



# Northern Virginia Swimming League

## New Team Rep's Guide

2025 Season

**Presenter:**  
Chris Campbell  
NVSL President  
[chriscln@verizon.net](mailto:chriscln@verizon.net)

*This document is presented as a guide for new Team Representatives (Team Reps). Its purpose is to present ideas and suggestions to help everyone have a successful summer swim season. It does not take precedence over the NVSL rules or other official NVSL guidance.*

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**1.0 Introduction:** Congratulations on becoming a Northern Virginia Swimming League (NVSL) Team Representative (Team Rep). Being a Team Rep can be demanding but it can also be very rewarding.

The NVSL Board and all the returning Team Reps welcome you and wish you the very best of luck this summer. If you need anything, don't hesitate to contact the League Board, Committee Chairpersons, Division Coordinators or one of your fellow Team Reps. You will find everyone helpful and supportive.

As the Team Rep you are the only point of contact between the NVSL and your team. The NVSL has over 60 years of successful summer swim seasons and is organized to make your swimming season experience as good as it possibly can.

This document provides a compilation of information that you will need to do your job and suggested ways of doing things that have worked for some NVSL swim teams. There is no guarantee that anything in this guide will work for your swim team without modification.

**This guide is not a substitute for the NVSL Handbook or the USA Swimming Rule book. You must read and be familiar with those documents.**

**This document is a guide.** You will have to adapt what is contained within this document to the circumstances of your swim team. The NVSL has 102 teams in 17 Divisions with a wide variety of team sizes, relationships with their pool governing bodies, facilities, swimmer skill levels, and financial situations. There are probably as many ways to run a swim team as there are teams. However, there are three keys to success.

- ❑ First, **be prepared**. The month of May will be here faster than you think, and the summer will move along even faster. After Memorial Day, the schedule takes on a life of its own. Preparation = lower stress!
- ❑ The second is to **delegate** everything you reasonably can. You are the manager of your swim team but are not responsible for doing every job. You should oversee assigned tasks to assure things get done. Delegating also allows as many parents as possible to become "shareholders" by contributing to their team's season. Tap into your core volunteer group and expand as you can.
- ❑ The third is to **communicate**. Use newsletters, hotlines, telephone trees, posters, Team web page and anything else you can think of to communicate with your swimmers, parents, and pool membership. Tap into the NVSL website (mynvsl.com), watch for emails from the League through Constant Contact, etc.

You have taken on an important responsibility for your team. A successful season will depend in large part upon the preparation, delegation, and communication that you do between now and August. Your first (and second!) summer will be a fast-paced learning experience. You may not be able to make everyone happy with the choices you make for the team, but at the end of the season you will feel a sense of accomplishment and gratification.

**2.0 The Team Rep’s Calendar:** The job of being a Team Rep is more than just a summer job. While it can be very consuming between the middle of May and the end of July, there are items to be accomplished virtually all year round. A synopsis of these activities and the month that they will most probably need to be accomplished in is presented below.

<b>Month</b>	<b>Activity</b>	<b>See Section</b>
Feb/Mar	NVSL Seeding Meeting and Rules Meeting	3.1.2
March	Hire a Coach this month if you don’t have one yet	3.1.1
	NVSL New Team Rep & Rules Meetings	3.1.3, 3.1.4
	Order Supplies & Pay NVSL Dues	3.1.5
	Start Spiritwear selection	3.2.3
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	Prepare items for Pool Newsletter	3.1.7
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August	Store and account for Swim Team Equipment	3.4.2
	Start organizing for next year	3.4.1
September	NVSL End of Year Meeting	3.4.4
Oct-Feb	Start Coaching Staff hiring process	3.1.1

**3.0 The Year-Round Swim Season:** Being a Team Rep is a year-long job. Here are

some of the things that you will need to make sure are taken care of.

**3.1 Early Activities:** In February it's time to start getting serious about the summer swim season. Experience has shown that the more you do before your pool opens, the easier your swim season will be. Establish contact with the previous Team Reps to gain knowledge of people, processes, and activities unique to your Swim team.

**3.1.1 Hire a Coach:** There are a lot of good people out there. Some of them want to have a job lined up by January while others don't even think of looking for a coaching job until March. Some suggestions for use in hiring a coach can be found in Appendix A. This may be the most important thing you do as Team Rep, so make sure the coach is a good fit with your families and you personally. Send your ad to [asknvsl@gmail.com](mailto:asknvsl@gmail.com) for posting on the NVSL website.

**3.1.2 NVSL Seeding Meeting: *Primer for today's Team Rep Meeting***

The meeting is typically held on a Sunday in late February/early March. At the meeting you find out where your team is seeded and meet your Division Coordinator and the other Team Reps in your Division. More importantly you will find out your schedule/location of Dual and Divisional Meets. A representative from each member team should attend.

Before the meeting (at 1PM) the NVSL arranges for you to meet many of the vendors that can supply products that you'll need for the season, such as photographers for Team Pictures, swimsuit and spiritwear vendors, and other miscellaneous information.

At this meeting you will receive a folder of important information for use during the upcoming season, hear reports from NVSL Leaderships and Committee Chairs that include proposed Rule Changes for the coming season. You can also meet members of the NVSL Technology Committee and get a preview of "what's new" in swim season software.

**3.1.3 New Team Reps Meeting:** Just prior to the Business/Seeding Meeting, the NVSL holds a short meeting for new Team Reps. The purpose of the meeting is to review those items that the NVSL provides and those things that Team Reps must do during the season. This meeting focuses on subjects to help you have a successful summer. If you have questions this is a good time to ask.

**3.1.4 Rules Meeting: If the Rule Change proposals are not discussed and voted upon during the Business/Seeding Meeting,** the League holds an additional meeting a few weeks after the Seeding Meeting to discuss and vote on all proposed rule changes for the coming year. In most situations, this can be accomplished at the Business/Seeding Meeting.

**3.1.5 Order Supplies:** March is also the time to order such supplies as extra NVSL Handbooks, USA Swimming Rule Books, Ribbons, extra labels and timecards. A synopsis of the awards and timecards that you may need to buy is provided in Appendix B.

**3.1.6 Schedule Monday Night and other Meets:** You need to get together with the teams that you swim against on Mondays and/or other dates and schedule these meets and their locations.

