

## **The ISY Seahawk Advisory Committee (SPAC)**

The Seahawk Parent Advisory Committee is an organization of interested parents like you, and we welcome your contributions. If you would like to contribute in any way, please feel free to tell any committee member of your interest. Any parent or swimmer is welcome to attend these meetings and participate. If you have a significant concern that you wish to discuss, please inform the President in advance so you can be placed on the agenda.

The Parent Advisory Committee, Head Coach, and any interested parents meet quarterly at the Y. Watch the Seahawk Web Site for times, updates and changes. The Committee for the next season is elected at the **November meeting**. December is a transitional month, with new committee members learning and assuming duties from the departing members. The new committee actively plans for the forthcoming season, especially in a budget sense, and takes full responsibility on January 1, since the team is on a calendar year end.

The following pages give a brief description of the many opportunities that exist to be involved in Seahawk activities.

### **Seahawk Parent Advisory Committee (SPAC) Leadership Positions**

**President:** Preside over all meetings and supervise the business affairs of the club. The President is an official representative of the club and a member of all committees.

**Executive Vice President:** Work closely with the President, preside at meetings when the President is unable to attend and act in the President's absence. Responsible for holding regular joint Squad VP meetings to coordinate squad activities.

**Secretary:** Keep complete records of the Advisory Board meetings including distribution of minutes. Handle all Advisory Board correspondence and send out notification (web and posted) of all meetings. Coordinate meeting dates and reserve room.

**Treasurer:** Work with the YMCA bookkeeper to prepare and provide monthly reports at Advisory Board meetings and annual reports at the yearly General Meeting. Disburse funds as authorized by The Aquatic Director, and Advisory Board and as approved in the budget. Maintain written records of physical assets of the team. Act as a member of the Budget Committee with responsibility for Budget preparation.

**Assistant Treasurer:** Work with the Treasurer.

**Fundraising:** Responsible for coordinating all activities which raise funds for the team. Provide report to Treasurer on funds raised. Track status of each Seahawk member's fundraising commitment and communicate status as required.

**Sponsorship:** Develop sponsor proposal package used for soliciting outside corporate sponsorship. Identify potential sponsors and coordinate solicitation. Provide communication/recognition of sponsors (pre and post meet) in coordination with Meet Manager and Head Coach.

**Meet Coordinator:** Provide Meet Manager(s) with support for all home meets. Contact visiting teams to identify their responsibilities at our meets. Order and coordinate delivery of awards. Post worker sign up sheets. Work with meet food coordinator on concession. Work with meet entry coordinator to finalize number of swimmers and timelines. Work with safety coordinator to insure pool safety.

**Volunteer Coordinator:** Responsible for definition of the credit policy, establishment of a credit tracking procedure, and distribution of this information to all Seahawk members. Record volunteer credits and provide records to the Treasurer for collection of assessments or rebates. Help solicit parent volunteers by using web notices, sign up sheets or telephone calls.

## **Seahawk Committee Chairs and Committee Members**

### **Meet Related Activities**

**Set Up Chair:** *Responsible for coordinating set up of the meet with the Aquatics Director of the Y. Responsible for arranging for all needed equipment, scheduling of the facilities for the event, and insuring adequate Y staff is scheduled for the event.*

**Computer Chair:** Responsible for all computer needs for meets including processing of team entries and statistics. Train and schedule review sessions for computer assistants in all aspects of providing computer support for swim meets, including scratches, printing heat lane assignments and pulling results from the Colorado system. The Computer Chair, or designate, will attend home meets and supervise the correct functioning of the computer. Also, generally responsible for the proper use of the computer, its maintenance and any recommended purchases/upgrades.

**Computer Committee Member:** Assist Computer Chair

**Concession Food Chair:** Establish system for purchase/donation of food items and volunteer scheduling for home meets. Coordinate and/or assign responsibilities to committee members as required. Report revenue earned from concessions and expenses to Treasurer and remit funds.

**Concession Committee Member:** Assist Concession Coordinator in running the Concession during home meets.

**Meet Manager:** Identify and coordinate meet workers for home meets.

**Hospitality:** Provide meals at home meets for the coaches and officials.

**Meet Awards:** Responsible for obtaining awards and coordinating volunteers to label awards and distribute to teams.

**Officials Chair:** Develop and train team officials (referees, starter/recall, stroke & turn) by offering classes for USA Swimming certification and registration. Identify and coordinate referees, starters and stroke & turn officials for all home and championship meets.

**Program Ad Sales:** Define ad sales procedure and coordinate actual program ad sales. Keep track of all ad sales and related costs. Report and remit profits to Treasurer.

**Program Layout:** Arrange for layout of ads and timely printing of home meet programs.

**Safety Chair:** Ensure that deck safety rules are followed and that safety marshals are aware of their responsibilities at home meets, including the need to fill out incident reports on all injuries. Maintain up to date first aid kits.

### **Team Related Activities**

**Team Apparel Chair:** Establish procedure and organize sale of coach-approved team swimwear, primarily at the beginning of the fall season. Act as liaison to ensure order fulfillment. Keep appropriate records.

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**Fall Event & Recognition Day Coordinator:** Arrange beginning-of-year fall event to promote team unity, spirit and fun for all squads. Set date and time for Recognition Day in May and coordinate food, trophies and any special awards.

**Annual Team Awards:** Responsible for ordering team trophies for all swimmers for Recognition Day. Coordinate with Squad VPs to ensure trophy accuracy and to properly sort all trophies by squad.

