



Handbook
Summer 2021

Pirates Swimmers & Parents,

On behalf of the Pinnacle Swim Team Board Members, I welcome you to the 2021 swim season. After losing the 2020 season to the pandemic, our merry band of Pirates is ready to set sail with new Head Coaches Ben McGinnis and Evan Adams. Our coaches have assembled a mighty crew to help her this year-a great mix of new faces, past swimmers, and previous coaches. 2021 is sure to be another great year as we will become good mates. Swimming is a family sport, which is our way of saying "All hands on deck, parents participation is needed!" during our swim meets.

Many parent volunteers are needed to "man the deck" working various duties. It is the only way to ensure our children experience an organized and safe swim meet that is both fair and FUN. The main goal of the Pinnacle Pirates Swim Team is for everyone to have fun, no matter what their level of swimming ability. Our coaches will develop proficient and respectful swimmers through practice, teamwork and sportsmanship.

The Pirates have a long tradition of excellence because we are renowned for hosting efficient, exciting swim meets. We have also won many spirit and sportsmanship awards voted on by our fellow conference teams. I believe these awards are largely due to our coaching team beliefs of maintaining strong, sportsmanship-like conduct. We ask all of our teammates, big and small, to lead by example and hold themselves to high standards of conduct in the Man-O-War conference.

As we begin our season, always remember that your questions are encouraged as your first couple of swim meets can be packed full of excitement and questions. Your commitment to support your children is the reason that this team is so successful. Thank you for joining us, and I hope your experience is one that you will treasure!

Sincerely,

Matt Schaffer
2021 President

SWIM CONFERENCE

The Man-O-War Swim Conference (MOWSC) was started in 1994 consists of 9 teams from different subdivisions in the Lexington area:

- Copper Field Crocodiles
- Cumberland Hill Catfish
- Equestrian Woods Seahorses
- Firebrook Firefish
- Masterson Station Manta Rays
- Palomar Piranhas
- Pinnacle Pirates
- Waterford Waverunners
- Wilmore Dolphins

Man O' War Dual Meet Schedule – The swim season consists of 6 regular season meets, concluding with our Conference Meet July 13th and 14th.

Pinnacle Pirates Swim Team schedule for 2021 is as follows:

| Date | Opponent | Site |
|--|-------------------------------|-------------|
| June 2 nd | Copperfield Crocodiles | Home |
| June 9 th | Equestrian Woods Seahorses | Away |
| June 16 th | Firebrook Firefish | Away |
| June 23 rd | Bye Week | |
| June 30 th | Wilmore Dolphins | Home |
| July 7 th | Palomar Piranhas | Home |
| July 8 th | Conference Pep Rally | Home |
| July 10 th & 11 th | MOWSC Conference at Waterford | |

ELIGIBILITY

Due to the safety of all Pinnacle Pirate Swimmers, the board has passed policies in regards to swimmer eligibility.

1. The youngest swimmers must be 4 years of age by first swim meet or June 1st.
2. All swimmers must be able to swim the length of the pool by the end of clinic/ practice sessions with the coaches' approval to ensure that swimmers can safely compete in a meet.
3. Swimmers wanting to join the Pinnacle Pirate swim team must live in the Pinnacle neighborhood. * However, if you have been on the swim team and moved out of the Pinnacle neighborhood our motto is "once a pirate always a pirate " which keeps you eligible to remain a member of our swim team.

4. We also accept swimmers from outside of Pinnacle if the neighborhood they live in does not have a swim team of their own or there are exceptional circumstances. These swimmers will be brought on at the Head Coaches discretion.

FIRST MATES

Created for kids just starting their swimming adventure! First Mates is designed for swimmers who are just learning how to swim and have a future interest of joining the team. A Coach and assistant helper will be assigned to First Mates to teach the basics of swimming. The First Mates season will be 4 weeks long and will practice Monday, Wednesday and Friday the same time as the 6 and under group from 10:30am-11:00am. A maximum of 20 kids will be accepted into this program.

