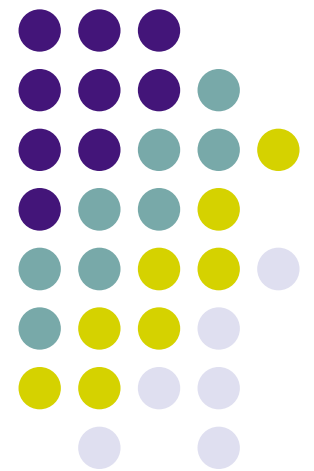
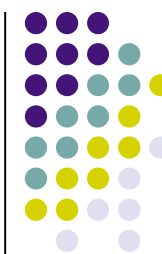


Somerset Hills YMCA Swim Team

Swim Team Parents
Organization
2016-2017 Season

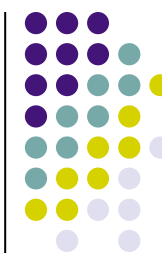




Successful Programs Require...

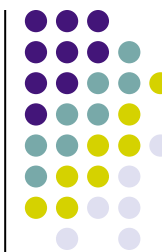
- Strong coaching staff
- Top facility
- Support of YMCA
- Adequate resources
- Committed swimmers
- Involved & supportive parents
- Volunteers





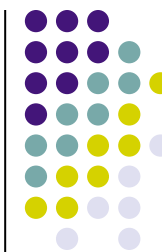
Objectives of STPO

- Foster fellowship, integrity, sportsmanship and honesty among parents and children
- Support the Somerset Hills YMCA
- Further interest of competitive swimming with YMCA and area
- Sponsor & support YMCA league, SHY Swim team, USA Swimming and the SHY National team
- Encourage & coordinate parental participation in swim team activities
- Organize, execute and support fundraising for the SHY swim team and YMCA
- Support the philosophy, goals & objectives of the Head Coach



What the STPO Does

- Run SHY hosted Swim Meets
- Organize Social Events and Team Celebrations
- Purchase and maintain meet, pool and training equipment
- Provide swimmer t-shirts, awards, gifts, etc.
- Collect and pay out US registration and meet entry fees for swimmers
- Research and make travel arrangements for swimmers and coaches
- Conducts Fundraising efforts
- Support National Team



What the STPO Doesn't Do

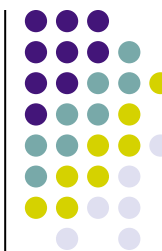
- Get involved in coaching
- Determine practice groups
- Decide what swim meets swimmers attend
- Get involved in what goes on between swimmers and coaches at practices and meets

STPO Officers



- **President:** Joanne Wachenfeld joannewach@verizon.net (908-542-0446)
- **Vice President:** : Martin Scheidl mscheidl@gmail.com (973-543-1726)
- **Treasurer:** Kendra Russano grussano@hotmail.com (732-369-3372)
- **Secretary:** Lynn Alexy lynnalexyl@aol.com (908-451-3939)
- **Volunteer Coordinator:** Linda Paul lindaep@verizon.net (908-531-7048)
- **Officials Coordinator:** Gina Capizzi g_capizzi@yahoo.com (908-623-7087)
- **Fundraising Coordinator:** Chris Corrigan cpcorrigan@verizon.net (908-672-9459)
- **Head Coach:** Lori Riegler lriegler@somersetcountymca.org (908-630-3531)
- **Administrative Advisor:** Suzi Pellegrino spellegrino@somersethillsymca.org (908-766-7898 ext. 604)

- **Website updates:** Scott Reiners sreiners@somersetcountymca.org



Team Communication

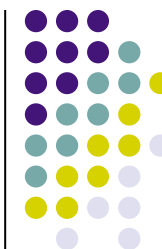
- Announcements on SHY Website:
<http://www.shyswimteam.org>
- Emails from SHY STPO Gmail Account (volunteer sign-up/ timing assignments) & Team Unify – Joanne Wachenfeld
- Will post STPO meeting dates, agendas and meeting summaries on website. Contact Joanne Wachenfeld if you have any STPO related issues, concerns to be discussed at meetings.