**3.1.7 Items for your Pool Newsletter:** Your pool, community, or team may have a Spring Newsletter. Items you may want to include in the newsletter are:

- ❑ Practice Days and Times
- ❑ All swim meets, noting early pool closings and late openings as appropriate
- ❑ Time and location of swimsuit Try-on and Team Photos
- ❑ Time and location of any pre-season Team meeting
- ❑ Registration Form for Swim (and Dive?) Teams
- ❑ Informational articles - this is a good place to publicize social activities and solicit new team members
- ❑ Any event that will impact normal pool operating hours

**3.1.8 Preparation for Technology:** Spring is also a good time to start thinking about technology issues as well as getting familiar with the NVSL Hytek software. Each year the League conducts a training day called NVSL University offering Automation sessions on NVSL software and updating the NVSL team website. This is a good opportunity for the Team Rep and Team Data Coordinator to brush up on the Hytek software skills.

Try to identify your Team Data Coordinator as soon as possible, but no later than your Divisional Meeting in late May. He/She will be your “contact point” and hopefully, your “answer person” for your computing questions.

Since your Hytek software will likely run on more than one computer for your team, it is important to identify which computer will become the “master” so critical information isn’t accidentally overwritten. Establishing the flow of updates is an important operation that you need to set up early as well. It will make your life easier as the season takes off.

**3.1.9 The NVSL Website (mynvsl.com):** The NVSL website is a valuable and informative tool for Team Reps, parents, and swimmers. Meet scores, records, documents used for training and operation of the meets can all be found there. Meet scores and swimmer times are uploaded each week for all to see and compare with other swimmers across the league.

As a Team Rep you establish a password for uploading the meet data and for administering your team web page available for free on this website. With your password you can put articles pictures and text in the pages allocated for your team. Many of the teams have made creative use of this opportunity – take a look. Reach out to the League if you do not know your NVSL website password.

**3.1.10 League Communications:** It is essential that you keep the NVSL Corresponding Secretary current with your home mailing address and an email address you check regularly.



All official communications within the league are prepared and delivered via email and through Constant Contact, including protests, proposed Rules and By-Law changes, Scholarship applications, and applications to Host All Star Meets. See the NVSL Handbook rules for specific details. Some items require physical exchange, for example timecards for verifying the setting of new NVSL Records.

Emails have become a main artery for the League to communicate year-round. If you don't regularly receive emails from the League you should notify the Corresponding Secretary immediately. This most typically occurs when you have changed carriers or Team Reps and forget to notify the NVSL of the change so the League's database can be updated.

**3.2 The Season Approaches:** As April arrives, it is time to undertake several tasks that need to be completed by the end of May.

**3.2.1 Schedule Activities:** This is an excellent time to lay out your swim team calendar and schedule non-swimming activities such as Team Photos, away from the pool activities (such as Kings Dominion, roller skating, water parks), any late night or overnight activities and Pep rallies. Delegate the detailed planning and execution of these activities to others. You will have plenty to do during the season.

**3.2.2 Prepare for the Season:** You need to update and/or prepare those items that are needed at the start of your season. These may include any or all the following: Coach training requirements such as SafeSport and Concussion awareness, Parents Handbook, Team Calendar, New Parents Handbook, and any other informational handouts.

**3.2.3 Team Swim Suits and Gear:** Delegate someone to accept the responsibility for taking orders for swimsuits and clothing items. You can and should be a part of the selection process, but should not assume the task yourself. In late May and in June there are other League and team things for you to handle when orders begin to arrive.

**3.2.4 Division Meeting:** Your Division Coordinator will call a meeting of all Division Team Reps, typically in late May to distribute meet supplies, NVSL handbooks, information to pass along to your teams, and discuss items of mutual interest such as scheduling weekly meetings, distributing meet results, dates for planning meetings for Relay Carnival and Divisional Meets and other items. Your Division Coordinator will help make sure that you meet League requirements for data and meet results.

**3.2.5 Team Kickoff Meeting:** If you are going to have a Team Kickoff meeting you need to determine when and where this will be. It would be best to hold this after the Divisional meeting so you will have the NVSL Handbooks to give to parents as well as League information to pass along to your parents. Determine if it will be for parents only or for parents and swimmers? Will there be an opportunity to try on swimsuits at the meeting? You need to prepare for this meeting and ensure that you have an adequate supply of team calendars and other handouts your team members and parents need.

**3.2.6 Pool and Equipment Checkout:** At your first opportunity in the spring, walk the pool and identify any needed repairs to the people at your pool responsible for making the repairs. Take the time to check your Colorado System to ensure that it is functioning properly. Check your supply of stopwatches and obtain batteries and/or replacement watches as needed. Check your backstroke flags to ensure they are not tattered and torn. You should check your supplies to make sure that you have an adequate supply of clipboards, pencils, paper clips, rubber bands and other office supplies for Timers, Deck Officials, and Table Workers for the season.

A listing of the items that you will need can be found in Appendix C.

**3.2.7 Practices:** Schedule your practices. Decide the days and times you will have practices while school is in session and the practice times after school is over and work out the schedule with your pool Board or HOA Community Board.

Make sure that your coach or someone on the premises every day has a pool operator's permit. Also, if you can't be at practice make sure that a parent that you trust represents you at practice to address any situations that may arise involving swimmers and/or parents.

**3.2.8 NVSL Clinics:** The NVSL will hold Clinics for all Deck Officials and other positions such as Chief Timer, Announcer, Clerk of Course and Table Workers prior to the start of the season. Make sure that you have enough trained people for all positions and people "in the pipeline" because you can't become a Referee overnight. See Appendix D for more information. The League will provide you a list of your officials, their NVSL clinic history, and their NVSL meets worked.

The league conducts a one-day NVSL University that offers training in most positions and has targeted training for Team Reps in Technology and an open session with the NVSL Board Members.

**3.3 The Season Begins:** Once the season starts, you'll settle into a fast-moving routine. The following assumes that you have delegated the major responsibilities as suggested in Appendix E.

Items that you should have with you at every meet include: A printout of swimmer roster with names, birth dates, phone numbers and times, NVSL Handbook, USA Swimming Rulebook, Scratch Forms, Note paper, and pencils/pens. See Appendix I for a listing of Automation reports that you as a Team Rep should be familiar with.

