



Southwest Valley Family YMCA  
2919 N. Litchfield Road  
Goodyear, AZ 85395

## **YWSF SWIM TEAM REGISTRATION PACKET**

Welcome to YMCA Westside Silver Fins, a USA Swimming team. This registration packet has been prepared to help your family get off to a great start with the team. It is really important that you read through this entire packet.

By choosing the YMCA Westside Silver Fins, you have joined one of the premier swim teams in the United States. The Westside Silver Fins, as a YMCA team, is a non-profit organization offering competitive swim programs for the novice through national-caliber athlete. YMCA Westside Silver Fins has demonstrated consistent success since its inception in local, regional, national, and international competitions.

Through our vision of ***"Developing Champions in Life Through Excellence in Swimming"***, the YMCA Westside Silver Fins subscribe to a philosophy of teaching and training that provides for maximum long-term performances for its swimmers both in and out of the pool. The center of our coaching philosophy resides with the building of a foundation of strong technique and a love for racing through a strong aerobic base. Leadership and accountability are two essential "life skills" we strive to develop in our athletes. We are divided into eight (8) different groups based on a variety of factors that include age, ability, maturity, performance and attitude. As swimmers progress through the programs they will be given more responsibility for their swims and performances. Swimmers learn self-discipline, time management, sportsmanship and goal setting - important lessons that will help prepare them for life, as well as swimming.

Our staff is dedicated to the success and improvement of our team as a whole and of each individual swimmer. We are confident that you will enjoy the YMCA Westside Silver Fins experience and wish you success in your swimming endeavors

# REGISTRATION PROCESS

**IT IS IMPORTANT THAT YOU READ THIS PACKET BEFORE SETTING UP AN ASSESSMENT. THERE ARE IMPORTANT FINANCIAL AND VOLUNTEER REQUIREMENTS THAT GO ALONG WITH TEAM MEMBERSHIP.**

**Step One:** Set up a time to attend an assessment. These free swimming assessments are by appointment only. Contact Thalia Tate at [thalia.tate@vosymca.org](mailto:thalia.tate@vosymca.org). At the assessment, a coach will place your child into the appropriate practice group or suggest private swim lessons to get your child ready for our competitive swim team. The coach doing the assessment will also answer any questions you might have about our overall program.

Fins – Ages 5 to 9

**Note:** New Swimmers - Be able to swim 25 yards of each of the 4 competitive strokes; Butterfly, Backstroke, Breaststroke and Freestyle.

Bronze – Age 7 to 10

**Note:** Entrance into Bronze group for New Swimmers, be 9yrs old and be able to swim a 50 of all 4 strokes legally and swim a 200 (8 laps) without stopping.

Silver – Age 11 to 14 or freshmen in HS

**Note:** Entrance into Silver group for New Swimmers be 11yrs old and be able to swim a 50 Free, 100 Free, 50 Back, 100 Back as well as a 50 Breaststroke or 50 Butterfly.

Gold – Age 9 to 14 years old

**Note:** Entrance into Gold Group be 9yrs old and be able to meet the requirements as listed under move ups from silver to gold except the event requirements. 90 to 120 minutes, 6-8 practices per week.

Pre-senior - 11 to 15 years old.

**Note:** The Pre Senior group will be split into 2 different Groups – Pre Senior 1 and Pre Senior 2 based on coach's recommendations. 120 minutes to 180 minutes, 6-8 practices per week.

Senior – Age 14 to 18 years old

**Note:** Be able to swim across the pool and back unassisted (100 yards) in backstroke & freestyle and a 50 breaststroke & butterfly. 120 minutes, 3-5 week practices per week.

Senior Elite - 14 to 18 years old

**Note:** To have achieved 3 AZ Senior Championship times standards (A times) in 3 different events or to have achieved 1 current Sectional or higher standard meet qualifying time. Unless your child has an extenuating circumstance, such as a family emergency or significant illness, they are required to be at 20 practices a month if they are committing to swim at the Senior Elite Group. The core values of the group are commitment, effort and goal setting. 120-180 minutes, 9-10 practices per week. Compete at the highest competitive level. Swim in college. 3000 - 12000 yards per practice.

