

SWIM TEAM PARENT COMMITTEE ROLES

Parent Representative - Confirms leadership positions are filled and holds pre-season meeting and other necessary meetings with leadership committee. Monitors registration with volunteer and website coordinators. Communicates team registration dates, NOVA spring clinic information, and other team event information to team, including posting useful updates on Colonies Cruisers Facebook. Confirms team suits and fitting date, cap availability, and ordering deadlines with Virginia Swim Shop located at NOVA. Facilitates a new parent meeting and assists coaches in communicating with parents of new swimmers. Sends welcome letter to visiting teams for home meets and forwards the hosting team's letter out to CSTC team for away meets. Speaks with coaches regularly. Makes decisions with other parent rep, meet director, and pool management during inclement weather and communicates with team. Contact [Stacey Carlson](#).

GRAL Representative - Officially designated League Representative of the Colonies Swim & Tennis Club to the GRAL Board of Directors. First line of communication between the Club and GRAL board. Attends GRAL Board meetings, votes for the Club on issues presented before the membership, presents issues for discussion identified by the Club at the GRAL Board meetings. Reports back to the Club about the proceedings at the GRAL Board meetings. Assures League Rules and procedures are being followed and brings a copy of the current GRAL Handbook to each meet. Submits initial dues and pool certificate of insurance for the Club. Contact [Greg Smith](#) or [Hayley Mathews](#).

Treasurer - Manages the team finances, including budget prep and financial reporting. Reimburses funds spent by members and obtains petty cash for home swim meets. At year-end coordinate getting annual financials to CSTC treasurer for tax return prep. Helpful to have a working knowledge of QuickBooks online.

Meet Director - Coordinates with Pool Management to set up home swim meets. Liaison between Referee, Computer Rep, Head Table, Head Clerk of Course, Volunteer Check-In, Announcer, Coaches, Concessions and Pool Manager throughout home meets. Responsible for maintaining meet schedule. Verifies all Parent Volunteers are in place before each meet half. Sets up and maintains audio equipment and starter. Solicits and organizes announcements to be made throughout the meet. Measures pool depth prior to each home meet. Completes GRAL Meet Cover Sheet. Periodically distributes water to designated volunteers. Distributes Meal Vouchers to lifeguards and designated visiting team representatives. Coordinates Senior Send Offs with parents and coaches. Schedules swimmers to sing National Anthem at each home meet. Maintains appropriate number of working stopwatches and ensures they are transported to away meets. Ensures starter is in working order and charged prior to each meet and is transported to each away meet. Makes decisions with parent reps and pool management during inclement weather.

Certified Worker Coordinator - Works with the GRAL VP of Officials and performs any/all administrative duties assigned. Manages any required testing of meet officials and keeps records of work schedules and testing to ensure certification. Responsible for ensuring meet shift coverage for Certified Officials. This includes advance planning and scheduling all Certified Officials for each swim meet during the season.

Concessions Chair - Responsible for purchasing/ordering all of the food to be sold at home meets, setting up the concessions area, replenishing food/items as needed during the meet, and cleaning up everything after each meet. Communicate with volunteers prior to each home

meet to remind all who are bringing donations and those that are working of their duties and time to report. Maintain a spreadsheet of expenses and income for record keeping purposes.

Check in Swimmers and Volunteers - Ensures all volunteer positions are covered for all meets. Makes request for volunteers if not all volunteer positions are filled for each meet. Makes labels for all volunteers shifts. Arrives to pool by 4:15 to check in volunteers and swimmers. Reports to Meet Director to let him/her know if all volunteers have checked in.

Swim-A-Thon Chair - Responsible for coordinating and planning the 24-hour Swim-A-Thon, the in-conjunction 2-hour Swim-A-Thon, and the team breakfast provided for all Swim-A-Thon participants. Additional parent volunteers will sign up on the team website to help with these events. Acts as the liaison between the swim team and the benefitting charitable organization, notifies Henrico police of the event, advertises the event to the members of the club, supplies event information to the parents of the participants, works with the coaches to set a swimmer schedule for the 24 hour event, creates a sign up schedule for parents to count/supervise during the overnight hours, purchases (with team funds) snacks for the 24 hour swimmers, purchases (with team funds) the food/materials needed for the breakfast, organizes the volunteers who help with the cooking/serving at the breakfast, signs off on high school community service sheets, and collects the funds from swimmers.

Champs Coordinator - Responsible for all GRAL Champs requirements, including organizing parent volunteers for Champs meet jobs assigned to CSTC by GRAL and managing Champs-related payments from CSTC to GRAL, creating a CSTC ad for the Champs heat sheet, and delivering CSTC banner to GRAL to be hung at the meet facility. Attends and facilitates Champs swimmer registration with the coaches. Coordinates a Champs favor for purchase by CSTC Champs qualifiers. Organizes a spirit breakfast for Champs qualifiers. Must be at the Champs meet for at least one day of competition and designate a CSTC point person for the other day(s) of competition.

Luminary Chair - Plans and executes Luminary Night, held in December. Orders supplies, markets within the neighborhood (send emails, create and distribute flyers and post signs), and sells the luminaries. This fundraiser coincides with a gathering at the Clubhouse in December with neighbors to enjoy treats, which the CWLA coordinates

Spiritwear Chair - Connects with the appropriate company to identify branded offerings for the swim team. Communicates the items offered to the swim team families and distributes the spiritwear.

Spirit Coordinator(s) - Coordinates and plans **various spirit activities** for swimmers. Additional parent volunteers will sign up on the team website to help with these events. Also responsible for the placement of **balloons** on mailboxes of all swim team families on the day of the first swim meet of the season. Places balloon order from store. Assigns blocks of addresses to parent volunteers, who will place the balloons on swimmers' mailboxes in the early afternoon.

Swim Team Representative for CSTC - Communicates team events, home meets and practice times to both the CSTC clubhouse rental person and CSTC secretary. Liaison between team and CSTC Board regarding pool conditions.