

# **Cherry Hill Swim & Dive Team Booster Manual**

<b>Date</b>	<b>Description of Change/Addition</b>
<b>6/4/07</b>	<b>Initial Draft</b>
<b>7/25/08</b>	<b>Addition of Meet/Equipment Coordinator Addition of Election of Board Members to Section 5.0 Calendar of Events</b>
<b>1/26/09</b>	<b>Revision to 6.1.4 Interruption of Dual Meet</b>

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# **1.0 Introduction**

## **1.1 Purpose of this manual**

As all who read this probably know, there are many tasks required to support the Cherry Hill Swim & Dive Team during a 6-meet season. Planning for Northern Kentucky Swim League (NKSL) starts in February and concludes with the NKSL All-Stars Meet and Champ Meet during the mid-summer.

Cherry Hill Swim Club is very fortunate to have a dedicated, family-focused set of parents to help staff and run the swim team. As past president and vice-president for several years within the NKSL, I have really come to understand the type of effort and coordination needed to run the team. The level of knowledge I have attained was gradual and very much “on-the-job” training. The biggest part of my frustration was not having any of the processes/timelines documented in order to adequately plan for each year’s swimming season.

The intent of this manual is to document as many areas of a NKSL swim & dive team’s activities as possible. From President to Runner, you should find some background information for the job requirements.

This document is only as effective as the input from Booster Board. Please take the time to add your comments on any area of the document (existing or new comments). Initially, I will function as the author and coordinate the input/additions to the document. Please email me at [admin@cherryhillswimclub.com](mailto:admin@cherryhillswimclub.com) your thoughts/additions.

## **1.2 Activities List**

This document is currently outlined for the following Cherry Hill Swim & Dive Team Boosters functional areas:

- • Roles/Responsibilities
- • Pre-Season tasks
- • General calendar of events
- • Swim Meet tasks
- • Post-Season Activities

# **2.0 Roles/Responsibilities of Booster Board**

## **2.1 Swim/Dive Team President**

As the President, you are responsible for overall program management for Cherry Hill Swim & Dive Team. Keys to success are the involvement of parents to perform all the roles at a level which supports maximum meet and team efficiency. Given this is an all-volunteer effort; support from all parents is the key to success.

Specific duties include but are not limited to:

- Make a concerted effort to be at all practices.
- Check Thursdays to see that worker sheet is complete.
- Help Coaches prepare for meets.
- Attend all Cherry Hill Swim Club Board meetings and update CHSC board on Swim & Dive Team status and needs. (N/A at this time.)

## **2.2 Vice-President**

This role is similar to the President, but is concentrated on more “day-to-day” activities of the Swim & Dive Team. Insure team apparel (suits, caps, towels, etc) are in place for the season.

## **2.3 Treasurer**

Responsible for all fiscal matters pertaining to the Swim & Dive Team. This includes:

- Collection and Deposit of all money transactions after a home swim meet;
- Fiscal Reporting including
  - Year End Report of Expenditures and Deposits to give to President
  - Deposits and Withdrawals from registrations, bake sale table, doughnut/juice, and apparel sales prior to and at home swim meets (Make sure there is enough change on hand to start the season and each home swim meet)
  - Bonus checks for the coaches at the end of the season, if approved
  - Maintaining and balancing checkbook for the whole year
- Reimbursement check-writing for Swim & Dive Team expenditures (usually for supplies, minor equipment, copies of documents, etc.).

## **2.4 Secretary**

Responsible for keeping minutes at all Booster meetings.

Publishing team newsletter.

Maintaining swimmer/diver team roster database.

Insuring proper registration of team members.

## **2.5 League Representative**

League rep is a very important position for any NKSL swim team. Monthly meetings are held starting in February. These meetings are very informative and changes for the upcoming year are discussed and voted upon. Monies paid to NKSL are coordinated in these meetings.

Beyond the role as a “conduit” with NKSL, the league rep plays a very key role in the annual NKSL Champ Meet. It is very important the league rep stay in-tune with the heartbeat of NKSL. Therefore, this individual should have a sincere interest in swimming and preferably a couple of years of experience with kids swimming/volunteering.

## **2.6 Computer Operations**

Responsible for attending annual computer operations certifications for NKSL, pre-meet coordination or rosters/seeding, swim-meet data-entry (home meets only) and any other task

outlined with computer operations. Familiarity with software application (Microsoft Windows, Meet Manager) usage is preferred and access to ancillary equipment (printer) including installation of new software, drivers is helpful as well.

Due to the importance of this role, it is **highly recommended** there be at least two (2) individuals taking the certification class by NKSL and sharing home meet duties.

