

Tin Duty Instructions

The Tin Duty Roster Organiser emails the roster to the tin duty volunteers on a quarterly basis. Please make a note of your allocated date and time. If you can't make it to your session(s), please organise to swap with someone else on the roster. If someone regularly swims and isn't on the roster, or has stopped swimming, please notify roster organiser via tin-duty@marlins.org.au

Weekday Tin Duty (Tuesday and Thursday am/pm sessions)

Arrive 15 minutes early to allow people to pay and get into the water on time.

1. Ask for the Marlins' red tin from Harold Holt Pool Reception
2. Members pay for their swim at the Harold Holt pool reception, and then **pay \$3, (\$2 seniors card holders or full-time students)** to the person on tin duty to attend the Marlins training session.
3. On the Tin Duty Slip/Cash Summary Form, list the names of all people *swimming*. *Note whether they paid (\$3 or 2) or were a free swim (coaches (C), tin duty (T), birthday (B)) in the brackets next to their name*
4. **Coaches** get **two free swim** credits when they coach, which they or a designated other can use the next time they swim with us
5. **Tin Duty** volunteers get **one free swim**. This is usually the day of tin duty session. Record name on the list of swimmers and put a **"T" (for tin duty) in the brackets next to name** on the Tin Duty Slip
6. Members can purchase a **10 swim pass card for \$27 (\$18 for seniors/FT students)**. After they have paid, issue them with one of the numbered swim passes from the tin, writing the member's name on it and recording details on *both* the accompanying swim pass sheet *and* the Tin Duty Slip/Cash Summary Form
7. Where a member produces one of the **10 swim pass cards**, cross off one swim on the card, list the name of the swimmer and put the letter **"P" (for pass) in the brackets next to the name** on the Tin Duty Slip.
8. All Marlin Club Members are offered one free training **or** endurance session within a week of their birthday. If a Member is redeeming their **Free Birthday Swim**, firstly check the date of member's birthday on the birthday list in LAPTALK in the Red Tin, cross off the member's name in Laptalk, and record a **"B" (for birthday) in the brackets next to the name** on the Tin Duty Slip. Please note that only Club Members can redeem this offer ie. It is not available to Visitors.
9. If there are **Visitors**, record their **name, address, telephone number & email address in the visitors' book** as well as the date of their swim. Collect \$3, or \$2 for seniors and full time students, and write their **name and "visitor" next to it** on the Tin Duty Slip. Also issue them a **"Visitor Pass"** (in tin) and write the number of the pass in the visitors' book. We do not offer free trial training swims.
10. The Tin Duty person must check that any visitor swimming, has a valid visitor pass. Within one month of their first swim, visitors must join the club to continue swimming with us. The purpose of the visitor pass is so we can identify when a visitor is about to use up their month, and to encourage them to take out a 12/16 month Masters membership.
11. **If there are any new members or visitors, please introduce them to the session coach.**
12. **New Masters Swimming Memberships:** We cannot take money through the tin for memberships. Membership must be completed "online" via Masters Swimming website.

13. Total up all money received. Make sure everyone who should pay has paid.
14. Complete the reverse side of the Form. **Do not include the coach on duty in the total numbers.** However, do include any coaches having a free swim!
15. Indicate clearly which people have paid money for swim passes, clothing etc. and how much.
16. Remember to include the coach(es) name, your name, the day, date and time on the form.
17. Please ensure the tin duty **money bag is sealed!**

Sunday Tin Duty

- **Sunday Tin Duty is from 8.15am - 8.45am.**
- One person is rostered for Tin duty on Sundays.
- Members who arrive at 7am for the first session, must collect the Red Tin from HH reception, and **self register** by writing their names on the Cash Summary Form, record the amount paid on the Form (\$2/\$3, "P" for pass, "C" for coach or "B" for birthday), and pay \$2/\$3.
- If a member is self registering at 7am and has a blue swim pass card, they should sign their own pass card and record their name on the Cash Summary Form
- Cash is placed in a plastic zip lock bag for security.
- The last swimmer in, or coach re-packs Red Tin and places it under the coaching A frame for security.
- Swimmers who choose to swim both Sunday sessions must pay for both sessions.
 - If they pay \$6 at the 7am session and self register, you need to note on the 8.30am Cash Summary Form their name, and put (0 – paid at 7am) next to their name.
 - If they only paid \$3 in the 7am session, they need to get out of the pool and pay another \$3 if they choose to swim in the 8.30am session as well.
 - Regardless of how they pay, their name must be on both Cash Summary Forms.
- The Tin Duty person arrives at 8.15am:
 - Checks that all swimmers self registered
 - Members who swim both sessions must pay for both sessions
 - Correct cash received
 - Circle the 7am time on Cash Summary Form for Session 1.
 - Finalise the Cash Summary Form for Session 1.
- The Tin Duty person then completes a new Cash Summary Form for Session 2 as per usual. Circle the 8.30am time on Cash Summary Form for Session 2.

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