

## BALLARAT GOLD SWIMMING CLUB MEET TIMEKEEPING POLICY

### 1. Introduction

- 1.1. This guideline outlines the new approach to rostering volunteer timekeepers in our swimming club.
- 1.2. The purpose is to ensure fair distribution of timekeeping duties and encourage new parents to get involved.
- 1.3. The guideline also establishes consequences for failing to fulfill timekeeping obligations.

### 2. Buddy System

- 2.1. New parents will be paired with experienced parents to undertake timekeeping sessions.
- 2.2. This will allow new parents to learn and become comfortable with timekeeping responsibilities.
- 2.3. The buddy system will promote a welcoming environment and support the growth of our club.

### 3. Volunteer Obligations

- 3.1. **All parents of swimmers are expected to volunteer for timekeeping, unless they have another designated role for the day.**
- 3.2. Parents with children under the age of 10 will be taken into consideration, but it is highly recommended that they also participate in timekeeping.
- 3.3. Rosters will be based on the number of swimmers in the family and the event numbers they are participating in.

### 4. Roster Management

- 4.1. Rosters will be created based on the number of swimmers and event numbers.
- 4.2. Efforts will be made to avoid assigning timekeeping duties at the end of the day for those whose children finish early.
- 4.3. The event number system will be used to create rosters, rather than specific times.
- 4.4. Rosters will be posted on Team App early in the week before the meet.

### 5. Timekeeping Replacement

- 5.1. **If unable to fulfill timekeeping duties, members are required to find a replacement and notify Belinda Taylor before the event.**
- 5.2. Failure to find a replacement and not showing up on the day will result in a \$20 fine.
- 5.3. The fine will be added to the member's fortnightly payment.
- 5.4. Members can use the chat function on Team App to swap or fill timekeeping shifts.

By adhering to these guidelines, we can ensure the smooth operation of our swim meets and maintain a supportive and engaged swimming club community. Thank you for your cooperation and dedication to our club's success.