## **3.0 Booster Committee**

### **3.1 In Addition to Board, Committees consists of the following areas:**

Volunteer Coordinator  
Bake Table Coordinator  
Team Events  
Senior Recognition Night  
Awards Banquet  
Team Photo  
Coaches Gifts  
Team Spirit/Events

### **3.2 Volunteer Coordinator**

This individual receives a copy of the sign-up list, complete with preferences for volunteer activities. All parents *expected to help out at EACH meet*, although some positions are based on availability.

For each home/away meet, the Volunteer Coordinator makes sure these positions are filled for the entire meet:

Meet Set Up/Tear Down  
Starter  
Timers  
Head Timer  
Clerks of Course  
Stroke/Turn judges  
Runner  
Picker  
Scorer  
Ribbons  
Announcer

#### **3.2.1 Meet Worker Job Descriptions**

- Meet Set Up/Tear Down - It is the responsibility of this team for setting up the pool for home swim meets and restoring the pool for use by the CHSC after swim meets. Arrive to the pool by 4:00 pm for home swim meets (5:00 pm for home dive meets). Insure lane lines are put in. Install backstroke flags and false start rope. Once meet is complete, pick up/remove all trash, take down all equipment, move all the chairs back, etc. This can be done quickly if several people pitch in.

- Starter/Meet Director - Start the swimmers and timers for each race. Oversees all NKSL S/T judges at home/away meets and coordinates with the opposing team Head Official for maximum meet efficiency. **Special training is required. HOME MEETS ONLY.**
- Timers - Located at the finish of each lane during the meet. Use a stopwatch to clock a swimmer's time.
- Head Timer – Works with timers from both teams. Should a timer’s stopwatch fail, you provide them with a fresh stopwatch.
- Clerk of Course/Group Parent - Basically, making sure each swimmer is in the right lane for the right heat for the right event. Also, ensures the staging (at least 3 heats) is prepared prior to each race. There is a least two clerk of course workers for each of the following age groups: 8 & under boys, 8 & under girls, 9-10 boys, and 9-10 girls.
- Stroke/Turn Judges - S/T judges must be certified by attending a NKSL-sponsored class. Judges insure all swimmers compete with no stroke infractions.
- Runner – This person gets the timer slips from each lane timer and “runs” them to the computer table.
- Picker – pick the finish order of each race.
- Ribbons - this individual takes the printed labels from the computer operator and affixes them to the appropriate ribbon. Each team is responsible for their ribbon management. After ribbons are ready, each ribbon is placed in the Folder/box for each family (again, done by the Ribbon Coordinator).
- Announcer – announces the start of each race and other pertinent information to the meet.

## 4.0 Pre-Season Activities

This section documents the tasks required leading to the first swim meet. Tasks below are in no particular order.

### 4.1 Swim Team Registration

Registration for the swim team has typically occurred in early February thru a piggyback mailing of the annual dues request letter mailed from the Swim Club Board. Sign-ups will also be held in late-May during Meet the Team night. Here is a list of item needed for a successful registration:

- Blank registration forms (some parents fill-it out at the site)
- Box for holding applications and checks
- Stapler or paper-clips (attach the check with the application –**VERY IMPORTANT**)
- Table with chairs
- Swim Team T-shirts for sale (if available)
- Swim Suits for sale (swimsuit vendor on site)
- Goggles/Swim caps for sale (we have some or the swimsuit vendor usually brings them)
- Make sure bathrooms are available (mainly for sampling/sizing uniforms)

Swim Team or Dive Team registration fees are \$45. Should an individual elect to be on swim and dive teams, the registration fees will then be \$50. Change in fee cost is at the discretion of the board and must be voted upon by the board.

Additional notes:

- Please check and make sure applicant is a paid, in-good standing Cherry Hill Swim Club member.
- • It is important that an email address (or addresses) is acquired at registration (the best vehicle for communication).
- • The Booster Secretary should return a list of sign-ups to the Coaches and President ASAP and continually update all with any new additions.

## 4.2 Email/Newsletter notifications

The Secretary will maintain a database of the team's members in order to email newsletters and/or important team information as necessary.

## 4.3 Head Coach and Assistant Coaches selection

The Cherry Hill Swim & Dive Team Booster Board is responsible for the hiring procedure of the team's head coach and assistant coaches. There will be one head coach for the swim team along with an assistant coach. The dive team will have one head coach. The Cherry Hill Booster President must seek final hiring approval from the Cherry Hill Swim Club Board. The salaries for all coaching staff are to be paid via the Boosters. Boosters will be responsible for payment of any bonuses to the coaching staff, if applicable.

The number of assistant coaches will vary each year depending upon the number of swimmers and divers registered, Head Coach input and other factors.

These coaches are hired by the Booster Board as early in the season as possible.

## 5.0 Calendar of Events

The outline below is a general calendar

### January

Start thinking about Swim Team.