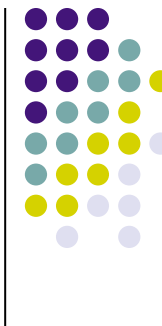
Team Unify

- Team Unify is a swim team management software. Centralizes many of the team functions in one place:
 - Communication
 - Meet Entry Sign-up & Results
 - Meet Entry & STPO Billing
 - Team Directory



Registration Fees

- September – March Swim Team Fees
 - Paid to SHY either in one payment or by e-pay
- STPO will be sending out invoices monthly through Team Unify for
 - USA Swimming Fee (all swimmers 9 & Over)
 - STPO Dues - \$75 per swimmer, family cap of \$110
- Meet Entry Fees will also be through Team Unify
 - Regardless of whether or not your child ultimately swims, fees are charged when your swimmer is entered into the meet by coach.
 - If after 60 days, your account balance hasn't been paid, your swimmer will not be entered in future meets until full payment is made
 - Will be able to see all our charges/payments whenever you want
 - Can enter credit card information for automatic billing of your monthly statement.
- Other Team fees will be charged through Team Unify



Team Clothing

- Team Suit/Equipment Sales
 - Vendor – California Beach Hut
 - On-line, in-store & phone orders accepted through 9/16
 - Ask for SHY Team Discount for all in-store purchases
 - Team Coordinator – Karen Morel morelnj@verizon.net
- SHY Sportswear
 - Vendor – California Beach Hut
 - On-line, in-store & phone orders accepted through 9/16
 - Chairs – Maggie Gould mjscala@hotmail.com & Mary Korey rmkorey@gmail.com





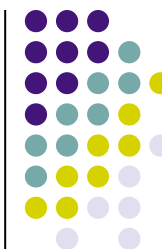
Participation Policy

- All families are expected to participate by:
 - Working 2-3 Dual Meets per dual team on which you have swimmers
 - Timing at Invitational Meets your swimmer attends
 - Volunteering for SHY Hosted Meets your swimmer attends
 - Working one shift of the NJ YMCA 8 & Under State Championships
 - Volunteering for a Committee
- SHY has no volunteer deposit requirement because our parents have always stepped up in the past.
- Volunteering is critical to the success of our team and as a result we need full participation.
- Volunteering can be fun – get to know more people, learn more about the sport, support your swimmer.



Volunteer Contract

- To avoid misunderstanding of what is expected, put together a Volunteer Contract which will be included in the Team Handbook.
- Read, Sign & Return the Contract part to Drop Box outside of Coaches' Office .
- Swimmers who don't have signed Contract won't be entered in meets
- Will be recording all meet volunteer work and using it to make timing shifts at non-hosted invitational meets
- Way to spread the work around so it doesn't fall on the shoulders of a few volunteers



Dual Meet Teams

- Girls A Team
- Girls B Team
- Girls C Team

- Boys A Team
- Boys B Team

- Dates/ Times (Saturdays, October – January)
 - Specific dates TBA
 - Usually 2 hour meet



Dual Meet Volunteering



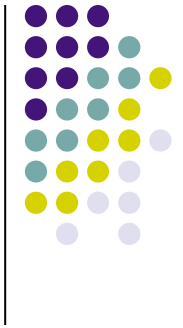
- Each family should volunteer for 2-3 Dual Meets during the season for each Dual Team they have swimmers on.
- Dual Meet VP' s will request volunteers and send out a schedule. Jung Dettelback will coordinate the officials, Sunitha D' Silva will coordinate the Table Operators.
- Volunteer Jobs include Officials, Timers, Colorado Operators, Meet Manager Operators, Runners, Set-up, Clean-up, Snack Coordinators.

