

Timekeeping Duties



- If your child has entered a swim meet, you should expect to be rostered for timekeeping or other duties as directed by the Volunteer (Timekeeping) Coordinator.
- You will be allocated a time and lane on the timekeeping roster which is posted usually by Thursday or Friday prior to the swim meet on the ASC Website; a copy is also emailed to your email address that you have provided to the club.
- It is your responsibility to check the website and your nominated timekeeping duties **before** you attend the swim meet.
- When you arrive at the swim meet the timekeeping roster will be posted on the wall.
 - At our ASC race meets it will be posted on the Glass perimeter in the first grandstand near timekeeping.
 - At Challenge Stadium on the wall at the top of the stairs on a wall close to where the majority of the Arena Swim Club members sit
 - At all other meets as close to the where Arena Swim Club members sit
- The timekeeping roster has a check box at the end of each volunteer's name. As you arrive can you please locate the timekeeping roster and just place a tick in the box to say you are at the meet.
- **It is your responsibility** to arrange a substitute if you are unable to fill the allocated time slot.
- If you have been rostered **as a reserve** at the swim meet please also tick the box on your arrival. Before the start of your allocated time please re-check the list to ensure all timekeepers have checked in and that you are not required. If someone is not in attendance then you will be required as the reserve to fill this spot. **Reserves are expected to stay for the meet not just drop their child off assuming they will not be required as they have only been allocated a reserve timeslot.**
- Please do not bring young children to sit on your lap while you are timekeeping. Only the actual timekeeper is allowed on pool deck. You should make the appropriate arrangements for any other younger siblings/children that you bring along to any meet to be supervised while you are carrying out your duties.
- If you are rostered for timekeeping at an Arena Friday Night Race Session – you are required to stay for the duration of the meet. Please note that while an estimated timeline is given and the Club will make every effort to meet this timeline, sometimes unexpected events happen and the event may run longer than anticipated you will be required to fulfil the role until the end of the meet.
- Even if the event runs ahead of time you are expect to cover the time slot which has been allocated.
- The timekeeper must be aged 16 years or over .

- If you decide to leave the meet early, and before you have fulfilled your time keeping slot, **you are responsible for arranging a substitute.**
- If you have entered a swim meet and the hosting club of that swim meet changes the length and days the swim meet will be held over, you will be required to fulfil your time keeping slot. **It is your responsibility** to arrange a substitute if you are unable to fill the allocated time slot even if you decide not to attend the meet due to the revised format.
- If you take another family's swimmer to a meet, you may be required to also fill that swimmer's parent's allocated volunteer role (hopefully, their parent has already pre-arranged a substitute).
- The Arena Swim Club acknowledges that swimmers who have obtained a drivers licence are likely to drive themselves to swim meets and that parents may not attend. In this situation, parents will no longer be rostered for volunteer duties at minor race meets and ASC Friday Night Race Sessions.
- Parents of self-drive swimmers **will** be rostered for State Age and Open Championships and are expected to be available for timekeeping in the event that their child has qualified for finals in the evening session.
- Despite the best efforts of the volunteer coordinator, your allocated timekeeping slot may not always coincide with the time your child is swimming.
- The club expects you to fulfil timekeeping duties even if your child has finished swimming and this could be up to an hour and a half after that time.
 1. For example: John Smith's swimming event ended at 9.15am you may be rostered for timekeeping duties until 10.45am
 2. For example John Smith's swimming event ended at 5.00pm you may be rostered for timekeeping duties until 6.30pm
- **If a family is unable to fulfil their nominated role at any individual event, it is their responsibility to:**
 - notify the volunteer coordinator at the time of submitting the meet entry; (please see ASC website under contacts to email Volunteer Co-ordinator)
 - find someone to replace them;
 - Notify someone overseeing the roster at the meet of the replacement (a nominated contact point should be listed on the Time Keeping Roster with telephone number).
- **Where families are not meeting their obligations their name will be referred to the committee for further action. The action taken may involve excluding your child from future swim meets.**

Finally

The club would also like to take this opportunity to remind you all that It is an obligation of each swimmer's parents or guardians to undertake the role of time keeping at Club and SWA meets. Your help in this volunteer capacity is greatly appreciated.

If you are new to the club or have not done timekeeping before please track me down or any of the committee members and we will explain what is required. The club also has a DVD which you may wish to take to view on what to do. I appreciate that no one likes to look like a fool not knowing what to do and we can help you with that if you come and see us. The worst that can happen is that you could have some fun meeting new people

Bernie Smith – ASC Volunteer (Timekeeping) Coordinator

