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### The Purpose

The purpose of this procedure is to ensure that all Swimmers, Members, Coaches, Team Managers, Volunteers and Parents are aware of how individual swimmers are selected for Team Events and Relay Teams for West District and national Events by REN96 Swim Team.

### The Scope

The procedure applies to all Swimmers, Members, Coaches, Team Managers, Volunteers and Parents/Guardians affiliated to the REN96 Swim Team.

### Procedure for the Selection of Individual Swimmers for Team Events and Relay Teams.

1. The Head Coach/Coaches are responsible for selecting individual swimmers for Team Events such as the Mini League and Clyde Coast League and for Relay Teams at West District and National Competitions.

The selection of swimmers for Relay teams can be based on a number of different criteria. The selection may be based on the swimmers already entered in the competition for individual swims. At some competitions it is also good practice to include swimmers who have not qualified individually. This will allow them to experience of competing at a higher level competition as part of a Team and they could aspire to individual qualification the following year having already had exposure to competition at this level. It may also be an opportunity for swimmers to compete in a different discipline than they would normally be chosen for in order to build up their confidence for the future. It should also be noted that if times are the sole reason for selection, this is still not clear cut as the swimmers may not have swum the distance required for over a year, especially in the case of the 4x50m events. Swimmers are encouraged to swim longer distances and rarely swim 50s as individual events and therefore the Head Coach/Coaches input is vital.

2. The Head Coach/Coaches and Club Administrator are responsible for informing individual swimmers that they have been selected for Team Events such as the Mini League and Clyde Coast League and for Relay Teams at West District and National Competitions.
3. Where possible, two weeks prior to a Team Event such as Mini League or Clyde Coast League or the selection of Relay Teams for West District or National Competitions, memos will be written and put in the trays on the Friday for Squad Secretaries to distribute as soon as possible thereafter. If there is a Training Day for the Mini League then the memos will be issued two weeks prior to the Training Day. Everyone selected for a Team Event or Relay Team will receive a memo. On receipt of the memo you **MUST** inform the office, as soon as possible, if the selected swimmer is able to attend, either by telephone or email to the Club Office.

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4. Where possible, by Thursday of the week prior to the Competition, i.e. 9 days before, the Club Administrator will contact any swimmer selected for the Team Event or Relay Team who has not replied to confirm their availability.
5. The confirmed Team will be placed on the Club Website two weeks prior to the Competition. Please note that Teams entered for competitions via Hy-Tek may **NOT** be the confirmed Team. The Teams may be changed by the Head Coach/Coaches if any swimmer originally selected cannot make the Event. The Head Coach/Coaches may change the team up to the day of the competition due to emergencies such as a swimmer becoming ill before the Competition.
6. If any Parents/Guardians wish to discuss the selection or non-selection of individual swimmers then they should speak to their Squad Coach in the first instance and if they are not satisfied with the response then they should speak to the Head Coach.
7. Parents/Guardians **MUST NOT** contact the Club Administrator or any member of the Management Committee to discuss the selection or non-selection of individual swimmers as the selection or non-selection of a swimmer is the decision of the Head Coach/Coaches.

### Club Contact Details

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