

## TimeKeeping Procedure

To run a swimming meet with officially recognized times, there is a requirement to have a defined number of Technical Officials as well as TimeKeepers. Other duties are also sometimes assigned to clubs to facilitate the running of a meet, such as refreshments, results runners, medal presentations, etc.

Positions assigned to clubs are determined and published by the hosting club (or SWA) prior to the meet based on entries received. As a rule of thumb, it is approximately 1 volunteer position per 10 swimmers. Depending on numbers of swimmers, positions requiring to be filled, and other factors, this may change. It is a rough guide only

**It is a requirement that if your child is entered in to a swimming meet, you must make yourself available for volunteer duties. If unable to assist it is your responsibility to make alternative arrangements. By entering you are impacting the number of seats assigned to the club.**

A guideline for determining the timekeeping roster is below:

### **Before the meet:**

- By entering a meet as a member of GKDSC you also acknowledge your responsibility to fulfill volunteer duties on the day.
- Should you need to withdraw you must notify the hosting club (or SWA) and the Head Coach PRIOR to the timekeeping roster being sent out.
- If you withdraw after the timekeeping roster has been sent, it is your responsibility to arrange for someone to cover any slot you have been assigned. Please notify the Head Coach of any arrangements that have been made so the club can meet its responsibilities on the day without impacting other members.
- If you need to withdraw on the day you must inform the Head Coach, and make alternative arrangements for your slot.
- We understand sometimes things happen outside your control and we will make allowances with rostering volunteer duties as required. It is important you show the same level of respect for other members by taking all steps possible to fulfill your roster rather than leaving for other members to fulfill your duties on the day.

### **Creating the roster:**

1. The allocated volunteer positions, confirmed entrants from the club, as well as an estimated timeline if available, will be obtained from the MySwimResults website, or the hosting club website.
2. The time period to cover will be based on the advertised start and end times on the published timeline, with the final position being 'Until end of meet'.
3. The number of available volunteers is based on the number of families entered (\*not number of swimmers).
  - a. Families with more than one swimmer competing will initially only be allocated a single position.
  - b. Families who have failed to fulfill duties at previous meets may be asked to cover multiple slots.
  - c. Any impairments or extenuating circumstances will be catered for where possible.
  - d. Any advised withdrawals to be removed.

4. The duration of each volunteer slot will be determined by the duration of the meet, number of seats to fill, and number of families available. Typically, volunteer slots will range from 30min to 60min.
5. Families will be listed in the order they are swimming in the program, starting at the end of the program and moving to the start of the program, with each family only listed once. The slots at the end of the day will be allocated to the families swimming last in the program, and will move through the program towards the start of the program until all slots are filled.
6. If any families are not assigned a slot, they will be listed as reserves on the day.
7. If all timeslots have NOT been allocated, the following steps will apply:
  - a. After reviewing the timeline and confirmed entries, a second slot will be assigned based on who will already be at the pool competing.
  - b. Families with more than 1 swimmer competing may be asked to fulfill a second slot before other families are asked.
8. Once complete, the roster needs to be laid out in an easy to read format and sent to [secretary@gkdsc.com.au](mailto:secretary@gkdsc.com.au) for distribution to members.

### **On the Day**

1. A paper copy needs to be taken to the venue on the day and posted in the area the club is sitting.
2. Ensure the families rostered on first are present and ready.
3. Monitor the roster ensuring changeovers are happening on-time, and everyone rostered on is available.
4. If a meet is running longer than the advertised timeline, look for options for the roster. For example if by lunch time you can see the meet is running over-time you may need to extend timeslots from 45min each to 60min each. Any changes to be communicated to all families, and the roster posted on the wall updated.
5. If a meet is running quicker, you may look to reduce the timeslots and advise families accordingly.

### **Heats and Finals**

1. A roster will need to be created by someone in attendance at the finals session.
2. The same process will apply as for heats, but cannot be commenced until a start-list is available.
3. Everyone who makes a finals session must have someone available to fulfill volunteer duties.

### **Key Points:**

You must be 14 or over to be a timekeeper.

We all want to go home as soon as our child finishes swimming – this isn't always possible.

We all want to watch our kids swimming – timekeeping provides a great view.

Other families have made finals as well, that's not an excuse to get out of timekeeping.

Officials on pool-deck are not taken in to account by clubs or SWA when assigning volunteer duties.

If you don't want to do timekeeping, either find someone else to fulfill your slot (not a committee job!!!), or don't enter your child in the event.

"I always get the last timekeeping slot!" – slots are assigned based on where swimmers are competing in the program, it is merely a reflection of where your swimmers are in the program.

Please do not leave your post, or use smart-phones etc, while you are representing the club and fulfilling volunteer duties.