

Malvern Marlins – Tin Duty Instructions

Effective 26 September 2023

- 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.

There is a tin duty **WhatsApp group** where you can request tin duty swaps. To be added to the group please email your mobile phone number to tin-duty@marlins.org.au.

Tin Hygiene

- If you are feeling unwell, do not do Tin Duty.
- Sanitise hands prior to collecting the Tin and prior to handling the contents.
- Only the member performing Tin Duty for the session is to handle the Tin and the contents.
- Maintain 1.5m physical distancing at all times.
- Cash payments are not to be accepted. All members should present swim passes to attend sessions.
- No extra items such as ribbons, certificates etc are to be left in the Tin.

Tin Duty Tasks

Members pay for their swim as usual at the Harold Holt pool reception, and then present pre-paid Marlins Swim Passes to attend coached sessions.

- Arrive 15 minutes early to allow people to pay and get into the water on time
- Ask for the Marlins' Tin from Harold Holt Pool Reception

Swim Session Attendance Slip

- On a **Swim Session Attendance Slip**:
 - Fill in the general details: swim session day, date and time, your name, the name of the coach on duty
 - List the names of all people swimming, as you clip their cards.
 - Note each person's payment method in the brackets next to their name:
 - member paying with a swim pass (P)
 - a free swim - Tin Duty (T)
 - a free swim – Birthday (B)
 - Visitor (V)
 - If you are swimming, add your name and 'T' to claim your free Tin Duty swim
- As swimmers present their swim passes, use the hole punch to 'clip' a hole on the card signifying a swim has been taken. The punch is to be kept in the Tin and sanitized before and after use.
- Once all swimmers have arrived, or 10 mins after the warmup starts, place the completed **Swim Session Attendance Slip** in a ziplock bag, repack the tin and hand back to Harold Holt Pool Reception before your swim.

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Swim passes

Swimmers must EFT the cost of the swim pass they require to the club's bank account before requesting a swim pass.

Malvern Marlins Swim Pass Options	10 swim pass	5 swim pass
Full Member (non-concession)	\$33.00	\$16.50
Concession Member	\$22.00	\$11.00
Endurance Full Member (non-concession) - Sat 8.30 am	\$20.00	\$10.00
Endurance Concession Member - Sat 8.30 am	\$10.00	\$5.00

Note: concession is available to Seniors Card holders, fulltime students (Student Card) and Centrelink recipients

Issuing swim passes:

- Obtain the current **Swim Pass Record Sheet** from a zip-lock envelope in the Tin. The Swim Passes yet to be issued will be in this envelope.
- View the swimmer's bank receipt for the relevant EFT transfer to the club's bank account, before issuing the Swim Pass
 - **Coaches:** If a Marlins coach requests a Swim Pass from their coaching funds, you do not need to view their payment. Write "Coach" in the category column of the **Swim Pass Record Sheet**
- Fill out the **Swim Pass Record Sheet**, recording the details of the Swim Pass you are about to issue. Ensure the details you record on the **Swim Pass Record Sheet** are against the swim pass number of the Swim Pass you are issuing.
- Fill out the relevant Swim Pass by writing on the Swim Pass:
 - Swimmer Name
 - Cross out the inapplicable swim categories
 - Date of Issue
- Clip a hole in the card if the swim pass is to be used for a swim that session

Free Swims

- **Tin Duty volunteers** get one free swim. This is usually the day of tin duty session. Record your name on the list of swimmers and put a **"T"** (for tin duty) in the brackets next to your name on the **Swim Session Attendance Slip**
- All Marlins Members are offered one free training session within a week of their birthday. To record the member's **Free Birthday Swim**, put a **"B" (for birthday)** in the brackets next to the name on the **Swim Session Attendance Slip**. Please note that only Club Members can redeem this offer i.e. It is not available to visitors.

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Visitors

First-time visitors

- Introduce yourself
- Record their name, address, telephone number & email address in the **Visitors' Book** (In a zip-lock bag in the Tin) and *importantly*, the date of their first swim.
- Write their name and "visitor" next to it on the Swim Session Attendance Slip. First-time visitors swim for free, but must purchase a swim pass for subsequent swims
- Issue them a **Visitors Information Sheet** which will be with the **Visitors' Book**
- Introduce them to the session coach

Visitor – subsequent visits

- Check that any visitor swimming has had their name recorded in the **Visitor's Book**.
- A visitor may swim with the club for up to one month before becoming a member.
- After one month of their first swim, visitors must join the club to continue swimming with us.

Masters Swimming Memberships: Membership must be completed and paid for "online" via the Masters Swimming Australia website (link on the Malvern Marlins website).