The kids will get focused instruction in a safe swimming environment. They will also be able to feel more comfortable right off the bat while being a part of a FUN swim team! First Mates have the ability to move up to the Pirates at any point in the season. To move up they must be able to swim unassisted to the first set of flags.

Volunteer requirements for the parents are only 3 slots compared to 5 slots for Pirate parents. First Mates are encouraged to attend meets and they will also receive a team t-shirt. They are a huge part of the future of the Pirates and we want them to be a part of the team!

PRE-SEASON SWIMMING CLINIC / LESSONS

When offered, these are a great way to get an early jump on the season. The coaching staff is available for private lessons at Pinnacle. Please reach out to them for pricing and availability.

PRACTICE SCHEDULE

Outdoor Practice usually begins the last week of Fayette County schools with some night practices; nights to be determined. Regular practice begins the first weekday that Fayette County Schools are out. The regular, morning practice schedule is Monday through Fridays with Thursday being game days:

| | |
|-------------------------|-------------------|
| 11 and Up | 8:00 to 9:00 AM |
| 9 – 10 | 9:00 to 9:45 AM |
| 7 – 8 | 9:45 to 10:30 AM |
| 6 & Unders/ First Mates | 10:30 to 11:00 AM |

Always refer to TeamSnap and our Facebook page to get the latest details.

If you have any questions or concerns about your child and their practices, please contact our coaches. Grouping for practices will follow age appropriate and skill level guidelines. The coaches will place swimmers in practice groups at the beginning of the season, however, swimmers may move into different practice groups as skill levels change. During practices the Coaches ask that the parents leave the coaching to them and remain off the pool deck.

It is recommended that swimmers will bring goggles, cap, water bottle and towel(s) to practice. Swimmers should attend at least three practices a week. The purpose of practice is to build skills and endurance necessary for each swimmer to reach his or her potential. We ask all swimmers to do their

best and respect others during practices and meets, as well as listen and follow directions from the coaches.

WEATHER DELAYS/SAFETY

Safety is of utmost importance. If bad weather conditions occur, a meet and or practices may be postponed, cancelled, or rescheduled. If thunder or lightning are observed in the vicinity of the meet at any time, all swimmers will be ordered to leave the pool and personnel may be asked to clear the pool deck. Please seek shelter in your car or the clubhouse (if possible) but don't leave for the night. If no thunder or lightning are observed for 30 minutes, the meet may continue. If a meet is postponed for more than 60 minutes, it may be cancelled. Cancelled meets or incomplete portions of meets may be rescheduled. **We will swim (practices and meets) in the rain as long as the life guard can see the bottom of the pool.** Always be prepared for rainy meets by bringing extra towels, clothes, umbrellas, etc.

TEAM SWIM SUITS & PIRATE APPAREL

Team Swim Suits are available at Pannell Swim Ship. Team suits are encouraged but required. We will always do our best to select a moderately priced suit appropriate for all ages.

Swim caps are recommended – especially for swimmers with long hair. The cap will help protect the hair from the chlorine and it will also keep the hair out of the swimmer's face and eyes. If a cap is not worn, long hair should be firmly secured by some other means. Swimmers are encouraged to wear Pinnacle Pirate swim caps during competition. You can buy a swim cap from the Heat Sheet sales person.

Pirate Apparel can also be purchase for your swimmer and family including towels, t-shirts, sweatshirts, shorts, bags, coolers, caps, etc. A team T- shirt is included in the registration fee for your swimmer. This T-shirt will be worn in the team photos so please mark your child's name in it.

COMMUNICATION

It is one of our goals as a Board to provide you with the latest, up to date information as needed. We use a TeamSnap to send out emails about all information you need. This is our MAIN form of communication so please check your emails daily for the most up to date news from the coaching staff and board. We strongly recommend downloading the TeamSnap Ap as well. Please make sure to give us an email address upon registration. At times, additional communication will be sent through Facebook and our website.

