

**Somerset Hills YMCA Swim Team
Invitational Meet Timing Procedures
2017-2018**

Invitational Meet Coordinator will email parents of swimmers entered in upcoming meet giving them a deadline to respond as follows:

- Swimmer is not attending meet; or
- They are an official and will be working the meet;

Invitational Meet Coordinator will make timing assignments for preliminary events if the meet has prelims and finals or for all events in a timed finals-only meet based on the volunteer grid and events and set-up a Google Doc for that meet. (Additional information regarding timing for finals is set forth below.) The Google Doc will include the session, timing assignments, list of working officials, and a space for parents to indicate they are willing to be contacted if someone needs a replacement.

Coordinator will email the Google Doc to the families with swimmers entered in the meet. Parents with timing assignments are required to add their cell phone contact info for the grid as confirmation of the assignments by a certain date. Failure to do so will result in their swimmers being scratched from the meet by the coaches and fines for no-shows. Parents who did not get a timing assignment and are available to time if someone needs a replacement, can indicate their willingness on the Google Doc. Indicating willingness to time on the Google Doc does not obligate that parent to take the place of the assigned timer – they must be asked and agree to the specific shift.

Once the assignments are posted, parents with swimmers whose plans changes or have extenuating circumstances that prevent them from timing their shift must find their own replacement and updated the Google Doc. Invitational Meet Coordinator should not be contacted. They can either reach out to the willing parents on the Google Doc or they can refer to the meet entry report for a list of families and their swimmers' events to find a replacement. If the timer's swimmer has a last minute illness/injury and is unable to swim, notify the Head Timer of their session who will find a replacement that day. Swimmers and siblings under 18 years of age cannot take their parent's timing shifts for these invitational meets, timers must be adults.

Head Timers are responsible for checking in the SHY timers before the start of the meet, finding replacements if there are any no-show timers and reporting back to the Invitational Meet Coordinator the names of those parents who actually timed and the no-shows. Head Timers may also be asked to pick up stopwatches at the Y and bring to the meet. Invitational Meet Coordinator will record each family's participation in the meet and notify the STPO President and Treasurer of the no-show families for fine assessments.

Any family missing their timing assignment without finding a replacement will incur the following financial penalty:

- First Infraction - \$50 fine
- Second Infraction - \$75 fine
- Third Infraction - \$100 fine
- Suspension of meet privileges

Fines will be added to the swimmer's Team Unify account and may prevent them from entering future meets unless paid off in a timely manner.

Special Rules for Timing Finals

Invitational Meet Coordinator will assign a Finals Head Timer for the meet to keep track of which swimmers make finals. Parents should notify the Finals Head Timer if their swimmer will be scratching from finals or if they are planning to officiate.

The Finals Head Timer will make every effort to assign timers for finals in an equitable manner with an eye toward spreading the team's timing obligations fairly. Parents who refuse to time finals, in the absence of serving as an official during finals will have their swimmer scratched from the session by the coach and be fined in accordance to the above schedule.

After the meet, the Finals Head Timer will report to the Invitational Meet Coordinator the names of who timed and if there were any no shows or refusals to time. Invitational Meet Coordinator will record each family's participation. Final sessions are considered a separate meet for the purpose of recording volunteer participation.