**3.3.1 The Team Rep’s Week:** Your typical week during the season will go something like this:

- Sunday** Write article for Team Newsletter with results from the previous week and schedule for upcoming events.  
  
Plan the virtual meeting or email swap (typically Thurs evening) to exchange the upcoming week’s meet sheet and discuss items of mutual interest.
- Monday** Review Saturday meet results with coach and discuss swimmer stroke selections for Monday Night Developmental Meet.
- Tuesday/  
Wednesday** Review Monday night times & start to put your meet sheet together for Saturday’s meet with your coaches.
- Thursday** Meet (or more likely have a virtual exchange) Thursday evening with your opponent for Saturday’s meet to swap meet sheets and review items such as team areas, clerk of course location, special swimmer needs, parking plan, and other details.
- Friday** If home team, assemble and copy meet sheet, prepare timecards for both teams, and set up pool for meet.  
  
Post Meet Sheet at Pool
- Saturday** Determine scratches, find last minute replacement swimmers, and pass out scratch reports.  
Observe the meet from the Team Rep area. (it is the Referee’s meet)  
  
If you are the Home Team, provide the Division Coordinator with the meet scores at the end of the meet via phone or text and provide a printed copy of the meet results when next you see your DC.  
Post Results at Pool by 4 PM

The home team typically has the entire pool for warm-ups for a 20-minute period starting one hour before the Meet Start time. The Visiting Team typically has the entire pool for warm-up for 20 minutes after the home team warm-up. Make sure you and your opponent agree on warm-up times.

If you are the home Team, make sure that your pool is set up properly and ready to go before warm-ups begin.

If you are the visiting team, make sure that you have distributed pool address to families who will be traveling to the meet and that you clean up your team area when you leave.

A summary of the reports and record keeping requirements are detailed in Appendix F. Your Division Coordinator will keep you straight on these requirements.

**3.3.2 Relay Carnival:** Your Division Coordinator will have a meeting the weekend before the Division Relay Carnival to plan this meet. Topics will include warm-up and starting time options, selecting officials, team area and initial lane assignments.

The evening after this meet, the Division Coordinators and the NVSL Board meet to determine the 18 fastest NVSL relay teams in each event from the Divisional Relay Carnival meets to participate in the All-Star Relay Carnival.

**3.3.3 Divisionals:** Your Division Coordinator will have a meeting during the week before the Division Individual Championships (Divisionals) to plan this meet. The purpose of this meeting is to select and seed the swimmers, list alternates, develop the meet sheet, print the timecards, determine warm-up and starting time options, select officials, assign team areas, etc.

Immediately following your Divisional Meet, the Division Coordinators and the NVSL Board meet to determine the 18 fastest NVSL swimmers in each event from that meet to participate in the Individual All Stars meet. Your Division Coordinator will notify you of your team's selections.

**3.3.4 Swim Banquet:** Don't forget your swim Banquet. Make sure that you have delegated responsibility to someone to arrange the Banquet and to obtain awards sufficiently in advance of this event.

#### **3.4 Post Season Activities:**

**3.4.1 Start Organizing for Next Year:** You should start thinking about next season right after the Divisional Meet. Items you may want to consider are:

- ❑ Holding a Parents Meeting shortly after the end of the season to solicit Feedback and use your parents as a sounding board for ideas for next year.
- ❑ Approach people to fill roles for next season
- ❑ Document your lessons learned so you don't have to relearn them again next year
- ❑ Prepare your Budget for next year. Some of the things you may have to consider funding are described in Appendix G.

**3.4.2 Store and Account for Equipment:** All that swim stuff needs to be stored by the time the pool closes in September. Items that should not be kept in a pump room or non-climate-controlled environment include:

- ❑ Starter systems / backstroke flags
- ❑ Paper Items such as Team records, DQ Slips and timecards
- ❑ Stopwatches
- ❑ Boxes with Timers and Officials materials
- ❑ Boxes with Ribbons and scoring materials

**3.4.3 NVSL Seeding Survey:** At the end of each season the NVSL asks each team to submit a seeding survey to help in the seeding process for the next year. This form is distributed at the Seeding Meeting in February and is available in the Documents section of the NVSL Web site.

The seeding survey should be given to your Division Coordinator by the Divisional Meet and is a key input in your team’s seeding for the next season. This is your opportunity to provide information on your team and is an important factor in the placement of teams. After you submit the seeding survey, you can always send in additional information on your team if anything changes.

**3.4.4 NVSL End of Season Meeting:** The NVSL holds an end of season meeting and election of officers on a Sunday evening in September. This is a short meeting with the election of officers in even numbered years and is a good opportunity for one last visit with other Team Reps.

**4.0 Where to Find Help:** Appendix H has a list of 25 ideas that you may find useful for your team to implement.

There are a lot of sources for help if you feel lost or overwhelmed and need an “old hand” to lend an ear to try and help you solve a problem. Don’t hesitate to contact any of the following:

- Your Division Coordinator
- Your predecessor as Team Rep
- A Team Rep at another pool in your Division or Neighborhood
- An NVSL Board Member – reach out to [asknvsl@gmail.com](mailto:asknvsl@gmail.com)

## Appendix A: Suggestions for Hiring Coaches

There are a lot of good people out there. Some of them want to have a job lined up by January while others don't even think of looking for a coaching job until March.

By late November you should start looking for a coach and hopefully you will be able to interview over the Christmas Holidays. Publicize your opening in local newspapers, the NVSL website, bulletin boards at Rec Centers and at swimsuit suppliers.

Some suggested minimum qualifications are listed below. You will obviously need to adjust these upward or downward depending upon your team's situation and the available candidates.

- |                        |  |
|------------------------|--|
| Head Coach:            | Finished at least Freshman year of College<br>USA Swimming experience<br>NVSL swimming and coaching experience<br>Experience as an assistant coach<br>Have or can obtain a Pool Operators License *<br>Lifeguard Certification or at least CPR Certification |
| Assistant Coach:       | Experience teaching swimming to children<br>Have or can obtain a Pool Operators License<br>Lifeguard Certification or at least CPR certification   |
| Developmental Coaches: | Typically, 15-17-year olds from your team to work with younger swimmers.   |

Optional: Select a committee of 3 or 4 people to interview the candidates. Try to make sure that you are not the only person to have interviewed all the candidates.