Every day at practice Coach will have a Pinnacle Pirates Binder out for you to sign-out of swim meets or practices due to absences or sign up for extra swim lessons with the coaches; rates apply. If you know your child is going to miss a swim meet, please sign out in the Pirates Binder.

MEET TIMES

Meets are usually held on Wednesday evenings at 6:00PM. Swimmers are expected to arrive at the pool by 4:45PM for warm-ups for home meets. Take your swimmer to their age group coordinator and check in with them so we know your child is present and swimming. Away meet warm-up times will differ and Coach will inform your child of arrival times.

Parents signed up for Set-up need to be at pool to begin “breaking down the deck” and setting up for the meet by 4PM. Remaining parent volunteers need to be at the pool and ready no later than 5:30 PM. All volunteers will check in at the volunteer check-in table with our Volunteer Coordinator, receive your name tag and instructions.

Typically, the meets are finished between 9:00-9:30PM. On occasion, we may have to cut a meet short due to weather delays or if meets are running long. Coaches will make sure you have enough events to qualify for Conference.

WHAT TAKES PLACE A DUAL MEET?

While your first meet may seem somewhat overwhelming initially, you will quickly realize there is order to the chaos. The most important thing is to have fun, and cheer for your child and the team.

The following schedule is traditional. For 2021, some flexibility may be needed due to Covid Restrictions:

SWIM EVENTS - Each swim meet is divided into 60 individual events as follows:

| <u>Event #</u> | | <u>Age</u> | | |
|-----------------------|------------------------------|-------------------------|----------------|-------------------------------|
| 1 | 8 & U | mixed 100m Medley Relay | | |
| 2 | 10 & U | mixed 100m Medley Relay | | |
| 3 | 11 – 13 | mixed 200m Medley Relay | | |
| 4 | 14 – 18 | mixed 200m Medley Relay | | |
| | <u>Event # - Boys</u> | | | <u>Event # - Girls</u> |
| | 5 | 6 & U | 25m Freestyle | 6 |
| | 7 | 7 – 8 | 25m Freestyle | 8 |
| | 9 | 9 – 10 | 25m Freestyle | 10 |
| | 11 | 11 – 12 | 50m Freestyle | 12 |
| | 13 | 13 – 14 | 50m Freestyle | 14 |
| | 15 | 15 – 18 | 50m Freestyle | 16 |
| | 17 | 6 & U | 25m Backstroke | 18 |
| | 19 | 7 – 8 | 25m Backstroke | 20 |
| | 21 | 9 – 10 | 25m Backstroke | 22 |
| | 23 | 11 – 12 | 50m Backstroke | 24 |
| | 25 | 13 – 14 | 50m Backstroke | 26 |
| | 27 | 15 – 18 | 50m Backstroke | 28 |
| 29 | 8 & U | Mixed Freestyle Relay | | |
| 30 | 10 & U | Mixed Freestyle Relay | | |
| | 31 | 8 & U | 25m Butterfly | 32 |
| | 33 | 9 – 10 | 25m Butterfly | 34 |
| | 35 | 11 – 12 | 50m Butterfly | 36 |
| | 37 | 13 – 14 | 50m Butterfly | 38 |
| | 39 | 15 – 18 | 50m Butterfly | 40 |

| | | | | |
|----|---------|-----------------------------|------------------|----|
| | 41 | 8 & U | 25m Breaststroke | 42 |
| | 43 | 9 – 10 | 25m Breaststroke | 44 |
| | 45 | 11 – 12 | 50m Breaststroke | 46 |
| | 47 | 13 – 14 | 50m Breaststroke | 48 |
| | 49 | 15 – 18 | 50m Breaststroke | 50 |
| | 51 | 10 & U | 100m I.M. | 52 |
| | 53 | 11 – 12 | 100m I.M. | 54 |
| | 55 | 13 – 14 | 100m I.M. | 56 |
| | 57 | 15 – 18 | 100m I.M. | 58 |
| 59 | 11 – 13 | Mixed 200m Freestyle Relay | | |
| 60 | 14-18 | Mixed 200 m Fresstyle Relay | | |

Younger swimmers (10 & under) swim 1 length of the pool (25 m) for each event. Swimmers 11 and older swim 2 lengths of the pool (50 m) for each event.