**Recognition Day Yearbook:** Produce and coordinate printing of annual yearbook for distribution at Recognition Day. Includes team roster information, graduating senior pictures/reflections and ads/congratulatory messages.

**Team Pictures:** Photograph team members, coaches and parents throughout the year for use in publicity and for Recognition Day. Organize annual team photograph day.

**Publicity:** Publicize Seahawk accomplishments (individual and team) in the local media. Work closely with coaches to collect accurate information for every meet. Coordinate with Team Picture Chair to include photographs in publicity.

### **Fundraising Activities**

All fundraising activities fall under the direction of the fundraising chair. All money raised for the Seahawk Swim Team go directly to benefit the Seahawk budget. Designated fundraisers **must be approved by the Aquatics Director**. This is a YMCA of the USA policy for Parent Organizations.

**\*All Statesville Y Seahawk Parents are expected to participate in fundraising events. Failure to do so will result in an additional \$250.00 charge at the end of the season for the year.**

**(Examples)\_(to be decided by SPAC)**

**Gift Wrap Sales:** Promote and distribute gift-wrap fundraising materials at the beginning of the year. Coordinate and submit orders; arrange pick-up dates. Keep necessary records and submit records/profits to Treasurer.

**Holiday Plant Sales:** Coordinate holiday plant sales. Keep necessary records and submit records/profits to Treasurer.



### **Meet Job Descriptions**

The following outlines the jobs that are required to run a meet, including a brief description of what the job entails and the time frame required. A "session" starts at the time of warm-up and ends after the last event. Please note that some jobs require that you be available to work before a session begins or after it ends.

**All Statesville Y Seahawk Parents are expected to participate in one of the following meet jobs. Failure to do so will result in an additional \$250.00 charge at the end of the summer (short course) season.**

***Meet Manager:*** Organize the meet, identify and coordinate meet workers and assist the Meet Referee the day of the meet to ensure that everything runs smoothly and efficiently. Must be USA Swimming registered. *Time estimate:* 2-3 hours prior to meet plus meet session(s).

***Assistant Meet Manager:*** Assist Meet Manager. Often, this person is training to become a Meet Manager. *Time estimate:* Same as Meet Manager.

***Officials:***

***Referee:*** Responsible for running the meet once the warm-up session has started. Gives instructions to other officials working the meet. Must be USA Swimming registered. Training for position set by Connecticut Swimming. *Time estimate:* Meet session.

***Starter/Recall:*** Reports to Referee. Responsible for starting the swimmers from the blocks. Must be USA Swimming registered. Training for position set by Connecticut Swimming. *Time estimate:* Meet session.

***Stroke & Turn:*** Reports to Referee. Insures that strokes and turns are done legally. Illegal strokes/turns are reported to the Referee and the swimmer is disqualified (DQ'd). Responsible for speaking with swimmer to identify what was done incorrectly. Must be USA Swimming registered. Training for position set by Connecticut Swimming. *Time estimate:* Meet session.

***Computer:*** Responsible for running the swim meet computer program. Includes, scratches, heat lane assignments and and printing event results. Training on the computer is required; length of training is based on an individual's understanding of the program and comfort level in operating the computer at a meet. *Time estimate:* Meet session plus pre-session preparation time and post-session completion of results.

***Computer Assistant:*** Assist Computer person as required including sorting papers,

checking results, etc. Should be in training, or already comfortable with computer system. *Time estimate:* Meet session plus pre-session preparation time and post-session completion of results.

**Head Timer:** Responsible for stopwatch and lane assignments. Also serves as "Back-up" timer and assists Runner as required. *Time estimate:* Meet session.

**Timer:** Responsible for operating the stopwatch to record a swimmer's time on the timer sheet. There are 2 timers per lane. In addition to operating the stopwatch, one timer records the stopwatch times on the timer sheet. *Time estimate:* Meet session.

**Runner:** Responsible for distributing and retrieving timer sheets during the meet. *Time estimate:* Meet session.

**Poster:** Responsible for posting heat/lane assignments and results. *Time estimate:* Meet session.

**Announcer:** Responsible for warm-up session music and announcements. Announces results of events and, in the case of trials and finals, takes scratches for finals. *Time estimate:* Meet session.

**Marshals:** "The person wearing the orange vest." One male and one female required at each session. Responsible for monitoring access to pool deck to ensure that no unauthorized person(s) gain access, checking the locker rooms, and making sure swimmers are demonstrating safe behavior (no running, no playing in locker rooms or in doorways, etc.). Marshals also look out for unsafe conditions, such as water on floors in hallways and people standing in front of doorways.

Responsible for incident reports on all reported injuries. *Time estimate:* Meet session.

**Awards:** Responsible for getting the award labels from the computer person, placing them on the awards and filing awards in appropriate team bags. *Time estimate:* Meet session until all awards are filed.

**Hospitality:** Work in the hospitality area to provide meals for coaches and officials between meet sessions. *Time estimate:* Varies with meet timing, but requires attendance between sessions of a meet.

**Food Shopper:** Purchases food required for the Concession area, in coordination with Concession Food Coordinator, and delivers it to the Wilton Y. *Time estimate:* Approximately 4 hours. Must coordinate with Meet Manager and Concession Food Coordinator.

**Concession:** Work in Concession area preparing, stocking and selling food, and meet items such as programs. *Time estimate:* Meet session. Individuals working the last session of the day should be prepared to assist with clean up.