\*Fairfax County requires a qualified Pool Operator be present whenever a pool is in use. If you hold practices at a time when your pool is not open to the public, you need to have someone with a pool operator's license on duty at that time. Pool Operator's Permits can be obtained through the Northern Virginia Community College or through most companies that provide Pool Management Services.

**Appendix B: Awards and Timecards**

The following Table summarizes the source of Awards and Timecards for use during the season.

Award	Provided By
<b>Individual Awards - Dual Meets</b>	
1st through 6th Place Ribbons for NVSL Meets	NVSL provides to Home Team enough for both teams in each meet. First and Second Place are awarded for Official Relay events.
Ribbons for other meets (i.e., Monday nights)	Determined by your Monday Night League. Available for purchase from NVSL. Each Team provides at its own option and expense.
Other Ribbons (i.e., Personal Best/Competitor)	Available for purchase from NVSL awards person. Each Team provides at its own option and expense and can be ordered on the form available in seeding packet and on the website.
<b>Individual Awards - Other NVSL Meets</b>	
Relay Carnival Ribbons	NVSL provides ribbons for 1st through 6th place
Divisional Individual Championship Awards	NVSL provides medals for 1st through 6th place, and ribbons for 7 <sup>th</sup> -12 <sup>th</sup> place
All Star Meet Awards	NVSL provides medals and ribbons for 1st through 18th place.
<b>Trophies</b>	
Relay Carnival Champion	NVSL Provides
Division Champion & Sportsmanship Award	NVSL Provides
Individual trophies to team members	Each Team provides at its own option and expense
<b>Timecards</b>	
NVSL Dual Meets	NVSL provides the Home Team <b>White</b> timecards for all swimmers in Dual Meets
NVSL Divisional Meets	The NVSL provides <b>Blue</b> timecards for both Divisional Meets.
Other	<b>Yellow</b> timecards can be purchased from the NVSL for use in time trials and non-NVSL meets. See Order form in seeding packet or on the website

**Appendix C: Supply List for Swim Meets**

Here's a list of the items you'll need to have for use during your home swim meets

## SUPPLY LIST FOR MEET BOX

- National Anthem (typically played off a phone or performed live)
- paper clips small & jumbo
- rubber bands
- 1 dozen #1 pencils (darker and softer than #2)
- 6 red pencils
- 6 blue or black extra fine "Sharpie" pens (waterproof markers). Ribbon labels are typically computer generated at the meet.
- white out
- stapler
- staples
- staple puller
- pencil sharpener - battery operated sharpeners are nice
- extra batteries for sharpener
- hi-liter markers - fluorescent copies best (does not show)
- small note pad
- DQ Slips, Scratch sheets, and Relay Take-off slips
- scissors
- scotch tape
- masking tape
- 1 large black marker
- extra ribbon labels
- NVSL Handbook
- USA Swimming pocket size Rule Book
- name tags
- extra yellow and white timecards
- container to put ribbons in for coach/distribution
- plastic bags to protect watches, timer clip boards, and official clip boards in case of rain
- extra batteries for stopwatches

Copy this list onto an index card and tape into the lid of the meet box. The box can then be inventoried and replenished after every meet.

Note: You can take the meet box to away meets, but only use it if the other team does not have something that your team likes to use. It's very easy for the supplies to get mixed up and you could lose your team's supplies very easily.

### BOX OF OTHER NEEDED EQUIPMENT - Usually kept at pool

- all clip boards
- clothes pins with event numbers on them
- paint sticks to clip clothes pins to
- notebook with all NVSL Handouts (job instructions)
- copies of each NVSL Handout
- supply of DQ slips, in a Ziploc bag
- baskets for ribbons
- copies of A Meet event list (reduced, to be taped on timer's clipboard)
- copies of B Meet event list (reduced, to fit on timer's clip board)

Note: A rubber band stretched around the clipboard or small Velcro strips around the pencil and each clipboard make nice pencil holders.



## **Appendix D: Deck Officials - Clinics and Qualification Requirements**

Please Note. When a qualified individual serves as a Deck Official, they are representing the NVSL, not a specific team. They must wear navy slacks, shorts, or shirts with white tops without any Team or Pool Insignia.

### **Officials Clinics**

The NVSL holds Clinics prior to the start of each season for Referees, Starters, Stroke and Turn Judges and other positions including Chief Timer, Announcer, Clerk of Course and Table Worker. You will receive a schedule of these clinics in your seeding packet and it will be available on the website.

At seeding you will be provided with a list of officials from your team who worked during the previous two seasons and the Clinics they attended. You will receive an updated list after the clinics through your Division Coordinator

### **Qualifications for working NVSL Meets**

To work as an official, an individual must have attended the appropriate Clinic in the current year or the previous season.

To work a Meet as a Referee, an individual must have attended the Referee/Starter and Stroke and Turn Judge Clinics during the current or prior season. New Referees (an individual who has never worked an NVSL meet as a Referee) must also attend a New Referee Clinic.

To work as a new Starter an individual must attend the Starter clinic. To maintain certification as a starter one must attend the Referee/Starter clinic during the current or previous season.

To work as a Stroke & Turn Judge an individual must attend a Stroke & Turn clinic during the current or previous season.

If your Team does not have an individual who meets the League qualifications to serve as a Referee, you need to ask the visiting Team to provide a Referee or inform your Division Coordinator. It is still the responsibility of the team to provide the officials as outlined in the NVSL Handbook.

## Appendix E: Potential Organization and Job Descriptions for a Swim Team

This section describes a means of organizing a swim team for a summer season. Descriptions of duties are summarized below. These are suggestions only. Tasks listed can be deleted as you see fit based on your team dynamic.

**Team Rep Duties:** The Team Rep is the person responsible to the NVSL governing body for the conduct of the swim program **in its entirety**. The Team Rep prepares the swim team budget (as appropriate), hires coaches, recruits parents of swimmers for jobs in support of the swim program, and represents the swim team to the NVSL.

