

Brea Aquatics Mandatory Timing Commitment Policy

All Brea families are responsible for timing at swim meets that are not held at our Brea facilities (Away Meets) without exception. **Each family is required to time for a total of twenty (20) hours per year, in addition to the service hours required for our Brea-hosted meet. For our Brea-hosted meet, each family is required to work four (4) hours. A swim year is defined as September through August.**

The length of time is dependent upon the length of the meet and therefore may not have an "hours" block associated with it. In general, these shifts are approximately 30 minutes to 2 hours long.

- **For each hour a family does not meet its twenty (20) hours of mandatory timing service at Away Meets, a \$25.00 fee will be charged for unfulfilled service hours up to a total of \$400.00. This charge will be applied to your September invoice.** For example: A family has worked 20 hours by Aug. 2; they will not be billed in September. Another family works 16 hours out of the required 20 hours, that family will be billed \$25 for each of the 4 hours they did not complete for their 20-hour minimum (\$25 x 4 hrs. = \$100).
- For every meet your child is able to swim and you volunteer, you will not be fined.
- If you sign up for an Away timing assignment and do not show up for your shift or have not made arrangements with another family to time the shift for you, you will be assessed a penalty fee of \$25 for each missed shift. The penalty fee will be applied to the following month's dues.
- Parents of swimmers in the long distance events (400IM, 400/500 free, 800/1000 free, 1500/1650 free) are responsible for timing three (3) heats of those events beyond the Away Meet timing requirements. This is an SCS standing rule that is generally stated on all meet forms and must be followed in order for your child to get an official time. This time is NOT included in the twenty hours of required service.
- Each Away Meet session will have a **Timing Coordinator**. This time will count towards the twenty (20) hours of mandatory service each season.
- All families must check-in with the **Timing Coordinator** before the start of the meet session and serve their full session in order to receive credit towards the twenty hours.
- Each Away Meet will have "**Timing Alternates.**" These alternates may or may not be called upon to time. The **Timing Coordinator** may ask the alternates to fill in any timing slot, which may open up. This **Timing Alternate** position will count towards the twenty (20) mandatory service hours, even if the family is not called upon to actually time during the Away Meet.
- For those families who have older swimmers (for example those that may drive), you are still responsible for Away Meet timing sessions. Discuss in advance with your older swimmer the meet schedule so that you are able to time at meets or arrange with friends or other family members to fulfill the timing commitment.
- This timing policy does not apply to College swimmers.

Timing Job Descriptions

Alternate Timer: This position will be available for families to select during the sign-up window prior to the Away meet. The alternate timer must check in with the Timing Coordinator. The alternate timer must be available for the entire session. They may be called upon if there are any timing assignments that are vacant or if a timer does not show up for their assigned timing assignment. This position will earn the higher of either one (1) service hour per session or the amount of time spent timing.

Timer: This position will be available for families to select during the sign-up window prior to the Away Meet. All timers must check-in with the Timing Coordinator. Timers time each race and write the time down on a timing slip provided on a clipboard for each lane. After each event, the timer will pass the timing slip onto the runner. Additional instruction will be given the day of the meet by the official. Service hours will be dependent upon timing chairs assigned to Brea.

Timing Coordinator Position: This position will earn three (3) service hours per session. This position will be available for families to select during the sign-up window prior to the Away Meet. There will be one position for each session of the meet. If a family signs up for a session to act as Timing Coordinator, this family is expected to serve the entire session. If this obligation is not met, then no service credit will be given.

The Timing Coordinator will be responsible to facilitate the timing shifts during the session. The Timing Coordinator will print out the timing sheet for their assigned session. The Timing Coordinator will ensure that all timing shifts are relieved in a timely manner. If a family doesn't show up for the time in which they are scheduled, the Timing Coordinator will need to locate this family, the alternate timer, or find another Brea family to time. The Timing Coordinator will turn in or e-mail the signed Timing Sheet to the Timing Commissioner or a Brea Board member within a week of the meet. These Timing Sheets will be used to track and monitor Timing Service Hours.

Exceptions to Yearly Timing Commitment: The Chairperson and Co-Chair of the Brea Home Meet will be excluded from the twenty (20) hours timing commitment. Also, the Timing Commissioner.