



## Guidelines for the Swim Team Chairperson and Committee

The Chairperson is recognized as a club's liaison with the Conference. Regardless of the level of experience and competency, the coach is an employee of the club. Since ultimately noncompliance impacts members and their children, the Chairperson is urged to take an active role in all aspects of the program.

The following are typically responsibilities of the Chairperson (the work can and probably should be distributed to a committee of interested and committed parents):

- Be familiar with and understand all Conference Rules and all Conferences procedures. In particular, attention is directed toward athlete eligibility requirements.
- Develop a Swim Team purpose/goal/meet policy to be distributed to team members and their parents. A conceptual decision should be made at the beginning of the season. ***Do we want to win?*** or ***Do we want to swim everyone on the team?*** This philosophy may change from year to year depending on the athletes. ***To win, only the best swimmers can swim the scoring heats at dual meets. This policy must be made clear to every swimmer and parent on the team. It may provide the incentive to practice harder. To select best swimmers either have time trials a day before the meet, or use the best times from a previous meet. Arrange for swimmers not included in the scoring portion of meets to swim in either unofficial heats, unofficial relays and/or invitational swim meets. If the policy is for everyone to swim, then that policy must also be made clear to the team. This will not result in the most competitive team and may result in the team not winning its meets as often, but it may serve other needs of the club.***
- Interviewing and making hiring recommendations for the Coaching staff.
- Provide complete rosters to the Division Rep by June 30th.
- Supporting the Coach and staff.
- Liaison between members, Pool Director, Governor, Coach.
- Arrange for team suits.
- Schedule team pictures.
- Set up Picnic/Meet/Invitational/Championship calendar with Pool Director for season and provide to the club's Information Chairman for distribution to members.
- Organize Team Picnic/Parents Meeting with Pool Director and Coach.
- Arrange for Season Calendars to be distributed.
- **Scoring Table:** In charge of Scoring Table for home meets. Work with Pool Director to see that it is set up correctly. Provide scorer, runners.
- **Timers:** Custodian of watches, clipboards. Providing timers for every meet, Invitational (home and away), Counties and Conference Championships. Providing them with watches, clipboards, time slips, pencils. Making sure each timer knows how to fill out time slip correctly, how to use watch, etc.
- **Awards:** Order ribbons/medals/trophies for home meets, Invitational and Awards Dinner in conjunction with Pool Director. Provide ribbon writers for scoring table. Distribute ribbons at practice following meet. (This is important-the kids should have on-going positive reinforcement for a job well-done).
- **Record Keeper:** Keep records of times from every meet/Invitational in team record book, post new records and maintain the record board. Inform the appropriate individual of new record for the Team Awards Dinner Program.
- **Publicity:** Obtain meet final score, double and triple winners from Scorer and new records from the Record Keeper and makes sure they are emailed to the *Conference Website* within 24 hours of meet.
- Team Newsletter

### ***Chairperson will attend:***

- Westchester County Swim Conference (WCSC) Chairperson's Meeting Orientation/schedule information meeting in the spring.