The Pinnacle Pirates are renowned in the Man-O-War Conference for our hospitality and sportsmanship. All our swimmers are strongly encouraged to complete each heat by immediately reaching over to their competitors and shaking hands to congratulate them on a good race. This is something our coaches and parents are very proud of and encourage!

HEATS & SCORING

Each event may consist of multiple heats, depending on the total of swimmers from each team participating. Only the first heat of each event is a “live” heat, counting points for the teams score. Subsequent heats are called exhibition heats and are scored separately.

The live heat scoring is as follows: First place scores 5 points, second place scores 3 points, and third place scores 1 point. No team can “sweep” any event. If a team finishes first, second and third in an event, that team only scores first and second and the other team automatically scores third. Relays score 7 points for first place and 2 points for second place.

MEET SEQUENCE OF EVENTS/VOLUNTEER POSITION DESCRIPTIONS

The following information will give you an idea of how the meet is conducted each week. Parent volunteer positions are in **bold**.

Upon arrival at the meet, parent volunteers check in with the **Volunteer Coordinator** for their job assignment, instructions, name tags, and equipment. Volunteer sign ups are done through the web site SignUp Genius. Heat Sheets available for purchase for \$1, which will help you to know when your swimmer’s events are coming up.

Swimmers are taken to the appropriate **Age Group Coordinator(s)** for check-in. There may be two Age Group Coordinators, depending upon the size of the group of swimmers.

At approximately 4:45 PM, warm-ups will begin.

PARENT VOLUNTEERS

The importance of our parent volunteers cannot be overstated! As you will see, there is a tremendous amount of work involved with conducting the meets, with many jobs to do in order to make the meet successful, safe and enjoyable for everyone. The only way to achieve this is for every family to volunteer their time and effort. Most jobs are fairly easy and can even be fun. Typically, a volunteer only has to work for half of the meet, allowing them time to fully enjoy the other half. For parents of younger swimmers, it's the opportunity for an early night. **Parents are required to work a minimum of five times during our dual meet season, and a minimum of one time during MOWSC Conference meet if your child swims that weekend.**

Listed below are the various volunteer positions needed during our swim meets with a brief description of each. Some positions require training, while others are great for the first time volunteer. Due to Covid 19, volunteer positions may vary depending on final meet structure.

Age Group Coordinators

You are responsible for keeping track of all swimmers in their group and ensuring they are brought to the Clerk of Course/starting lanes at least 4 events in advance. You will line the swimmers up by heat number then by lane numbers one through six. An Events number board, usually being held by one of the lifeguards is used to indicate the current event and you can use this to time when to bring the swimmers to Clerk of Course. The Clerk of Course will sometimes "call" for the swimmers to keep the meet running smoothly. We line the swimmers up by lanes in the chairs behind each lane. The swimmers then move up each time a heat runs.

Backup Timer – Is to start his or her stopwatch with the start of each heat, in the event that there is a stopwatch that does not function properly, or that is not started, to time an individual lane. The backup timer must watch for a raised hand in any lane being timed – this will indicate the need for the backup timer to come to that particular lane in order to finish timing that swimmer.

Clerk of Course – You are responsible for making sure all swimmers are in the lanes for their heats. You should keep all chairs in each lane filled with swimmers ready to go for the next heat. Try to only keep 2 swimmers standing in the lanes behind the chairs. You can "stack" them in the lounge chairs in order of the heats and lanes if necessary so the swimmers aren't standing for long amounts of time.

Concessions – Responsible for set-up/working concessions/tear down at home meets only. You also may be responsible for taking money from concession sales. Work for half the meet. Usually opening or set up concessions, if working first half of the meet, you should arrive by 5PM instead of 5:30PM.