**Step Two:** Complete the YWSF Registration Packet that includes: YMCA Westside Silver Fins Athlete Registration, Financial Agreement, Medical Release and YMCA Waiver. Also included is information on the Financial Commitment and Family Participation Program. After you have read through this information and completed these documents please bring all completed paperwork to the YMCA front desk. At the front desk, please sign up for a YMCA membership. Once you or your child is a YMCA member, a YWSF Swim Team employee will contact you about your Silver Fins membership.

**Please keep pages 11-14 for your own records.** At the front desk you will hand in your completed Silver Fin paperwork and also sign up for one of the different YMCA memberships we offer. After that you will be added to the Silver Fin program and receive an email from our staff notifying you of your Silver Fin club status.

**Step Three:** After completion of your paperwork you will be entered into the YMCA Westside Silver Fins membership database. We ask that you add the YMCA Westside Silver Fins email address to your contact list. This will ensure important team emails are sent to your inbox and not sent to your spam mailbox. For any billing questions, contact Darian Townsend at [darian.townsend@vosymca.org](mailto:darian.townsend@vosymca.org)

**Step Four:** Our main team communication is through our team website and emails. The website, [\*\*www.wsfins.com\*\*](http://www.wsfins.com), is updated regularly with general information such as schedule changes, meet information, and any other important information. Weekly updates are sent via email. The news section of our website allows you to read about YWSF swimmer accomplishments and more. You can also follow us through our social media platforms which can be found on our website.

Read through our "**Parent Resources**" section of the website. Here you will find many answers to commonly asked questions. Our Team website is a great resource for more information on practice group descriptions, practice times, meet schedules and other important information. It may be helpful to download and print some or all of these materials for your future reference. The website will also help you find time standards, team records, policies and many other useful items.

You will also be given a password to log into the website. This will allow you to update your membership information, sign up to volunteer at home hosted meets and much more directly from the website.

# FINANCIAL COMMITMENT

In order to be a member of the YMCA Westside Silver Fins Swim Team (YWSF) the individual must be a YMCA member through one of the many offered memberships. Please see page 6 and 7 of this document or our front desk. Memberships must be paid through a monthly bank draft, which is done by credit or debit card on the 9<sup>th</sup> of each month. The monthly cost will vary according to the athlete's practice group. See below for the monthly pricing of each practice group.

## Monthly dues

· Fins 1:	\$85
· Fins 2:	\$85
· Bronze:	\$90
· Silver:	\$95
· Gold:	\$100
· Pre Senior:	\$105
· Senior:	\$95
· Senior Elite:	\$115

If an athlete joins the team prior to the 15<sup>th</sup> of the month, the family is responsible for paying the total monthly dues. If an athlete joins the team after the 15<sup>th</sup> of the month, the family will be responsible for half of the monthly payment.

Families are responsible for the entire month's dues regardless of practices that may have been cancelled or missed. There is no price break for each additional family member who joins the team. However, no family will be drafted more than \$299 per month, this is the family cap.

The YMCA does offer financial aid scholarships to those families seeking help paying for a YWSF membership. To apply for a scholarship please see the YMCA front desk. Please note, that financial aid scholarships, if approved, will help pay YWSF monthly dues, however, they do not cover the following fees: AZ Swimming Registration, YWSF Travel Fee, Swim Meets and the Family Participation Program (FPP).

In addition to the monthly dues, there is an annual fee of \$76 that is collected from Arizona Swimming. This payment is due at registration and every September/October thereafter. The swimmer needs to be a YMCA member through a teen, family or young adult membership to be on our swim team. If a family leaves YWSF and then wants to rejoin the team within a year, a reinstatement fee of \$50 will be charged.

# MEMBERSHIP FINANCIAL COMMITMENT

## Do we need to be YMCA facility members?

Yes, as there are many benefits to becoming YMCA Facility members! Families or individuals joining YWSF receive a 100% discount on the YMCA joining fee. Joining the YMCA will allow your swimmer (if age qualified) and or family to use the YMCA facilities outside of YWSF practice times.

