



Parent Volunteers - 2006 Swim Team Season



Support your children! Support your Team!

Listed below are the jobs required to run the Swim Team. There are already people in these positions who could transition someone with interest. You won't be left alone but will work with a team of parents supporting each other and dedicated to have the swim season and the meets go smoothly so our children can focus on swimming and have fun. Without our great parent help, our season this year could not have been such a success.

Please let us know your interest for 2006 in any of the following areas:

Team Rep ...the Lynchpin that holds it all together

- ✓ represents the team at all league meetings and functions during the off-season (1 meeting monthly);
- ✓ holds seat on RESC Board, attends meetings;
- ✓ hires coaches;
- ✓ keeps track of the team roster;
- ✓ keeps track of the finances and approves all payments;
- ✓ directs everyone else on covering their functions;
- ✓ recruits more parent volunteers/ officials;
- ✓ chairs the weekly (or biweekly) parent committee meetings during the 9-week swim season.

Assistant Rep (A Team Rep)

- ✓ organizes all A Meet logistics;
- ✓ recruits parents and officials for A Meet.

Assistant Rep (B Team Rep)

- ✓ organizes B meets with other pools;
- ✓ organizes all B Meet logistics;
- ✓ recruits parents and officials for B Meets.

Swimmer Development Coordinator

- ✓ monitors swimmers' progress;
- ✓ organizes swim clinics - scheduling the clinics, collects the money;
- ✓ keeps track of who is teaching what, when; keeps track of swimmers at meets;
- ✓ act as liaison with coaching staff on swim development matters;
- ✓ sets up stroke and turn workshops for the disqualified swimmers;
- ✓ sets up extra workouts,
- ✓ supports any swimmer development needs requested by coaches;
- ✓ posts personal best times from the previous weekend's meet

Pre-team - Minis Coordinator

- ✓ works with pre-team parents;
- ✓ organizes mini-meet.

Communications

- ✓ keeps the information line flowing (especially to new parents/ swimmers);
- ✓ maintains the bulletin boards (front and back);
- ✓ sends email messages; maintain email addresses/phone #s
- ✓ starts a telephone tree, if necessary;
- ✓ helps pump up team with rah-rah notices;

- ✓ keeps track of what's going on so we can pump up the team with some good news

Special Events/Social Coordinator

- ✓ assists in extra-curricular activities: pep rallies, pizza dinners; movie night; bowling; 6 Flags/ King's Dominion day trip; pasta night; awards banquet, other..
- ✓ recruits other parent helpers to share the workload.

Special Events/Social Co-Coordinator

- ✓ organizes swim suit selection and team-wear ordering and distribution: sweatshirts, tees, shorts, etc.
- ✓ organizes the end-of-swim-season banquet
- ✓ recruits other parent helpers to share the workload.

Website Manager

- ✓ maintains website;
- ✓ maintains record board.

Food/Concessions Coordinator

- ✓ one of the most important jobs - it's where we get most of our money;
- ✓ buys what's needed; keeps an inventory; coordinates with the dive team;
- ✓ sets up/takes down food at meets/pep rallies;
- ✓ staffs food sales;
- ✓ monitors preparation, picks up bagels, orders pizza (for pep rallies and meets)
- ✓ works with Social coordinator if/when food/ beverages are involved;
- ✓ recruits other parent helpers to share the workload.

Automation and Records Keeper

- ✓ maintains the database of team swim records and operates the computer during swim meets;
- ✓ keeps record case/board up-to-date (corrects past errors and omissions as they are discovered);
- ✓ generates reports each week for coaches/ rep/ swimmer development coordinator to keep track of swimmers' progress (top time reports, time series data on declining times for swimmers/events)
- ✓ provides information to Communications Coordinator for appropriate accolades.
- ✓ basically, provides the database feedback to help the team be managed more effectively, and measure its progress.

Awards Coordinator

- ✓ orders B Meets ribbons before the season begins to ensure enough ribbons have been printed;
- ✓ gets printed labels from Automation rep during meets and affixes them to appropriate ribbons;
- ✓ keeps track of ribbons (organizes ribbons/awards for distribution at Pep rally)

Awards Co-Coordinator

- ✓ orders trophies for end-of-swim-season Awards Ceremony;
- ✓ works with swim coaches to create paperplate awards;
- ✓ works with swim coaches to select each week's "beasts."

Please consider how you can support your children's swim team.

Last Name: _____

First Name: _____

Phone Number: _____

I'm interested in the following job:

- | | |
|--|---|
| <input type="checkbox"/> Team Rep | <input type="checkbox"/> Swimmer Development Coordinator |
| <input type="checkbox"/> Assistant Rep (A Team Rep) | <input type="checkbox"/> Swimmer Development Co-Coordinator |
| <input type="checkbox"/> Assistant Rep (B Team Rep) | <input type="checkbox"/> Pre-team - Minis Coordinator |
| <input type="checkbox"/> Special Events/Social Coordinator | <input type="checkbox"/> Automation and Records Keeper |
| <input type="checkbox"/> Website Manager | <input type="checkbox"/> Awards Co-Coordinator |
| <input type="checkbox"/> Communications | <input type="checkbox"/> Awards Co-Coordinator |
| <input type="checkbox"/> Food/Concessions Coordinator | <input type="checkbox"/> Other _____ |

(Only 3-4 meetings during the off-season and a weekly meeting starting in May).

Comments: _____

Please return your completed form in the Volunteer Envelope - Thank you.