

Parent Duties at Competitive Meets

Most swim meets are managed and officiated (time keeping, Inspector of Turns - IOTs, - administration room, door duties) on a voluntary basis and require the participant clubs to make a number of parents available to do duties at the meet.

All United parents/guardians are expected to contribute by assisting at meets and our aim is to manage the allocation of these duties in a fair and equitable manner. It is also important that parents/guardians turn up to these duties at the correct time, which are as follows:

- Door duties: arrive 30 minutes before the start of warm-up
- Managers and assistant managers: arrive at least 15 minutes before the start of warm-up
- Administration room, IOTS, and timekeepers: arrive and sign-in at least 30 minutes prior to the start of the session

It is also United's objective that all swimming families will nominate at least one parent/guardian ("Nominated parent") who is, or will become, a qualified technical official and that the level of qualification is expected to increase progressively over time.

Having parents/guardians as qualified officials is important to enable United to both host our own swim meets and to also contribute to another club's swim meets. United's policy on technical officials is outlined below in [Becoming a Qualified Technical Official](#)

Completing the Duty Form

When a United swimmer is entered into a swim meet, their parent/guardian is agreeing that they will be available to assist with managing or officiating at the meet, if required by United. To assist our Club Handicapper, prepare the duty roster for each meet, the parent/guardian of a swimmer who is entered in the meet can complete the Duty Form. This is a google doc form that enables you to specify which session and role you would prefer to assist at if required. Completing the Duty Form does not mean you will be rostered on at the meet, but it enables the Club Handicapper to try and accommodate your preferences if you are required to assist.

You do not need to have a swimmer entered at a meet to volunteer to assist at a swim meet, and all contributions are greatly appreciated. In some cases, it may be more convenient for you to volunteer at a meet that your swimmer is not entered in especially if you know you will be unavailable at an upcoming meet.

How will duties be allocated?

Given our policy that all families contribute and assist at competitive meets and that, over time, each family has a qualified technical official, the principles that will be followed when allocating duties at swim meets are:

1. We will aim for the duties to be allocated fairly and equitably
2. Duties will be allocated firstly to any unqualified timekeepers
3. Duties will then be allocated to unqualified IOTs and those requiring duties to ensure that they can meet the requirements to qualify at the next level of technical officials. This may result in unqualified people being rostered on with a qualified official to learn the required role
4. Duties will then be allocated to unqualified IOTs who have elected to gain experience in operating the AOD room
5. Qualified officials who are assisting in other time-consuming roles within the club (e.g. assisting at camps and away meets, certain committee roles) will be less frequently rostered on to duties unless required to meet the next level of qualification or required to meet minimum numbers of duty parents at a meet
6. Families with more than one swimmer may be expected to do additional duties reflecting the additional swimmer(s)

What if I am away and cannot attend the meet?

We understand that due to a variety of circumstances (such as work or family commitments, illness) it is not always possible for a parent/guardian to attend a meet. Where you have completed the Duty Form or notified the Club Handicapper that you will not be available, the club will endeavor to accommodate your absence provided this does not occur on a regular basis.

However, if this is not possible and you are rostered on a duty, but you are not available to assist, then it is your responsibility to find a replacement for your allocated duty.

If you are rostered on to assist at a meet and do not attend or find a replacement to do your duty, it generally means that the operation of the meet will be disrupted or delayed, or in a worst case it will not meet Swimming NZ's requirements to be approved as a qualifying meet. This is not fair on the swimmers or other families who do turn-up to assist when required and reflects badly on United. Therefore, if you do not turn-up to do your allocated duty or do not find a suitable replacement, the following penalties may be imposed:

1. The first time it occurs, the swimmer will be fined \$50, and the parent/guardian will be required to do the duty they missed plus an additional duty at subsequent meets
2. The second time it occurs, the swimmer will be fined \$100, and the swimmer may be scratched from that meet and/or not permitted to enter further meets until additional duties as determined by the United Committee have been completed by the parent, guardian and/or caregiver
3. If this continues then the swimmer's membership of United may be revoked