



# HONG KONG CHINA SWIMMING ASSOCIATION

Unit L, 9/F, MG Tower, 133 Hoi Bun Road, Kwun Tong, Kowloon

Tel: (852) 2572 8594 Fax: (852) 2591 0792 E-mail: info@hkgswimming.org.hk Web-site: www.hkgswimming.org.hk

Ref. No: 2026040002

2<sup>nd</sup> April 2026

By Email

## TO: All Members and Affiliated Clubs

Dear Clubs,

### **Vacancy of Hosting Club (Supporting) of Division 2 LC Part 2 and (Hosting) of Division 3 SC Part 1-3 (Day 2)**

Please be informed that there are 4 vacancies of being hosting club (hosting / supporting) of the following division meets:

<b><u>Vacancy of Event</u></b>	<b><u>Date</u></b>	<b><u>Venue</u></b>
1. Supporting Club (Whole day event) – Division 2 LC Part 2 (Hosting club: KGC)	13/6/2026	Kwun Tong Swimming Pool
2. Hosting Club (Whole day event) – Division 3 SC Part 1 (Day 2)	6/12/2026	Shing Mun Valley Swimming Pool
3. Hosting Club (Whole day event) – Division 3 SC Part 2 (Day 2)	24/1/2027	Shing Mun Valley Swimming Pool
4. Hosting Club (Whole day event) – Division 3 SC Part 3 (Day 2)	14/3/2027	Shing Mun Valley Swimming Pool

All interested Clubs, please submit the completed reply-slip to HKGSA office for consideration **on or before 13<sup>th</sup> April 2026 (Monday) at 1500 hours**. Priority will be given to the existing supporting clubs in the division meets. The no. of registered swimmers, coaches and officials will be taken into reference.

Please find the hosting club criteria and responsibility as below for your reference:

- Provide around 60-70 pax of officials which should include the following

Main Hosting Club (Whole day event)	<b>Total 8</b> registered Officials of which 4 are registered with Main Hosting Club (remaining 4 can recruit from other Clubs) to officiate their concerned competition)
Supporting Club (Half Day event)	<b>Total 4</b> registered officials of which 2 are registered officials from supporting Club (remaining 2 can recruits from other Clubs)



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- Allocation of these Officials as follow:
  - 2 Stroke Judges
  - 6 Turn Judges (3 at start end and 3 at turn end)

Need to inform Convener / Referee on the day of the Key official name list.

- Timekeeper: Minimum **Age 14**
- Runner: Minimum **Age 10**
- Doping Control Officials (Division 1 only): Minimum **Age 18**
- Required to appoint few key persons to be reported to the pool at least **half an hour (30 minutes)** before the warm up time for preparation
- Provide the registered officials list to HKGSA office 1 week before the event day
- Required to assign at least **2 people** to collect competition equipment at HKGSA office on the Wednesday to Friday before the event day during HKGSA office hour (1000 hours to 1700 hours)
- Required to arrange the transportation for delivering the competition equipment from and to between HKGSA office & the competition venue
- Required to collect and arrange the race cards (rank by fastest to slowest in each event) on the Wednesday to Friday before the event day during HKGSA office hour (1000 hours to 1700 hours)
- Required to collect the official allowance of the competition at HKGSA office on the Wednesday to Friday before the event day during HKGSA office hour (1000 hours to 1700 hours)
- Required to set up the event include assigning official's duty, preparing officiating clipboards for officials and related forms for club coaches
- Required to assign some officials for doing the on-site scratches from the Clubs
- Required to assign some officials for packing up all competition equipment after the event, resume the venue back to original
- Required to return competition equipment to HKGSA office on the following Monday to Tuesday during HKGSA office hour (1000 hours to 1700 hours)
- Required to complete the official allowance form plus the settlement allowance form and allowance return if applicable

Should you have any enquiry, please feel free to contact Ms. Mandy LAI at 2572 8594.  
Thank you for your kind attention.

Best regards,

Wilson Kam Tat YEUNG  
Chairman  
Swimming Committee

c.c. President / Vice Presidents / Hon. Sec. / Hon. Treasurer / Asst. Hon. Sec.  
Executive Committee Members