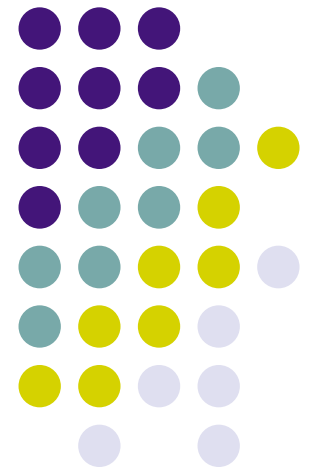
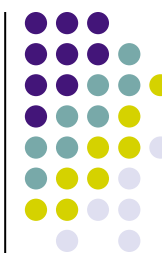


# Somerset Hills YMCA Swim Team

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Swim Team Parents  
Organization  
2017-2018 Season

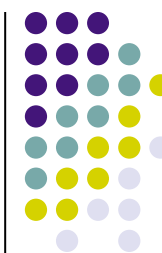




# Successful Programs Require...

- 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@gmail.com](mailto:joannewach@gmail.com) (908-542-0446)
- **Vice President:** : Martin Scheidl [mscheidl@gmail.com](mailto:mscheidl@gmail.com) (973-543-1726)
- **Treasurer:** Kendra Russano [grussano@hotmail.com](mailto:grussano@hotmail.com) (732-369-3372)
- **Secretary:** Lynn Alexy [lynnalexyl@aol.com](mailto:lynnalexyl@aol.com) (908-451-3939)
- **Volunteer Coordinator:** Linda Paul [lindaep21@icloud.com](mailto:lindaep21@icloud.com) (908-531-7048)
- **Officials Coordinator:** Gina Capizzi [g\\_capizzi@yahoo.com](mailto:g_capizzi@yahoo.com) (908-623-7087)
- **Fundraising Coordinator:** Chris Corrigan [cpcorrigan@verizon.net](mailto:cpcorrigan@verizon.net) (908-672-9459)
- **Head Coach:** Lori Riegler [lriegler@somersetcountyyymca.org](mailto:lriegler@somersetcountyyymca.org) (908-630-3531)
- **Administrative Advisor:** Suzi Pellegrino [spellegrino@somersethillsymca.org](mailto:spellegrino@somersethillsymca.org) (908-766-7898 ext. 604)



# Team Communication

- Announcements on SHY Website:  
<http://www.shyswimteam.org>
- Emails from SHY STPO Gmail Account (volunteer sign-up/timing assignments) & Team Unify
- STPO meetings held the 3<sup>rd</sup> Wednesday of every month
- Contact any member of the STOP if you have any STPO related issues, concerns to be discussed at meetings

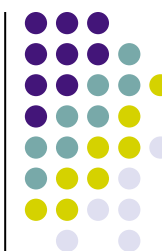




# Team Unify

- 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
  - Text Alert
  - Team Directory





# Registration and STPO Fees

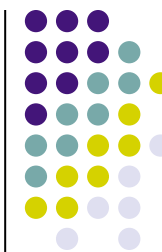
- September – March Swim Team Program Fees
  - Paid to the Y either in one payment or by e-pay
- Annual Registration on Team Unify to activate account
  - USA Swimming Fee of \$62 (all swimmers 9 & Over)
  - STPO Dues - \$25 per swimmer, family cap of \$75, late fee if register after 9/10/17
  - Must register annually
- Meet Entry Fees will also be charged 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 30 days, your account balance hasn't been paid, your swimmer will not be entered in future meets until full payment is made
  - Invoiced monthly but will be able to see all our charges/payments whenever you want
  - Either enter credit card information for automatic billing of your monthly statement or you will be required to maintain a \$50 escrow balance per swimmer.
- Other Team fees will be charged through Team Unify

# Team Clothing



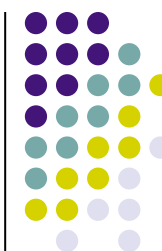
- Team Suit/Equipment and Sportswear Sales
  - Vendor – California Beach Hut
  - On-line & in-store orders accepted through 9/12.
  - Ask for SHY Team Discount for all in-store purchases
  - Delivery expected mid October
  - Chairs – Maggie Gould [mjscala@hotmail.com](mailto:mjscala@hotmail.com) & Mary Korey [rmkorey@gmail.com](mailto:rmkorey@gmail.com)





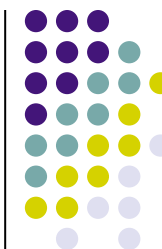
# Participation Policy

- All families are expected to participate by:
  - Working 2 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, volunteer commitment is described in the Team Handbook.
- Read, Sign & Return the Contract part to Drop Box outside of Coaches' Office by 9/25.
- Swimmers who don't have signed Contract won't be placed on dual teams or entered in meets after that date
- 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 – December)
  - Specific dates TBA
  - Usually 2 hour meet



# Dual Meet Volunteering



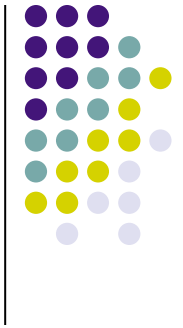
- Each family should volunteer for 2-3 Dual Meets during the season for each Dual Team they have swimmers on.
- Dual Meet VP' s will request volunteers and send out a schedule. Jung Dettelback will coordinate the officials, Sunitha D' Silva will coordinate the Table Operators.
- Volunteer Jobs include 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 29<sup>th</sup> Halloween Meet SHY
- December 3<sup>rd</sup> Candy Cane SHY
- December 8-10<sup>th</sup> Eastfields Witherspoon
- January 20-21 Distance Meet SHY
- February 3-4 NJ YMCA 8 & Unders RVCC
- June 17 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.
- Coach will send out email with Check in time – arrive in time and your swimmer will be ready for warm-ups.