SHY Hosted Meets - Volunteering



- At least one parent should volunteer to work any SHY Hosted Meet that your swimmer(s) attend plus the 8 & Under Championships
- Volunteer Coordinator, Linda Paul, will send out volunteer requirements and ask for volunteers. Please respond promptly
- Volunteer jobs include: Set-up, Clean-up, Timers, Marshals, Runners, Awards, Parking, Hospitality, Security, Concessions and Table Operators
- SHY has a reputation of hosting well-run invitational meets thanks to our great volunteers. Let's continue the tradition.

SHY Hosted Meets



- October 30th Halloween Meet SHY
- December 4th Candy Cane SHY
- December 9-11th Eastfields Witherspoon
- January 21-22 Distance Meet SHY
- February 4-5 NJ YMCA 8 & Unders RVCC
- June 18 PVP Long Course Meet PVP



Invitational Meets

- 1-3 day meets approximately monthly during season
- Some invitational meets may have time standards (minimum or maximum qualifying times)
- Optional. Will get an email from Team Unify to indicate your swimmers availability, you can indicate specific sessions or entire meet. Swimmer will then choose events with coach.
- Warm-up time will be posted on website – swimmer should be ready to swim, not arriving at warm-up time.



Invitational Meets – Timing Assignments



- Prior to Meet
 - Invitational Meet Coordinator will send out email to all families with swimmers entered in meet, giving them a deadline to respond if their swimmer is not attending meet, they are working as an official at that meet or if there are extenuating circumstances preventing them from timing a certain session (within reason).
 - Host Team will send out team timing assignments
 - Invitational Meet Timing Coordinator will divide team timing assignments between parents of swimmers attending the meet based on volunteer grid and events.
 - A Google Doc with the assignments will be sent to the participating SHY families and posted to the SHY website. Parents must fill in their contact cell # directly on the document as confirmation by a certain date or their swimmer will be scratched from meet.
 - Parents whose plans change must find their own replacement and notify Head Timer (and update Google Doc), Do not contact the Timer Coordinator.



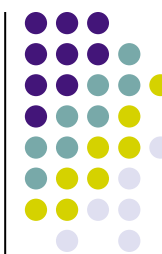
Invitational Meet

- **At Meet**

- Timers check-in with Head Timer and get stopwatch
- First shift timers attend Timer Meeting
- Time until replacement arrives

- **After Meet**

- Head Timer will report back to the Invitational Meet Coordinator who actually timed and if there were any no shows.
- Invitational Meet Coordinator will record volunteer participation at the meet.
- Any family missing their timing assignment without finding a replacement will incur a financial penalty:
 - First Infraction - \$50 fine
 - Second Infraction - \$75 fine
 - Third Infraction - \$100 fine
 - Suspension of meet privileges



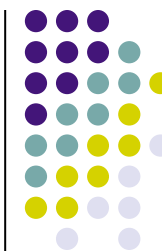
Invitational Meets -Finals

- Before the Meet
 - Invitational Meet Timing Coordinator will assign a Finals Head Timer
- At the Meet
 - Finals Head Timer will keep track of SHY swimmers qualifying for Finals
 - Parents should notify Finals Head Timer if their swimmer will be scratching, they are officiating at Finals or there are extenuating circumstances (within reason)
 - Finals Head Timer will assign timers for finals in a equitable manner with an eye for spreading the team's obligations fairly and communicate that assignment.
 - Timers will check in with Finals Heat Timer. Coach will be notified of any parent's refusal to time, their swimmer will be scratched.
- After the Meet
 - Finals Head Timer will report volunteer participation to the Invitational Meet Coordinator.
 - No Show parents will be fined in accordance to the stated schedule
 - Finals will be considered a separate meet for the purpose of recording volunteer participation.
 - Officials should report to Officials Coordinator that they worked the meet and their volunteer participation will be recorded.