**Assistant Team Rep/NVSL Meet Manager Duties:** The purpose of this position is to off-load many of the meet preparation responsibilities from the Team Rep so that he/she can focus on managing the overall team. Specific duties include:

- Pool Setup and Teardown (Home Meets)
  - Prep the pool for swim meets and return to operational setup after meet
- Recruiting people to serve as announcer and as runners (Home Meets)
  - Runner takes timecards & DQ Slips to Table Workers
- Printing of timecards
- Division Relay Carnival preparation
  - Participate in swimmer selection and Timecard Prep
- Equipment repair and replacement as required
- Identifying and obtaining meet supplies as needed
  - Ribbons and meet supplies (i.e., paperclips, pencils)
- Meet Sheet reproduction
- With the Team Rep and Coaches, seeding the meets
- Obtaining a Head/Asst. Head Timer
- Insuring an appropriate number of Table Workers

**Monday Meet Manager Duties:** The purpose of this position is to prepare for and manage the Monday night meets. Specific duties include:

- Pool Setup and Teardown (Home Meets)
  - Prep the pool for swim meets and return to operational setup after meet
- Recruiting people to serve as announcer and as runners (Home Meets)
  - Runner takes timecards & DQ Slips to Table Workers
- Preparation of timecards
- Preparing Competitor and Personal Best Ribbons for Monday Night Meets if used
- Identifying and obtaining meet supplies as needed
- Participate in timecard Prep
- Obtaining a Head/Asst. Head Timer
- Insuring an appropriate number of Table Workers

**Fundraising Chairman Duties:** The person heading this effort is responsible for the team awards and activities that generate the income to pay for them, to include:

- ❑ Team Clothing items and swimsuits (Select and procure items as appropriate)
- ❑ Snack Bar (Recruit a head for this activity and assist in obtaining supplies)
- ❑ Obtain Team Trophies
- ❑ Swimmer of the week and/or other awards as appropriate
- ❑ Acts as Team Treasurer and develops budget plans as appropriate

**Activities Chairman Duties:** The person heading this effort is responsible for the team's non-swimming activities including the planning for and conducting of the following:

- ❑ Pep Rallies (select themes, obtain supplies needed and conduct pep rallies)
- ❑ Trips to Kings Dominion and/or other venues
- ❑ Swim Team Banquet
- ❑ Other Social Activities
- ❑ Team Photo (coordinate with Dive Team if you have one)
- ❑ Big Brother/Big Sister Program

**Head Coach Duties:** The Head Coach is responsible for the conduct of the aquatics portion of the summer swim program, to include:

- ❑ Supervising Assistant and Developmental Coaches
- ❑ Foster sportsmanship
- ❑ Developing workouts for swimmers
- ❑ Working to improve swimmers' performance
- ❑ With the Team Rep, prepare meet sheet

**Chief of Officials Duties:** The Chief of Officials is responsible for ensuring that you have an appropriate number of trained officials, including Timers and Table Workers for each swim meet. Chief of Officials duties include:

- ❑ Ensure officials attend NVSL Clinics so that you have trained officials in future years.
- ❑ Assigning people to cover required positions at swim meets
- ❑ Work with/Mentor new officials

**Data Coordinator/Team Computer Rep Duties:** The Data Coordinator is responsible for:

- ❑ Maintaining Databases and generating reports for use by the team
- ❑ Preparing Reports as appropriate for the NVSL
- ❑ Assisting the Meet Managers with Timecard and Results Preparation
- ❑ Working to ensure that all Swim Fees are collected
- ❑ Maintaining the Swim Team Mailboxes
- ❑ Act as the Point of Contact for the team on Data related issues and work with the Division Data Coordinator to ensure results are provided timely and accurately.

**Communications Chairman Duties:** This person is responsible for all communication activities to include:

- ❑ Writing articles for, editing, and publishing the team's weekly newsletter
- ❑ Preparing articles for the local news media
- ❑ Organizing and operating the swim team distribution/contact list

**Appendix F: Reporting and Record Keeping**

<b>Reports Provided for each Meet</b>		
<b>Report Name</b>	<b>Due</b>	<b>Submit to</b>
The Meet Score	By Noon on meet day:	Division Coordinator by phone or text
Any NVSL Records Set in the Meet**	By Noon on the meet day	Records Chair through Division Coordinator with signed timecard
An Electronic copy of the meet results	Meet day	Division Data Coordinator:
The Official Meet Sheet (prepared electronically and signed by the referee) with scratch sheets	By a day/time specified by the Division Coordinator:	Division Coordinator:
<b>Reports Provided by each Team</b>		
<b>Report Name</b>	<b>Due</b>	<b>Submit to</b>
Report of # of swimmers on each team	By Relay Carnival	Division Coordinator
List of Officials who worked each meet	Divisional Meet	Division Coordinator
Seeding Form for next season	Divisional Meet	Division Coordinator
<b>NVSL Records: PLEASE NOTE:</b> NVSL Records require special processing and handling. All Team Reps should be familiar with the requirements of recording and processing of NVSL League Records.		
<b>Team Records:</b> This is exclusively a Team matter.		

**\*\*White cards from home meets:** The white cards serve two purposes after completion of the meet: One is to report an NVSL record to the League. The other, more common purpose is to resolve any time discrepancies for a swimmer between computer generated and handwritten meet sheets. If this occurs, the Timecard is the source document to resolve the discrepancy. **NVSL rules require these cards to be kept until June 1 of the following year.**

## Appendix G: The Swim Team Budget

The budget for your swim team is a team matter. This section is a reminder that you must perform your budgeting duties at the appropriate time and a suggested listing of items to consider including in your budget.

**NVSL Dues (includes Insurance, Hytek, and All-Star pics):** NVSL dues are based on your team size as reported (Team Profile) to the League from the prior year. You should anticipate League dues based upon the previous year's actual team size plus some additional as reserve.

**Coaches Salaries:** If your coaches are employees of the team/pool/HOA, do not forget to budget for the FICA matching contribution, unemployment insurance, and workman's compensation premiums associated with the Coach's salary. If they are 1099 contractors, this requires Form 1099 year-end filing.

**Equipment:** Include funding for known and likely equipment needs plus contingencies (stopwatches, lane lines, backstroke flags, kickboards etc.).