Lane Timers/Recorders – Responsible for timing each event accurately and recording the time on the time sheet. The number of timers required depends on the number of lanes in the pool. Timers will start their clocks at the starting signal of the Starter and stop their clocks when the swimmer in their lane touches for the finish. Timers must stand and lean over the edge of the pool so they can clearly see the swimmer's finish touch. All three times are recorded on the time sheet and are given to the Runner when the sheet is full. If a timer's stopwatch should not function properly after the start of a heat, that timer must raise his/her hand to alert the backup timer to the need for a finish time on that lane. Work for ½ of the meet.

Runner – Shall pick up time sheets and deliver them to the appropriate timers prior to the start of the heat. After the heat is finished, Runner will pick up any DQ slips that may be written by Stoke/Turn Judges; all slips are then delivered to the appropriate scoring table (live or exhibition scoring.) Each

team shall provide 1 runner per meet. Runners will adhere to procedure by each home team for running assignments.

Set -Up and/or Tear-Down – great positions for newbies. Younger swim parents should look at setup positions as your job is over before the meet starts. Basic setup includes some lifting of pool chairs, hanging speakers, and other task involved in setting up the meet. Tear-Down is once the meet is completed and involves deconstructing all our set up work. These are separate jobs.

The following volunteer positions require some training

Referee – Shall have full authority over all officials and shall enforce all applicable rules and shall decide all questions relating to the actual conduct of the meet; shall also disqualify participants for any violations of the rules that he personally observes by raising one hand overhead with open palm. If he does not make such a signal, there shall be no disqualification. The Meet Referee and the Starter may be the same person, but the home team shall let the visiting team know in advance. The Referee shall be provided by the home team and shall be required to attend the Referee clinic, or to provide current USS certification to be kept on file by the Conference.

Starter – Is responsible for providing a fair start for all swimmers involved, shall keep the meet moving as quickly as possible, shall notify the swimmers of the distance, the event, and on relays that all but the last swimmer must leave the pool immediately upon the completion of the leg. Directs the swimmers to “take your mark” (according to USS rules, “place your feet” is not used), at which time they must immediately respond by assuming an appropriate starting position. (Swimmers shall remain motionless immediately before the starting signal is given.) The Starter and the Meet Referee may be the same person, but the home team shall let the visiting team know in advance. The Starter shall be provided by the home team and shall be required to attend the Starter clinic.

Stroke and Turn Judge – Shall walk abreast of the swimmers during all strokes except freestyle; shall ensure that all rules relating to the style of swimming designated for the event are being observed; shall ensure that when turning or finishing the swimmer complies with said rules applicable to the stroke used; and shall report any violations to the Referee on signed slips of paper detailing the event, the heat number, the lane number, swimmer’s name, the infraction. Each team shall provide one (1) Stroke and Turn Judge and shall attend Stroke and Turn Clinic.

Score Keeper – Is responsible for recording the official score throughout the course of the entire meet. Shall record on the score sheets the required information, e.g. – swimmer’s name, finish time, etc. Each team must provide one s

Statistician – will enter name, event, heat and time into the computer. From there, labels will be printed to be placed on ribbons by the Ribbon Writers.

Any parent interested in being certified/trained as Meet Director/Starter/Stroke and Turn/Referee must attend a training session. Those sessions dates/times will be released via email when the MOWSC Board finalizes them. If you have any swim experience at all, we strongly encourage you to consider these critical positions.

WE"VE GOT SPIRIT YES WE DO

Above all things, the Pinnacle Pirates are known for their sportsmanship and team pride.

PIRATE CHANT

Just before the start of the meet, our team demonstrates their enthusiasm with the "Pirate Chant." The origins of this are not known, but you really have to experience it for yourself to appreciate it:

Oogy La Bamba!

(echo response)

Iggy La Piggy Wiggy!

(echo response)

Ethel La Gethel Wethel!

(echo response)

Ooh Ah!

