



TEAM ADMINISTRATION - an overview

During this pause in swim team activity, I'd like to take the opportunity to educate members as to what it means to be a swim team parent. I'll begin by reviewing the structure of our club. We are a non-profit organization governed by a parent board. We have monthly board meetings on the 2nd Monday of each month to go over the business of the club. Board meetings are attended by the head coach and existing board members and are open to the general membership.

Our board delegates the responsibility of coaching and day-to-day running of the club to our head coach. We are a "coach-driven club" as opposed to a "board-driven club". What this means is that the vision for our swim team emanates from our head coach and is guided by her professional perspectives on swimming. Our parent board collaborates and supports the head coach with regard to administration and tries to provide expertise in areas such as meet administration, bookkeeping, community relations, graphic design, web design, computers, party planning, fundraising, etc. The richer and more experienced our parent base, the richer and better run our club. If you have a talent that would make our club better — volunteer!

Parent Volunteers - What we do

First and foremost: **Support the coaching staff.**

Board — Participate in the governing duties of the board.

Financial — Handle all billing, budgeting, money management.

Website — Set up and maintain website.

Meet Administration — Conduct all aspects of bidding, sanctioning and running meets including concessions, hospitality, awards, volunteer coordinating, officiating, timing, interfacing with guest teams.

Registration — Prepare for and staff registration nights, handle registration issues with MSI.

Apparel — Design, order & distribute team apparel.

Officials — Recruit and maintain club's officials per MSI rules. Our officials include Terry Bumgarner (Meet Referee), Tom Bose (Starter), Dan Pratt, Ken Nelson, Caroline Hale Coldwell, Scott Dutcher (Stroke & Turn Judges).

Technical & Electronics — Maintain and manage our meet electronic equipment including touch pads, timing system components, computers, etc.

Fundraising & Donations — Seek sponsorships and donations for meets, hospitality and general club needs.

Social Events — Organize and pull off various social events for swimmers.

Coaches - What they do

First and foremost: **Coach** your swimmers.

Set philosophy and direction of team with Board. Decide meet schedule. Decide practice schedule. Do meet entries and maintain swimmer database. Update hotline. Communicate with members. Publicize and grow club. Stay educated and up-to-date as a coach through professional organizations. Plan and carry out activities to build sense of team.

Communication - The biggest challenge

We have roughly **7** different ways to communicate with our parents and swimmers:

Face to face; voice mail, email; hotline; weekly updates (email), website, swimmer mailbox handouts.

To get in touch with a coach you can talk to them on deck after practice; leave voicemail on the hotline (866-7857); email headcoach@richfieldswimclub.org.

To get in touch with the treasurer about your bill or other financial questions email rsctreasurer@yahoo.com.

To get in touch with the board about anything to do with the club email grantcath@comcast.net.

To communicate with parents and swimmers we depend on an **accurate email address for each family**. We need you to supply this at registration and to update the head coach and treasurer if your email changes. We send out a Weekly Update (every week!) via a group email. *If you do not receive this email* — please notify us so we can make sure you are on the list. Each family bears the responsibility for making sure the club has your current email!

We are also re-instituting the pre-email system of **SWIMMER MAILBOXES**. We will hand out paper copies of important announcements into individualized mailboxes located near the swim office. Swimmers will check these mailboxes every day after practice and hand the information over to parents!

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AB/ABC FINALS A/B/C LONG COURSE SUMMER CHAMPIONSHIP MEET

July 25-27th 2008 at RMOP

*If your child is swimming this summer,
put this weekend on your calendar!*

Why host meets?

We host meets to provide a meet venue for MN swimmers and to make money to run our club. There would be no competitive swimming in MN without parents volunteering to run meets for their clubs.

Hosted meets are an important revenue source for our team that helps keep our membership fees reasonable and reduce other fundraising activities.

Every time you attend a meet think about the dedication and expertise of all the parent volunteers who make that meet a reality. That dedication is a large part of what makes your child's swimming experience possible. Being a swim team parent means carrying on that tradition of volunteering.

The Board

Tom Bose, Jay Brunkhorst, Terry Bumgarner, Kim Dutcher, Catherine Grant, Caroline Hale Coldwell, Jennifer Larson, Martha Kessens, Lizanne McClellan, Ken Nelson, Meg Pospisil, Tom Sathre

If you are interested in becoming a member of our Board, please speak to any one of us or contact Catherine at grantcath@comcast.net.