**Supplies:** Supplies normally include items such as:

- Yellow Timecards/B-Meet ribbons/Additional DQ's, handbooks & USA Swimming rule books
- Reproduction Costs for Team Handbooks and Newsletters and meet sheets
- Other supply costs that may belong in this category.

**Awards:** Budget for Trophies/medals/other awards as appropriate to your situation.

**SafeSport Training:** each team is responsible for the expense of completing required SafeSport Core or Refresher training each season.

**NVSL Meet Ribbons:** You need to budget for certain Ribbons that are not provided as part of your NVSL Dues (e.g., B-meet ribbons, special meet ribbons).

**Personal Best/Competitor Ribbons:** Usually, each time a swimmer achieves a personal best time, the team awards a personal best ribbon. You may use or ignore prior year's times.

**Ribbon Labels:** You'll need labels for all your ribbons. NVSL will provide adequate ribbon labels in sheet stock for your NVSL meets. You'll need about 2500 per year, depending on the number of home meets that you have. Plan to buy a box of labels. You'll probably need it and any extras will keep until next year.

**Appendix H: Twenty-five ideas to help you have a Smooth Summer**

Communications	Establish a set of Team Mailboxes using a hanging file container. Give each family a “mailbox” file folder and use it to distribute information and items such as meet ribbons.
Communications	Give an NVSL Handbook to every family on your team.
Communications	Use your Team Mailboxes to keep copies of Team Handbooks available and as a distribution point for Maps and other items.
Communications	Consider organizing your text groups or phone tree by age groups. It helps speed getting information out.
Communications	Have a New Parent’s Handbook to help parents of new swimmers understand swimming and swim meets.
Communications	Have a Parent’s/Team Handbook including calendar, assigned responsibilities, phone numbers and other relevant team info.
Communications	Have a weekly newsletter for your team. Distribute copies via the mailboxes on a set day of every week.
Communications	Assign someone to keep your team section of the NVSL Web site current. Post articles weekly, update the schedule, etc.
Communications	Periodically look through your mailboxes to see who isn’t picking up their materials. It may mean they have dropped off the team or that they just don’t know about the mailboxes as a communications medium.
Meet Management	Make sure that you have an NVSL Qualified Referee. Otherwise, the visiting team will need to provide a Referee for your home meets.
Meet Management	Get at least two new attendees to the Stroke and Turn Clinic every year. This will help ensure that you have people available to become starters and referees in the future.
Meet Management	A few copies of the USA Swimming pocket rulebook to provide one to key Deck Officials on your Team and have on-hand for meets. Also available online.
Meet Management	Be familiar with the Rules. Attend the Referee, Starter and Stroke and Turn Clinics so you’ll understand the stroke rules and be able to know whether or not you are watching competent officiating.
Team Management	Don’t be the person responsible for swimsuits and other spiritwear items. You may have the time to do it in March and April, but you’ll be busy with other things when the items are delivered in late May and in June.

Team Management	Delegate everything you can. It helps others have an ownership stake in the team.
Team Management	Plan as much as you can before the middle of May. The season will go very fast after that point
Team Management	If you are not at practices have an adult there regularly that you trust. It is amazing what Swimmers and Coaches can be accused of saying or doing.
Team Management	Consider writing a version of this document “customized” for your swim team as a “gift” to your successor.
Team Management	If possible, identify your successor at least one season in advance and have them attend as many functions as possible with you where you participate as the Team Rep.
Team Building	Go to a nearby Movie Theater for a “Monday Movie” to keep your swimmers out of the hot sun on afternoons before Monday Night Meets. Some teams have a “Friday Movie” to keep swimmers out of the water before Saturday’s Meet.
Team Building	Celebrate the year’s first Morning Practice with a Pancake Breakfast for the swimmers after practice is over
Team Building	Have a late night “private” party for the team at the pool after normal closing hours. Do not forget the Fairfax County noise ordinance.
Team Building	Establish a Big Brother- Big Sister Program pairing older swimmers (typically 13 or older) with new and younger swimmers to help them learn strokes and be their guide to a first summer on the team
Team Building	Have a weekly Pep Rally based around a theme. Give out Swimmer of the Week awards at the Pep Rally.
Team Building	Swimmer of the Week awards do not have to be expensive. Awards used successfully have included T-shirts that travel to each week’s Swimmer of the Week and “Dollars” redeemable at your concession stand.
Team Building	Have Friday Morning Team Breakfasts at the Pool

**Appendix I: Automation Reports you should be familiar with as a Team Rep**

**To be provided later this spring to Team Data  
Coordinators**



## **Appendix J: NVSL Standards of Conduct**

### NVSL Standards of Conduct

The following Standards of Conduct shall guide swimming and diving within the Northern Virginia Swimming League (NVSL). They promote respect, fairness, civility, honesty, responsibility, and appropriate behavior. These Standards foster a positive environment at all swim and dive meets; establish an atmosphere of respect for all participants, officials, and spectators; produce positive learning outcomes for all; build participant and team spirit; and enhance the sports of swimming and diving.

#### **All Athletes, Coaches, Team Representatives, Officials, Parents / Spectators, and NVSL Leadership shall:**

- Abide by the established rules of the NVSL.
- Always respect all officials and address them in a courteous manner.
- Avoid using inappropriate language, profanity, humiliating or intimidating remarks or behavior, verbal or physical assault toward any athlete, coach, official, or spectator.
- Follow applicable management, pool, and facility rules, always respecting others' property.
- Display respect, courtesy, and good manners toward athletes, coaches, Team Representatives, and spectators. Team Representatives shall assist officials in maintaining control of spectators during meets.
- Demonstrate humility in victory and courtesy in defeat.

#### **Head Coaches shall:**

- Ensure athletes and assistant coaches demonstrate maturity and good sportsmanship toward other athletes, officials, coaches, and spectators always.
- Lead by example to instill a love for the sport, advance aquatic skills, teamwork, and good sportsmanship in their team.

#### **Spectators shall:**

- Maintain an appropriate distance from the competition area by remaining in established viewing areas and shall not encroach the pool deck or interfere with any officials.
- Not engage in loud, intimidating, disrespectful, or negative behavior toward officials, athletes, other spectators, support personnel, or pool staff (including lifeguards).