Meet with Swim/Dive Team Booster Board. Discuss issues such as, if a new swimsuit is necessary, possible equipment purchases, set Meet the Team night, set Parents Meeting, and begin hiring process of coaches. **Make sure the vendor selected will be available at Meet the Team night for sizing/samples regardless if new suits are needed.**

Prepare registration packet for mailing to current Cherry Hill Swim Club members.☺

## **February**

Meet with Booster Board.

Discuss issues related to swim team.

Begin designing/ordering of team t-shirts.

First NKSL board meeting is usually held in February (usually one per month until after first meet)

## **March**

As soon as NKSL announces the meet schedule, make sure the Cherry Hill Swim Club is aware of the dates so management can block these dates.

NKSL meeting for League rep

## **April**

NKSL meeting for League rep

## **May**

Make sure batteries in starter system are charged or replaced.

NKSL Coaches Kick-Off meeting

NKSL meeting for League rep

## **June**

Begin plans for All-Star Meet and Champ Meet.

Schedule Team Photo

## **July**

NKSL Champ Meet is usually held late July.

NKSL All-Star Meet is usually held late July.

Plan for Awards Banquet.

## **August**

Awards Banquet is held prior to coaches returning to college. The party is coordinated by one or more family members and volunteer support is needed. Elections of individuals to the Booster Board are held each year at the closing of the Awards Banquet. Each term of office is one year. Individuals can continue in any position by re-election only.

## **September**

## **October**

**November**  
**December**

## **6.0 Swim Meet Tasks (preparation and execution)**

Below is a list of tasks broken before, during and after each swim meet. There is a separate break down for home and away meets.

### **6.1 Home Meets**

#### **6.1.1 Before each home meet**

This list is in no particular order and can be served as a “checklist” for preparation for home meets

- Insure coaches have team entries entered into Meet Manager and/or provided to visiting team.
- Heat sheets printed? Should be done PRIOR to the meet....need to find out how many...
- Timer Lane Sheets printed? Should be done PRIOR to the meet...
- Backup printer ink cartridge available?
- Backup printer available (or close by)?
- Ribbons/labels available?
- Computer setup and functional?
- Sound system running and secured?
- Starting blocks secured?
- Lane lines, backstroke flags, false start rope installed properly?
- Power cords available?
- Diving-board roped off?
- Starter system functional?
- Stop-watches/clipboards/pencils sharpened-available and operational?
- Pool deck chairs setup for spectators?
- Bake Sale table setup?
- Grill setup, if available?
- Place Order of Event List by Announcer's microphone?
- Score Sheets?
- DQ sheets available for all stroke and turn judges?
- Score sheet from Dive Coach?

#### **6.1.2 During each home meet**

- Overhead lights turned on? There are switches in the circuit-breaker box (easily marked). Turn these “on”.

### **6.1.3 After each home meet**

- Replace pool deck chairs
- Empty ALL trash containers
- Completely clean pool deck
- Insure both restrooms are cleaned and trash removed
- Remove starter blocks (to be performed by pool management only)
- Remove lane lines, backstroke flags, false start rope
- Basically, the same list as the preparation for the pool deck but in reverse...

### **6.1.4 Interruption of Dual Meet**

If delays or interruptions exceed more than 90 minutes cumulative, the meet shall be cancelled and rescheduled and completed by the next week. Diving should be rescheduled for the following Wednesday and swimming the following Monday. 24 hour notice must be given to the visiting team. Under no circumstances shall a dual meet continue past 11 p.m. Make sure the make-up date does NOT conflict with another NKSL swim meet/dive meet.

Decision on postponement shall be made by the meet director with the ultimate decision to swim or dive is up to the pool manager.

## **6.2 Away Meets**

### **6.2.1 Before each away meet**

- Bring stop-watches to hosting team to be used by our timers.
- Insure coach has provided team entries to host team for Meet Manager.

### **6.2.2 During each away meet**

### **6.2.3 After each away meet**

- Insure team area is cleaned of all debris.
- Insure all team banners/posters are removed.

## **7.0 Post-Season Activities**

Below is a list of items/tasks for activities after the last NKSL swim meet, NKSL All-Star Meet and NKSL Champ Meet.

### **7.1 Swimmer List for Trophies/Metals**

The Head Coach should get a list to the appropriately assigned individual for procurement/ordering of Swim/Dive Team trophies/metals. The individual ordering the trophies generally selects the trophies/metals each year.

## **7.2 Awards Banquet**

The date for the Awards Banquet is a fluctuating date, but there has been general agreement the earlier in August the better since school starts from mid month to the end of the month. The highlight of the Awards Banquet the presentation of swimmer trophies/metals.

Ordering the trophies takes around 2-3 weeks and this must be coordinated with the banquet.