Invitational Meets – Timing Assignments



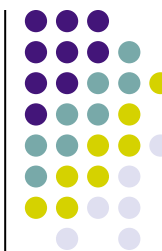
- Assume that you are timing every time your swimmer is at an invitational meet whether prelims, timed finals or finals and every once in a while you will get a break as the timing assignments are rotated among participating families.
- Those whose swimmers attend many meets or who have multiple swimmers will be called on to time more frequently
- Team timing assignment is till the end of the meet session. While we try to avoid requiring a parent to time too long after their child is done, sometimes it is unavoidable. Please understand.
- SHY Officials may be asked to time if their family's participation rate is lower than other families attending the meet and they are not officiating at that meet. Officials working a non-hosted meet will receive twice the volunteer credit than a parent timing a shift.



Committees - Social

- 10 & Under Party Committee - Agnes Doucette, Karen Nassan
 - Select location and date (usually in early March)
 - Select swimmer gifts
 - Promote event, handle RSVPs and Check-in
 - Set-up, Clean-up

- 11 & Over Banquet Committee – Maureen Johnson, OPEN
 - March 31, 2017
 - Work with Banquet Manager
 - Handle RSVP's and Check-in
 - Select team, coach and volunteer gifts
 - Set-up and Clean-up



Committees - Social

- **Fall Picnic** Melissa Moss, Andrea McGee
 - September 25, 2016
 - Plan Team-wide welcome back picnic in Fall
 - Arrange purchase and donation of food, drinks
 - Promote event and handle RSVPs
 - Set-up and Clean-up

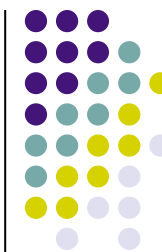
- **Swimmer Social Committees** Barbara Cromie
 - Throughout the season
 - Break out by Age Group (not practice group)
 - Have funds budgeted from STPO (more than doubled from previous years)
 - Plan and coordinate fun out of water activities for age group – using STPO funds or charging participating swimmers
 - Also can hold 2 Practice Group parties (pizza)
 - Keep coaches in loop



Committees - Fundraising

- Gift Wrap Shereen Bernaz, Karen Swan
 - End of September through October, Delivery in November
 - Distribute gift wrap packets to the team
 - Encourage team participation
 - Collect orders and payment
 - Handle distribution of gift wrap when delivered

- Holiday Pie Sales Chen Wang
 - Sales first two weeks of November, Deliver Thanksgiving week
 - Promote pie sale in Y with samples
 - Collect orders and payment
 - **Assist the Gift Wrap Committee in distributing gift wrap during Pie Sales**



Committees – Meet Operations

- Dual Team VPs Dawn Aubel
 - Coordinate volunteer sign-ups for dual meets
 - Check in volunteers and bring watches to meets.
 - Report volunteer participation after meets

- Photography Anne Castagno
 - Take photos at SHY meets and events
 - Create slide show/DVD for Banquet
 - Only one assigned photographer on pool deck



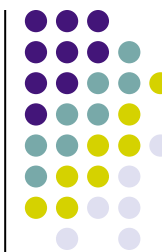
Committees – Meet Operations

- Hospitality Open, Open
 - Purchase refreshments and water for SHY hosted invitational meets
 - Staff Hospitality area for coaches and Officials
 - Bring water to pool deck volunteers
- Travel Diane Carkhuff, Larisa Gjivoje
 - Research and make hotel reservations for away SHY meets
 - Communicate group room deals to team
 - Committee members will coordinate team social activity at the meet.
- Table Operators Sunitha D’Silva
 - Operate the timing system and meet software at Dual Meets, SHY hosted meets
 - Need training on either Colorado, Meet Manager or both
 - Meet assignments will be coordinated by Sunitha



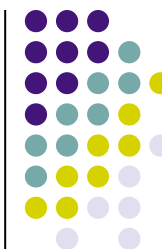
Team Officials – Why we need them

- Meets cannot be run without officials!
- Dual meets: When all 5 teams swim the same day, we need 21 officials to properly staff meets.
- SHY is hosting a number of invitational/championship meets this year. Any one session requires up to 16 officials.
- Challenges: Officials are often distributed unevenly between teams and age-groups.
- Training consists of four hour clinic and open book on-line test.
- Mentorships with experienced officials.
- If interested contact Gina Capizzi at g_capizzi@yahoo.com



Why Be An Official?