(echo response)

Ooh Ah!

(echo response)

Pirates, pirates, Rah, Rah, Rah!

(echo response)

Starting Ceremony Volunteer coordinates the beginning of the meet with the following: At 6:00 PM, the meet is started with the National Anthem accompanied by selected swimmers from each team bearing the American flag from either end of the pool meeting in the center.

For each heat of each event, the following sequences take place, all in the span of about 1 minute:

Clerk of Course ensures that the correct participants are lined up in their correct lane assignment for the current event and heat. This responsibility is primarily limited to the younger swimmers (10 & under).

The **Runners** circle the pool collecting dq slips from Officials and collect time sheets when full.

The **Starter** ensures all swimmers, timers, judges are ready, and then start the heat. In the event of a false start, the **Starter** terminates the event for a restart. If a particular swimmer false starts twice in the same event, the swimmer is disqualified.

Timers start their stopwatches upon the signal from the **Starter** . There are 3 timers assigned to each lane. There are also 2 **Backup Timer** standing off to the sides in case any **Timer** has difficulty with their stopwatch. If this occurs, the affected **Timer** raises their hand, alerting the **Backup Timer** to begin their stopwatch for their particular lane.

The **Stroke and Turn Judges** monitor the heat by walking alongside the swimmers and ensuring all rules relating to stroke style, turning, and finishing are being observed. Any disqualification is recorded on a DQ slip. The **Stroke and Turn Judges** also assist the Starter in the event of a false start by dropping the false start rope.

Timers must stand up and lean over the edge of the pool to clearly see the swimmer in their lane touch the end of the pool whereupon the stopwatch is stopped. The times from all **Timer** watches are written on the time sheet which is collected by the **Runner** when full.

Note that the swimmers 11 and older swim 2 lengths of the pool (50m). All events will start in the deep end of the pool. There shall be no diving in the shallow end.

At the end of each heat, a **Runner** collects the DQ slips from the **Stroke and Turn Judges**, and turn them into the **Scorekeepers** for live and exhibition events.

Scorekeepers examine all results from the time sheets. After accounting for any disqualifications, the results are then recorded on the score sheets, including the event number, heat number, lane assignment, swimmer's name, finish time, order of finish, and associated points. All materials are then collected and passed to the **Computer Input Person**.

Computer Input Person will enter name, event, heat, and time into the computer. From there, labels will be printed to be placed on ribbons by **Ribbon Writers**, who will place stickers on appropriate ribbons and have them set out and ready to be picked up by swimmers on Thursday morning following the meet.

As you can see, quite a lot of activity takes place during our meets. Considering there are 60 events and an average of 2-3 heats per event, the pace needs to be fairly quick in order to finish by 9:30 PM. For this reason, the Starter will attempt to keep things moving at a rapid pace, typically 1 minute between events. All told, it's 3-4 hours of nail-biting, edge-of-your-seat excitement. I hope you learn to enjoy it as much as we do.

IF YOU NEED TO MISS A MEET OR LEAVE EARLY

If you know in advance that your child will be missing a meet for any reason, it is critical that you sign out of the meet. The coaches finalize by Tuesday prior to a meet, so please try to get the information regarding vacations and other sports conflicts in the book as soon as possible. If you need to leave a meet early, please let the age group coordinator know first and coaches **prior** to leaving so that they can rearrange relays if needed.

WHAT TO BRING TO A MEET

Your swimmers need dry warm clothes to wear between events. Experienced parents rule of thumb is: One dry towel for warm up, one towel for the meet, and one for after the meet. Many kids like to have their events written on their arms. A ballpoint or *sharpie* pen does this nicely. Swimmers should wear team suits and swimmer caps. They should also make sure they have their goggles (a spare pair is also nice to have on hand). Don't forget sunscreen, even on cloudy days.

Pinnacle Pirates swimmers should be supportive of their teammates' efforts. Show good team spirit by cheering for teammates. Older swimmers should set good examples for younger swimmers.