# Invitational Meets – Timing Assignments



- Prior to Meet
  - Invitational Meet Coordinator, Melissa Pruskowski, 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 or they are working as an official.
  - 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 and they will be fined.
  - 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 – Timing Assignments



- Parents who have not received a timing assignment and may be willing to time at the meet can indicate such on the Google Doc.
- Parents who received a timing assignment and can't time for whatever reason –their swimmer's plans change, they are not at meet with swimmer, need to leave early, etc, must find their own replacement.
- They can reach out to the parents who indicated they are willing to time or find someone else. Can use the member directory feature on Team Unify to email parents who have swimmers in your session when looking for replacements.
- Parents who indicated they are willing to time are not required to replace anyone. If they do, they will get the timing credit.
- If this new feature doesn't work or is abused will adjust or discontinue.



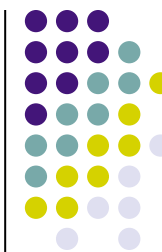
# Invitational Meet

- 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 and they will be fined.
- 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

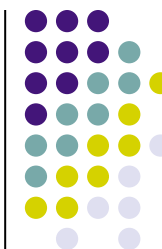


- Assume that you are timing every time your swimmer is at an invitational meet whether prelims, timed finals or finals and every once in a while you will get a break as the timing assignments are rotated among participating families.
- Those whose swimmers attend many meets or who have multiple swimmers will be called on to time more frequently. Those who don't fulfill their dual team or invitational meet volunteering, will also be called on to time invitational meets 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 who officiate at a non-hosted meet will receive twice the volunteer credit than a parent timing a shift.



# Committees - Social

- 10 & Under Party Committee - Kristin Stuek, OPEN
  - 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 – Anne Castagno, Lisa Purcell
  - April 13, 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** Andrea McGee
  - September 24, 2017
  - 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**
  - Throughout the season
  - Break out by Practice Group
  - Have funds budgeted from STPO
  - 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



# Social Committees



- Parents Social                      Lynn Alexy
  - Working on a date: Oct/Nov
  - Hosted at the Alexy's
  - Need help with coordinating, rsvps, setting-up and cleaning up



# 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 Jodi Connors
  - 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            Amy Hold
  - Coordinate volunteer sign-ups for dual meets
  - Check in volunteers and bring watches to meets.
  - Report volunteer participation after meets
  
- Photography                Agnes Doucette
  - 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, Heidi Hannis
  - 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 Coordinators.

# 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](mailto:g_capizzi@yahoo.com)



# Why Be An Official?

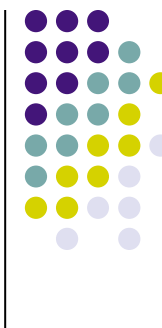
- Support our team.
- Gain a better understanding of your child's sport.
- Not only support your swimmer, but share a common bond too!
- Be on deck and part of the action. It gives you a different perspective.
- Have an opportunity to be involved at all different levels: Time Trials, Dual Meets, Invitationals, 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

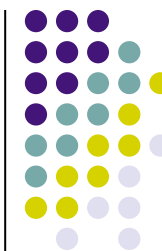




# Fundraising

- Fundraising efforts – Chris Corrigan
  - 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 14<sup>th</sup>, Delivery of items in November
  - Hope all families will participate





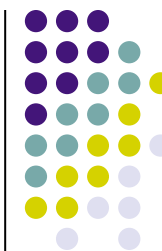
# Fundraising

- Holiday Pie Sales – November
  - Returning again this year
  - Samples available during practice times and home dual meets in November
  - Delivery the Tuesday of Thanksgiving
- Chipotle Fundraising – December
  - Returning again this year
  - % of sales that evening goes towards SHY
  - Turned out to be a fun social event too
- 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 2017-2018

- Changes in volunteer policy/procedures:
  - Fine for not working 8 & Unders -\$100 per family.
  - No longer accepting extenuating circumstances prior to meet. Just too many to deal with. If get assignment, find a replacement on your own. Don't email Coordinator to do it for you.
  - Trying a new procedure: can indicate willingness to serve as timing replacement on Google Doc.
- Changes in Team Unify
  - Reduced the STPO dues from \$75 per swimmer to \$25 per swimmer
  - Required to have a credit card on file or maintain a \$50 escrow per swimmer
  - Swimmers with past due of 30 days will not be entered in meets.
- 11 & Over Banquet is scheduled in April, after Nationals. Date is Friday, April 13<sup>th</sup>



# New for 2017-2018

- Planning a parent only Social in the Fall to give parents a chance to socialize and get to know each other away from the pool.
- Planning to bring in some speakers.
  - First is the Chuck Warner with his presentation about the College Recruitment process – October 22<sup>nd</sup>.
  - Hoping to bring in a Nutritionist with a presentation geared to the competitive swimmers.
- Not been able to schedule a Training Trip for this winter holiday break. Flights to FL are just too expensive. Looking for ideas for something to do with the swimmers during that time frame.
- Team Building (Swimmer Social) groups will be by Practice Group rather than Age Group
  - Only affects Senior 1 and Senior 2
  - Age group division didn't work well last year.



# 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***