

WHALE 2010 Team Job Descriptions

President -	Suzanne Walsh	BLST
Vice Presidents-	Raquel Zeller	CRNL
	Joan Rozum	WFST
Treasurer -	Mike McCoy	GLST

PLEASE SIGN UP FOR DUTIES FOR THIS SEASON

Stroke and Turn Coordinator - Rochelle Smith (WGST)

Stroke and Turn Sign In - You will attend all scheduled Stroke and Turn clinics. There will be at least (3) in May. You will arrive at the clinic early with a sign in sheet. Watch as people are signing in and have each individual person sign one name only. We want name, team initials, judge, or starter/ref. You are required to get the complete list to the president of the WHALe within a few days. You can scan in the paper and email it to board@swimwhale.com.

Meet of Champs Coordinator – Rochelle Smith (WGST) & Tina Berckenhoff (POST)

Coordinate all aspects of MOC other than pool and security reservation, concessions and t-shirts, including team jobs, pool and meet layout, meet box with supplies and files, computers, warm up and lane assignments, etc.

Concessions (MOC & All Star) - Your team is in charge of organizing vendors and vendor layout at all MOC and ASM Meets. At the April Meeting we would like to hear a report of what you are thinking or have set up. At the May meeting your plans should be complete and presented to the board. Bahama Mamas and Chic-Fil-A have been participants in the past. Cici's Pizza could be considered. Make sure you have something to drink besides snow cones (soda or water). You will be responsible to follow up and collect the sharing of profit if it has been agreed in the process of planning.

Webmaster - Jennifer Parker (CRHP) - You will update and post important information to the website. Schedules, results, rules and policies are available on the website.

Insurance - You will collect and review (approximately 1/3) of the Registration Turn In forms at the May meeting. You will make sure that Registration packet is complete (with the exception of Coach's Certifications) including verification of a signed parent consent form for each swimmer listed on the roster, the disc and proper payment. You will follow up immediately with teams until all packages are complete and will report to the President as progress is made. You will also verify addresses and contact information.

Coach's Certifications – The copies of Coach's certification cards will be collected by this team at the APRIL GENERAL MEETING. Head coaches need one of the following three certifications: WSI or Lifeguard or Coaches Safety Training, along with First Aid & CPR certifications. Assistant Coaches must have First Aid & CPR. You are required to follow-up with teams that might not have turned in their information on time and report these immediately to the President. This completed paperwork should be given to the president of the WHALe at or before the May Registration Turn In Meeting.

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TAGS & Sectionals Times Check – Your team will review approximately one-third of the signed Parental Release and Consent Forms for the League. You will review the documents for each USA or High School Aged swimmer, and check the TISCA and USA web sites for undisclosed or misreported sanctioned TAGS or Sectionals times. You will complete the review on or before the end of Registration Turn In week, and report your findings by team, to the President. Instructions on how to check the times will be provided.

Fundraising and Promotions -Your team is responsible for supporting revenue by finding sponsors, originating promotions (pizza night), and supporting concessions at MOC and ASM with fee sharing vendors. The goal is a minimum \$3000 for Sponsorship, in addition to revenues from Shout Outs, Vender Participation Fees, and Pizza Night Promotions. We can offer Sponsors ad space in our MOC and ASM heat sheets and web site name display. The league would like to hear a report on how it is going at the April meeting with a follow up at the May meeting. By the May meeting this really should be firmed up. Note: You will also be responsible for receiving and organizing the Sponsor and SHOUT OUT ADS for MOC, and ASM, including layout.

Medals – You are in charge of ordering and distribution medals for MOC and ASM.

- 1) Medals ordered in past from Crown Awards, www.crownawards.com or 800-227-1557.
- 2) Our customer number is 20299647
- 3) We can check pricing with Crown Trophies on HWY 6.
- 4) We will review and adjust this year's order based on last year's order.
- 5) Processing and deliver from Crown Awards takes 7 days.
- 6) Order the first week in June.

Ribbons - You are in charge of assessing how many ribbons there are in storage, ordering additional ribbons as needed and approved for dual meets, distributing them at the May meeting in bags by team and collecting leftovers at the end of the season. An inventory should be made at end of season. The ribbons are ordered at the beginning of April from Nancy at Necessities & More - 281-497-1980. Let's check the price with Crown on HWY 6 this year. Ribbons will not be given to any team with unpaid fees or fines.

Timing Slips – Katy Printers prints the form for us for a fee. You will bag and distribute forms to each team at the May Registration Meeting, based on the number of home meets that they will be hosting and the number of swimmers that they had on their team last year. These numbers should be supplied to you by one of the board officer. A Board officer will approve the order and form design prior to printing.

T-shirts –You will work with the t-shirt vendor(s) to design, order and print t-shirts for MOC 2010. You will deliver the appropriate number of shirts to each MOC and ASM. By the March meeting you should have at least (3) artwork examples and pricing for each based on t-shirt color, printing color(s) and number of printing locations. We will discuss the options and may send you back with a few changes or suggestions. A final presentation and decision will be made at the April meeting so the order can be processed.

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Trophies - You will be told the night of the June MOC Registration Meeting, the names of the top team (based on win/loss record) and the sportsmanship winner, for each division. You will select trophy style and imprint, order and deliver the awards to the appropriate MOC for each team that is receiving an award.

TAAF – You will organize WHALe’s participation in this event from start to finish. This will include finding a coach and practice facility, early advertising, fliers and promotion to teams, and setting up and attending a registration table at MOC and ASM. Shirts should be looked into before May to collect all fees at the same time. There should be a real push to have the league really involved, advertising, emails, flyers,etc. This is the coordination of getting the kids registered, turning in money to the right person and making sure that all money is collected from the participants.

There is an entire packet of info on booking TAAF hotel rooms. All you need to do is go to www.taaf.com and then get on the hotel link for this summer. It has several hotels in the area listed, but try to get the hotels located as close to the swimming venue as possible. You can just call 2 or 3 and try to get a block of rooms for WHALE families. If our team doesn't need them by a couple of weeks before the meet, then the hotels will just release them. Give this info out at the March and April WHALE meeting and online to everyone; early enough for their registration packets if possible. I think you need to reserve the block of rooms now, instead of waiting. Otherwise, we run the risk of not having rooms available. The prices ranges go from La Quinta to Hilton to Best Western. It is really easy. The TAAF swim meet will be in San Antonio at Palo Alto College this summer. There is a binder from last year’s TAAF representative.

End WHALe Team Job List