Kids get hungry when they workout so plan on bringing a healthy snack and beverages or buying at the concession stand. Meets may be held in rain conditions so an umbrella does come in handy for spectators. Also, not all host clubs have bleacher seats. **You will want to bring your own compact, folding chairs.**

TIMES AND RECORDS

Swimmers should realize that they are competing against the clock as well as other swimmers in the water. Their goal should be to better their times at each meet. Trying to improve personal times in a particular event can be very motivational to swimmers. Parents can help swimmers track their times, so they can see how they are progressing.

FUNDRAISING

It takes money to run a summer swim team, and the Pinnacle Pirates Swim Team operates on funds from a variety of sources. Revenue is derived from swim fees, corporate sponsors, and concessions. Expenses include coach's salaries, MOWSC dues, training, equipment, and awards. The Pinnacle Pirates Board is striving to maintain the lowest swim fees possible while maintaining a quality program. Swim fees cover only a portion of the expenses incurred throughout the year. There will be times towards the end of the season that you may be asked to give money for coach's gifts to be presented at the awards banquet.

AWARDS BANQUET

Watch for more information regarding our awards banquet after Conference has ended.

PARENT BOARD & KEY VOLUNTEERS

The Parent Board is responsible for the overall team implementation of team rules and regulations. It is comprised of at least seven parents of current swimmers that are elected annually by their peers. The Parent Board is a volunteer organization and will not receive any monetary benefits.

Responsibilities of the Parent Board include, but are not limited to:

1. Coordinating the membership drive
2. Establishing the team rules and regulations
3. Maintain a working set of bylaws for the team board
4. Communicating with parents
5. Organizing meets and volunteers
6. Planning social activities for the team
7. Hiring coaching staff.

| Board Position | Description |
|-----------------------|---|
| President | Coordinates the efforts of the parent committee. Communicates with other teams in the league. Plans and facilitates meetings. |
| | Works with the Head Coach and coordinates the hiring process for coaches. Votes in the case of a tie. |

| | |
|--------------------------------|---|
| Vice President | Acts in the place of the President in his or her absence. Assists the President in the running of the team. Coordinates the membership drive. Attend all Man O War Swim Conference Board Meetings. Acts as a liaison to the MOWSC. |
| Past President | Assists the current President/Vice-President in their duties. Oversees/assists the Volunteer Coordinator. |
| Treasurer | Keeps track of all finances of the team. Develops an annual budget. Presents financial status of the team at all board meetings. Oversees/assists the Sponsorship Coordinator. |
| Secretary | Takes minutes at board meetings. Assists the President with team communications. Develops a phone tree/list for the team. Oversees/assists the Apparel Coordinator. |
| Member at Large (2) | Assist in running the team as needed. Serve as a voice for all the parents on the team. One of the two oversees/assists the Concessions Coordinator. One of the two oversees /assists the Meet Director. |
| Head Coach (ex-officio) | Attends meetings. Reports on the status of the swim team. |
| Key Volunteer Positions | Description |
| Apparel Coordinator | Gathers ideas for current season apparel. Gathers ideas for current season team shirt. Handles all sales and orders of team apparel that is sold to member families. |
| Concessions Coordinator | Gathers ideas for concessions products and sells. Obtains all materials/products to be used for concessions during home meets. Directs the preparation of all concessions. Directs concessions volunteers during home meets. |
| Meet Director/Coordinator | Obtains all materials needed to hold a home meet. Communicates with the visiting teams Meet Director at least three days prior to a home meet to ensure they have all meet information. Directs the setup and teardown of all home meets. |
| Sponsorship Coordinator | Develop a plan for obtaining sponsorships. Create sponsorship levels. Target, or reconnect with, businesses for possible sponsorship. Actively seeks out sponsorships & sets a fundraising goal. |
| Volunteer Coordinator | Develops a list of all volunteer positions needed for home/away meets. Communicates volunteer need to all team families. Works with other swim teams to ensure all volunteer positions are filled for home/away meets. |