## **Appendix K: Example Annual Schedule**

### September

- 1) Year end NVSL meeting
- 2) Extend hotline for one year
- 3) Fill-out and send team evaluation to NVSL Seeding Committee
- 4) Re-do registration form and next year's preliminary schedule
- 5) Move lane lines inside
- 6) Order name plate for perpetual team award if applicable
- 7) Advertise for coaches if needed

### End of season:

- 1) Clean up

### October - February

- 1) Confirm coaches for Summer; interviews
- 2) Determine new cost of insurance and raise registration fee accordingly
- 3) Set April registration dates (Sat and Thurs.) with Management company for Community Center
- 4) Plan events for Pep Rallies with Coordinator
- 5) NVSL Rule Change Proposals are due from Team Reps by October 31 annually

### February/March

- 1) Attend NVSL seeding mtg. – renew insurance, pay NVSL dues, pay HyTek update
- 2) Confirm B Developmental meet participation
- 3) Decide spiritwear and suits, order caps; Confirm May registration w/ vendor w/ custom online store
- 4) Attend NVSL rules meeting if scheduled
- 5) Article re: Swim Team registration in April by 3/10 for April newsletter
- 6) Confirm check supply for banking
- 7) Schedule Team Photos

### March

1. Purge/store last year's information
2. Set up registration - Posters and sandwich boards - registration and outside memberships; Re-do registration form
3. Secure sponsorships for season
4. Talk with Coach about Asst. Coach and practice times, contracts;  
do Coaches' packet w/ contract, required NVSL training, calendar, schedule, team guidelines.
5. Swim Team Cmte. party; First Swim Team Cmte. Mtg. for year – call families to remind
6. Brainstorm social activities for year - do initial calendar for mtg.
7. Set coaches' salaries and create contract
8. Do inventory of equipment and order replacements
9. Ask BOT for outside memberships
10. Update handbook with letter and directions
11. Register for web site training
12. Create newsletter spread with pictures by 3/10 for community newsletter; flyer for registration
13. Register for HyTek training
14. Get interest in outside members if applicable
15. Call to confirm key officials
16. Send out flyer to mail list with calendar
17. Confirm suit vendor at registration
18. Meet w/ Cassels to get chosen suit, complete order form, promos, coaches' shirts, rep shirts, hats, bag, try-on kit, 120 caps
19. Determine "special needs" (e.g., flags, lane lines)

March SSII Mtg. – first of new year

- 1) Sign-up sheet for Committee on table - intros
  - 2) Calendar for: Registration, two suit try-on dates (2 before season during registration, then go directly to vendor) Officials clinics, Parents Mtg., Time trials, B-meets, Pictures, pep-rallies, Awards dinner - calendar has no Mon. B-meets official yet
  - 3) Welcome, NVSL update on division, etc., coaches, Winter Swim
  - 4) Registration fee discussion
  - 5) Suits – 2nd year of Speedo Mercury Swirl suit in '24 – new suit in '25
  - 6) Social report - after every home meet, some fun thing for swimmers
  - 7) Fundraising – sponsorships, pizza, etc.
  - 8) Swim team office in guard house
  - 9) Discuss spiritwear - Embroidered hats, Parent polo shirts, t-shirts – new shirt/logo), bags; Vendor
  - 10) Discuss Hytek software program
  - 11) Update on outside pool memberships - if applicable
  - 12) Discuss awards- swimmer of the week w/ award, places 4, 5, 6
  - 13) Discuss rules and concerns; swim team office, practice times.  
PM – 4:30-5:30pm 10 & U, 5:30-6:30pm 11& Over  
AM – 7:30-8:30 – 11& Over, 8:30-9:30 – 10 & U, 9:30-10 - SUPERTeam
  - 14) Registration day and try-ons discussion – need help
  - 15) Filling spots: social, officials, pictures, awards night, family night, need new computer person
- Announce Next Mtg.  
Need to have sign-up sheets, agenda, calendars, suit, cap, spiritwear.

April

*April SSII Mtg.*

- 1) Meet w/ vendor to confirm all products - Order 120 caps (red w/ white for 22)
- 2) By 4/20 - Article for Community Newsletter re: upcoming season
- 3) Order NVSL supplies via mail by 5/1
- 4) Register outside members/approved users – if applicable
- 5) Sign up for Colorado system check by 5/1
- 6) Set up Time Trials with another team
- 7) Do handbook - directions to vendor, look through other newsletters and handbooks for ideas - coach's letter and info., list of dates and calendar, team history, suit/gear prices, roster, team records, DQs/awards, corporate sponsors, blank time charts, define each meet and events (A, B, relays, FAST stuff), Jr. Coach.
- 8) Reminder re: info board, maps to all pools, awards rules, times
- 9) Clean-up swim team office
- 10) Banking reconciliation

Registration. Saturday, 4/28, 1:00 pm-4:00 pm and Thursday, May 6

- 1) Packet – E-registration w/ Emergency book on-hand. New regis packet includes: regis. form, team guidelines, meet participation guidelines, parental waiver, medical and emergency forms, prelim. calendar, suit/tshirt order form
- 2) Tables for a) registration/SUPERTeam waiting list (name, age, parent's name, phone) and description /Outside members, b) Suits, goggles, collared shirts, hats, bags, c) Officials (Sign-ups for clinics and meet officiating)
- 3) Take outside membership forms and guidelines and schedule pictures for memberships
- 4) Confirm “member in good standing” for Community

May

- 1) By 5/10 - Article for Community Newsletter re: pool closing time and dates, etc.  
*PUT EVENTS ON COMMUNITY CALENDAR FOR JUNE AND JULY*
- 2) Get extra watch batteries and batteries for pencil sharpener
- 3) Website update
- 4) Attend Divisional meeting
- 5) Attend B Meet league meeting
- 6) Order B Meet ribbons
- 7) Make up coaches' folders w/ LOA, calendar, shirts, rules, required training (e.g., SafeSport, Concussion Awareness)
- 8) Inventory of equipment and order replacements
- 9) Clean spool cover
- 10) Get extra printer cartridge, box of paper
- 11) SUPERTeam screening – call parents
- 12) Buy baggies for watches
- 13) Attend HyTek software update training
- 14) Arrange Coaches' payments
- 15) Confirm Officials for Clinics, schedule Referee's technical briefing to SS2 officials

