – Chain of Custody

- Athlete cards and weigh in protocols are printed prior to weigh in the evening before each day's competition.
- CS takes athlete cards to weigh in rooms at the beginning of each day.
- Technical Official completing weigh in takes athlete cards from weigh in room directly to box labeled, "Athlete Cards from Weigh IN" located next to computer and verbally notifies the CS and Scoring Director or Events Director.
- **IT/Scoring Director will enter weigh in information, then print protocols for Marshal and Speaker.
- Following the session, the Marshal takes cards back to box labeled, "Completed Athlete Cards".

Weigh Ins

- CS must be present at least 15 minutes prior to the start of every weigh in.
- CS posts weigh in list on the door 30-60 minutes prior to weigh in start.
- Written "TO Weigh In Protocol" for weigh In in every weigh in room.
- Verify pens and warm up passes are in the weigh in rooms.

Marshal Tables

- Adjust screens so that Marshal and Assistant Marshal can see all 3 screens.
- Verify supply of red and black pens at table.
- Verify supply of safety pins & bibs at marshal table.
- Be sure that Marshal and Assistant Marshal understand their specific duties.