

TIMEKEEPING GUIDELINES

Please ensure all timekeeping requests are emailed to timekeeping@uwawestcoast.org

Please do not send requests to any other emails you may have used.

We take this opportunity to remind all members and families of timekeeping obligations below:

Timekeeping / Volunteer duties are allocated to all Clubs that have swimmers entered into a meet and the allocation is made by the Club hosting the meet. Duty allocations are based on the number of swimmers that a club has entered into the meet, and as a large club with many swimmers entering meets we will be allocated numerous duties during the meet.

If you have a swimmer that has entered a meet, you will generally ALWAYS be given a volunteer duty.

These duties include: Timekeeping; Results Running; Medals; Refreshments; Pool Deck Accreditation; Selling Programme; and/or Reserves

If you are **over 18 or an Open Swimmer** and have your own transport to the swim meet, you are still required to fulfil the timekeeping duties as allocated even if your parent does not attend. **If this is not possible then you must notify the Timekeeping Co-ordinator well in advance of the meet's closing date for entries.**

In addition to all families receiving an email detailing timekeeping allocations, a copy is also posted on the Club Website and Facebook at least 1day prior to the meet. The Timekeeping Co-ordinator will make every effort to allocate your time keeping slot while your child is swimming.

Should you know in advance (when making the entry to the meet or at least 5 days before the meet) that you will have restricted availability for timekeeping or other duties, please email our time keeping co-ordinator and every effort to accommodate your request will be made.

The **Members' Directory** of competitive swimmers is provided to help you co-ordinate a replacement if you are unable to fulfil your allocated duty and can be found on the Club Website by clicking the Members' Directory.

Withdrawing from a Meet

If you know in advance that you need to withdraw from a meet (either fully or partially), please notify the meet host as soon as possible. Contact details can be found via MySwimResults website under the Program Link.

If you have not withdrawn from a meet prior to the closing date, timekeeping duties will still be allocated to you (regardless if your child swims or not) as the club will have received our duty allocation.

In all of the above cases, withdrawals should be communicated to the Timekeeping Coordinator via email timekeeping@uwawestcoast.org

Once the timekeeping rosters have been emailed, posted on Facebook and on the website, it is YOUR responsibility to engineer a swap or replacement for your allocated shift NOT the Timekeeping Coordinators responsibility.

All Club Roster Emails will now be sent from a UWA-West Coast NO REPLY Mailbox