



LANE COVE SWIMMING CLUB INC.

TIMEKEEPING AND VOLUNTEER POLICY

At all meets (whether club, district or state competitions), clubs are allocated lanes for timekeeping and other related volunteer responsibilities according to their number of competitors.

It is the club's obligation to ensure that these timekeeping and other volunteer responsibilities are filled so that the meet can run as smoothly and quickly as possible. All swimmers agree to provide a volunteer during the online entry process.

Volunteering is not an onerous task that should be shared by all.

The LCSC Rosters Coordinator will ensure that a roster is compiled and forwarded to all competitors families prior to the event as notification of their requirements.

Whilst every effort will be made to allocate volunteer shifts as close as possible to the swimmer's events, this will not always be possible. As a result members are required to complete their assigned duties regardless of whether their swimmer has completed their events for the day.

RESPONSIBILITY

As members of the club, it is the parents/guardians/representatives' obligation to be available for this role at every competition at which their child/children compete in compliance with Policy Item 1.

If for some reason a timeslot cannot be fulfilled, it is the parents, guardians/representatives' responsibility to arrange for someone else to do it for them before the swim meet in compliance with policy item 5.

Parents who are acting as technical officials at meets must advise the LCSC Rosters Coordinator in advance of the relevant dates they are unavailable.

POLICY

1. It is an expectation of Swimming NSW that all swimmers' parents/guardians will participate in timekeeping duties for the Lane Cove Swimming Club, or delegate that responsibility to their representative.
2. Any parent acting as a Technical Official at a swim meet will be exempt from time keeping and other volunteer duties.
3. Parents/guardians/representatives with more than one swimmer competing at an event may be required to do additional volunteer duties if required.
4. All timekeeping sessions will be determined by the Rosters Coordinator.
5. If a parent/guardian/representative is unavailable for timekeeping the following conditions apply:
 - a) If swimmer is sick, then parent is not responsible for timekeeping but MUST advise the coach of the meet or Rosters Coordinator before 8am on the day.
 - b) If swimmer chooses not to attend a session, it remains the parent's responsibility to arrange a replacement timekeeper.
 - c) If swapping sessions, the Rosters Coordinator must be advised either via email as soon as possible.
6. The Rosters Coordinator is not responsible for arranging roster changes for any reason other than a swimmer withdrawing from the session due to sickness, immediately prior to the event or a session.

PENALTIES

LCSC reserves the right to scratch the swimmers of the families refusing or have declined to assist yet attend the meet (without notice).

Failure to follow the above policy, in the first instance, will result in parents receiving a reminder of their obligations from the Rosters Coordinator.

Subsequent failure(s) to follow the guidelines will result in the members receiving a \$35 fine and the swimmer being recorded as un-financial until such a time as remittance is made, in full, to LCSC.

DOCUMENT HISTORY

Version	Date	Author	Approver	Comments
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2.0	19/10/2017	Amanda Vance Helen Collett	Committee	Review and Update
3.0	22/11/2018	Alistair McElligott Michael Jacobs	Committee	Review and Update

DISTRIBUTION

All members.