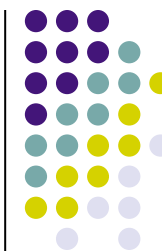
- Support our team.
- Gain a better understanding of your child's sport.
- Not only support your swimmer, but share a common bond too!
- Be on deck and part of the action. It gives you a different perspective.
- Have an opportunity to be involved at all different levels: Time Trials, Dual Meets, Invitationals, States, and Nationals. Those who are interested may even seek national certifications.
- Make lifelong friends in many places.



Other Volunteer Opportunities

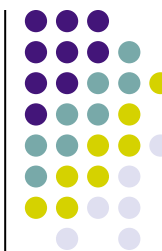
- National Team swimmers will be required to participate in additional fund raising to defray costs for the YMCA Nationals
- SHY Swimmers (13 & Over) can volunteer at SHY hosted meets for volunteer service hours





Fundraising

- 2016-2017 going to step up our Fundraising efforts
 - Chris Corrigan has joined Board as Fundraising Coordinator
 - Funds raised from the below efforts (parent driven) will solely benefit SHY swimmers and enhance their experience on team
 - Team building activities, subsidizing social events, looking to bring in speakers, championship t-shirts,
- Wrapping Paper and Gift Sale – October
 - Samples at Fall Picnic
 - Each swimmer will get Sales Packet
 - On-line orders are possible, be sure to use our code
 - Submit one check with families entire order
 - Deadline is October 14th, Delivery of items in November
 - Hope all families will participate



Fundraising

- **Holiday Pie Sales – November**
 - Returning again this year
 - Samples available during practice times and home dual meets in November
 - Delivery the Tuesday of Thanksgiving
- **Holiday Gift Card Sales – November-December**
 - Can order gift cards to be used as gifts or in your holiday shopping
 - Percentage of each card sold is returned to the team. Percentages vary by vendor (2.5 up to 16%)
 - Large variety of vendors including mall stores, fast food places, grocery stores, online stores, etc.
 - Benefit the team while doing shopping you would have done anyway
 - Orders will be placed December 5th for December 12th Delivery.



Fundraising

- SHY Scrip Program

- Give back to team on purchases you make anyway
- Register and you can order Scripnow cards that are delivered to you automatically to be used while shopping in person or on line.
- Many vendors with varying percentage back
- Do have to link your bank account to place orders on your own.
- Scrip Coordinator can place more frequent orders for plastic cards if there is interest.

- Frozen Falls

- SHY Swim team participates in Frozen Falls Community Give Back program
- Just mention SHY Swim Team at checkout and 15% of your purchase will be donated to team
- 2 locations – Dewey Meadow in Basking Ridge, across from RVCC in Branchburg
- Great yogurt!!



New for 2016-2017

- Better Communication of what the STPO is doing
- Getting more of you involved in the STPO
- Increased Team Building (Swimmer Social) activities for our swimmers
- Instituting a monetary fine for no-shows of timing assignments
- Reinstating the Training Trip for high school aged swimmers
- New Fundraising Efforts: Gift Wrap Sales



Be a Supportive Parent

- ***Always be involved with the success of the team***
 - ***Always offer to volunteer***
 - ***Become an official***
 - ***Become a timer***
 - ***Become a table operator***
 - ***Become a fundraiser***
 - ***Become a parent leader***
 - ***Always speak positively concerning your swimmer, the team and the competitors***
 - ***Always let the coaches coach***
 - ***Always be respectful of coaches, teammates and volunteers***