## June

- 1) Arrange storage room and Team office
- 2) Test PA system/speakers and confirm all equipment (lane lines, clock, kickboards, gutter blocks) (including anthem, phone for music, blue rope for clerk of course, ropes and stands for officials' box
- 3) Buy 9-volt batteries for microphone
- 4) Staples supplies- Scroll printer-ribbon, LaserJet cartridges, other box supplies
- 5) Make directions for away meets
- 6) Update news box w/ maps (folders), calendars, forms, etc.
- 7) Make up emergency book for coaches w/ medical forms, waivers and registration forms
- 8) New inventory list for Management company
- 9) New HyTek update to PC and laptop
- 10) Pick up suit orders
- 11) Call SUPERTeam parents to remind about screening, first practice and registration – make five copies of handbook
- 12) Place T-shirt order
- 13) Families go to vendor for all suits, shirts, etc.
- 14) Order apparel stuff and rep/coaches' shirts
- 15) First newsletter - rainout policy, info board, times
- 16) By 6/20 – Article for Community newsletter
- 17) Handbook; hotline info., website, phone numbers, schedule
- 18) Preliminary roster distributed
- 19) Bulletin board notice re: SUPERTeam screening, practice times, time trials
- 20) Order and pick-up B Meet ribbons
- 21) Make bulletin board notices for year
- 22) Prelim. Roster created

Needed for every B meet:

- 1) Roster w/ ages at table
- 2) Ages on yellow cards
- 3) Event #s everywhere

Parents' Meeting Agenda - Thursday 6/14 - 7:00 pm

Have handbook w/updated calendar, team guidelines, letter from Chris and Lori, preliminary roster, letter from coaches, newsletter, SUPERTeam info., meet participation info, inclement weather info, website, hotline info., e-mail, Committee ph.#s, preliminary roster

- 1) Welcome - pool members only –
- 2) Suits and t-shirts – go to vendor
- 3) Go over team rules (equipment)
- 4) Any forms and fees that have not been paid, need to do so by Saturday
- 5) A meets and B meets - NVSL handbooks - Eligibility for A and B, age ups – CHANGES!!!
- 6) Newsfolders - ribbons, updates, maps, rosters, bulletin board, website communication back and forth, Reps, coach, etc. and each family
- 7) Coach's comments
- 8) Officials - 8:20 on Saturday (Sign-ups for meet officiating and timing) – technical briefing
- 9) Fundraising- sponsors
- 10) Concessions
- 11) Start and Turn Clinics each Tuesday at 7pm
- 12) Pep-Rallies – Meet the Swimmers at first pep rally, Cheer Capt. weekly
- 13) Publicity – Website
- 14) Sunday Updates and schedule
- 15) Pictures
- 16) Awards
- 17) Go over calendar - June/July
- 18) Scholarship application
- 19) Q&A – Caravaning, swimming up
- 20) Forms, fees, etc.
- 21) Need e-mails and absences filled out and returned tonight!
- 22) T-shirts – for all swimmers – extras sold
- 23) Swim in the rain!
- 24) Swim Demos with experienced swimmers in the pool – meet the swimmers

Need:

NVSL handbooks

Suits, caps, other equipment

Watches

Absence sheets

Time Trials - Saturday, June 10 – 8:30 am at SS2

Need:

1) Time cards

2) Phone w/ Natl. Anthem or live performance



Every week

- 1) Home team calls or texts score by noon on Saturday to Div.Coordinator
- 2) Get official meet sheet signed by Referee and attach with white scratch sheets
- 3) Give copy of official meet sheet to the other team
- 4) After meet give to Div. Coordinator original white copy scratch sheets along with the official meet sheet with times entered by hand and signed by Referee at a day/time agreeable to the DC
- 5) Home team sends e-version of results to Div. Coordinator and Div. Data Coordinator for distribution to each team rep
- 6) Discuss and send in publicity
- 7) Check record times from Saturday and Monday meets – do Pers. Best ribbons/labels
- 8) Sunday Update e-mail – e-mail directions and schedule
- 9) Confirm points and team records - Publicity for newspaper by Mon.
- 10) Tuesday night start and turn clinics
- 11) Call/email next team rep for Thurs meet sheet swap.
- 12) Put up weekly event sheets for bulletin board
- 13) Meet with Coach on Tuesday to do meet sheet - confirm absences on phone
- 14) Check meet sheet on Wed. - call team rep and confirm time for e-meet sheet swap
- 15) Announce selections on Fri. to team – address of host pool to all families if traveling for Sat meet
- 16) Swap meets sheets Thurs. night, import competitor's info. to system, and if home team, print, cards in lane order
- 17) Do attendance sheets, copy meet sheet for home meets: 60 copies – sell for \$1.

Files to webmaster/PR person each week:

Records, Multiple event winners  
1-3 Finishers  
Improvement

Formatted

July

- 1) Call Chik-Fil-A for Family Fun Night
- 2) Have team vote for Piranha Pride Award, Coaches Award, Team Award, and select Most improved male and female
- 3) By 7/20 – Article for Community newsletter
- 4) Order trophies
- 5) a) Piranha Pride b) Coach's Award c) Team Award d) Most Improved M/F e) Coaches' fun awards f) Best rookie plaque g) graduating Srs gifts h) volunteer gifts ) B-meet rep, concessions, officials, coaches' gifts
- 6) Pick-up trophies
- 7) Order both team and SUPERTeam trophies and sm. Trophy for everyone for championships (if needed)
- 8) Order championship t-shirts (if needed)
- 9) Return unused A ribbons to NVSL with Officials worked report
- 10) Help with seeding for Divisionals on Sunday before Divisionals
- 11) Give final roster to Div. Coordinator for NVSL insurance for next season
- 12) Winter Swim Info to team
- 13) Ribbon inventory
- 15) Attend Community Annual Meeting

Divisionals or Relay Carnival – see “Divisionals Week” file

- SYA for bleachers
- TruGreen Landcare for truck
- Colorguard
- Singer for Anthem or bugler
- Do map of pool site
- Check and work PA system
- Signs for parking and street
- Color cover for program
- Concessions
- Closed signs for pool

August

- 1) Input All-Star times in Hy-Tek
- 2) VACATION.....