



# RIVERTON AQUANAUTS SWIMMING CLUB

## TIME-KEEPING AND RACE ENTRY POLICY

### Help the Club to help your kids

Swimming clubs rely purely on volunteers (usually parents and/or guardians). The work needed to run a club smoothly for all our wonderful swimmers should not be left to a small band of volunteers, who may otherwise find it difficult to do all the jobs necessary. So, **please**, if you see that help is needed at any club event, step in and offer to help. If all parents willingly do this, club functions will run smoothly, efficiently and quickly.

### Entries

There is a list of Targeted Meets that are regularly emailed by RVA and all swimmers are strongly encouraged to attend. Prior to entering any Meet, please discuss suitable events for your child/ren, with the Head Coach. Online entries for Swim Meets and Club Nights must be submitted by the closing date and no late entries will be processed. The closing dates are advertised on Swim Central and it is usually during the week leading up to the event. A reminder is sent out from the Club notifying the members that a targeted event or Club night entries are closing soon. Some Swim Meets have a certain number of swimmers that can enter certain events. This means that although the entry time has not closed, some events will no longer be on offer. Getting entries in early can give your child/ren the widest options. The Head Coach chooses relay teams based on the Meet and the events. To be eligible, please select the option in Swim Central or notify the Head Coach that your child/ren is willing to do relays. If your child/ren is unable to attend a Meet for which they have entered, they are to notify the Head Coach (ASAP), the Secretary of the Club running the Meet and the committee member responsible for the time-keeping roster. On the day of the event, should your child/ren not be able to compete in an event for which they have entered, they are to notify the Head Coach (ASAP), and the committee member responsible for the time-keeping roster and the Marshalling desk on pool deck.

Club Premierships are compulsory for swimmers to attend. The Head Coach chooses the team based on the Swimmers' times and order of events. Your child/ren may be chosen for some of these and/or the relays. Sometimes, your child/ren is a reserve for an event. These are needed as there are often issues on the day which impact on whether swimmers can participate in events, and we want to field a full program.

### Volunteer rosters

At each Swim Meet (non-Club night), Riverton Aquanauts is allocated duties (such as time-keeping, marshalling, selling programs etc), depending on how many RVA members have entered. A roster is produced prior to each Meet and all RVA entrants must provide a helper to fulfil the allocated duties. It is your obligation to be available for this role at every competition for which your child competes. This generally only involves making yourself available for 1 to 1.5 hours and the duties are easy. If you are not sure how to do one of the allocated duties, please ask, as there is always someone willing to assist you. Please be down on pool deck a couple of minutes prior to handover. This ensures a smooth transition. Time keepers need to remain in place during their allocated time. If the Meet is running late, the last time keeper is required to stay for the duration of the session. If someone does not turn up for the changeover of time keeping (i.e. more than 5 minutes late), ask an official to have the announcer make a call out to replace you.

For swimmers attending Targeted Meets, members will receive an email with the time-keeping roster. If you are unable to do your allocated timeslot, it is your responsibility to arrange for someone else to do it for you. Please notify the committee member (who circulated the roster), of any changes made. For swimmers attending non-Targeted Meets, please check the Meet time keeping roster on Swim Central, as we may be given duties. All families attending will need to ensure between themselves that all Riverton time keeping duties are covered.

Please also ensure your email address is up-to-date, otherwise vital information may not be getting to you. Please notify the RVA Registrar, [registrar@rivertonaquanauts.org](mailto:registrar@rivertonaquanauts.org) as well as updating your details on Swim Central,

Please be aware that making up the roster is generally time-consuming and much more complex than it looks. We will try to accommodate everyone that is on the roster but this may not always be possible. So please be courteous and helpful when making requests (try and avoid doing so if possible), but if needed do so prior to the time keeping roster being sent out to members. Should a swimmer not be able to provide a parent or nominated person on the day of the Swim Meet, they may be given additional duties at future Meets, may lose selection preference at Inter-Club Meets and/or access to funding for Inter-State Meets.