## Is there a cost for competing in swim meets?

Yes - Swimmers who participate in swim meets will be charged for the specific fees for that meet. Meet fees will be charged to the credit or debit card provided for monthly dues within 10 days after the meet, unless other arrangement have been made. For all Arizona Swimming sanctioned swim meets, Arizona Swimming charges a surcharge of \$8 per individual swimmer. Meet fees, depending on the type of meet can range from \$5 - \$15 per event.

In addition, for travel meets (inside or outside of AZ) families will also need to factor in transportation, food and lodging costs.

*\*\* If you have declared your swimmer's participation in a meet you will be charged those meet fees regardless of your swimmer's actual participation at the meet. YWSF is charged by the host team once meet entries are sent in prior to the start of the event and are always non-refundable.*

## Travel Fee

As YWSF is a competitive swim team, we expect your child to compete in swim meets both at our home facility and also at other facilities. Your child's progression as a competitive swimmer is drastically slowed when they are not regularly competing in swim meets.

The \$100 Travel Fee per year is divided into two payments. The first payment (\$50) is collected September 1<sup>st</sup> and the second payment (\$50) is collected April 1<sup>st</sup>. The YWSF season is set up around the swim meets we have organized for the team to compete in, which is posted on our website —[www.wsfins.com](http://www.wsfins.com) . For each away swim meet that YWSF attends, the Travel Fee will help cover the costs of sending coaches. For swimmers traveling to represent YWSF outside of Arizona, a \$25 additional fee per meet will be charged. Please note that the Travel Fee is non-refundable.





# ATHLETE REGISTRATION INFORMATION

Group Placement \_\_\_\_\_ Date \_\_\_\_\_

YMCA Member? Yes \_\_\_\_\_ No \_\_\_\_\_

ATHLETE'S NAME \_\_\_\_\_

\_\_\_\_\_  
Last First Middle

Present Age: \_\_\_\_\_ Birthday: \_\_\_\_\_ Gender \_\_\_\_\_

Father's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_  
Street Address City State Zip

Home Phone: \_\_\_\_\_ Mom Work: \_\_\_\_\_ Dad Work:  
\_\_\_\_\_

**Mom Cell:** \_\_\_\_\_

**Network Provider:** \_\_\_\_\_

**Dad Cell:** \_\_\_\_\_

**Network Provider:** \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

\*REQUIRED\*

*Questions For United States Swimming:*

*Ethnicity: \_\_\_\_\_ US Citizen: \_\_\_\_\_*

*If no, citizen of what country: \_\_\_\_\_*

*Are you a registered USA swimmer \_\_\_\_? If No, please provide a copy of the Athletes Birth Certificate*

*If yes please enter the team name, location along with your last competition with your old club.*

\_\_\_\_\_

\_\_\_\_\_

*Name of Meet and Host Club*

*Exact Meet Dates*

How did you hear about YWSF \_\_\_\_\_?

T-Shirt Size (please circle): Youth: S M L Adult: S M L XL

I personally, and on behalf of my minor child, agree that any picture taken of me or my minor child may be used for YMCA publicity purposes.

Parent or Guardian

Signature \_\_\_\_\_



# FINANCIAL AGREEMENT

**Athlete Name:** \_\_\_\_\_

**Payments due at the time of registration:**

**AZ Swimming Registration\*\*:** **\$76**

(due each fall after joining/per swimmer)

**First Month's Dues:** **Dependent on practice group**

(prorated to 1/2 if joining after the 15th)

**YWSF Travel Fee:** **\$50**

(due September 1st and April 1st or when joining the team)

**Total amount due at time of registration:** **\$ \_\_\_\_\_**

(\$76 AZ Swimming Registration + First Month's Dues + \$50 YWSF Travel Fee)

\*\*Please note that athletes transferring from one club to another within Arizona must submit their transfer online at [www.azswimming.org](http://www.azswimming.org). This process includes a \$15 transfer fee. Please see the team administrator for transfer information.

**Monthly Dues and Swim Meet Payments:**

You will be drafted by the YMCA on the 9<sup>th</sup> of each month for your athlete's monthly dues. This is an automatic draft and is required for team membership. The monthly draft will begin the month following registration. YMCA membership dues are drafted on the 1<sup>st</sup> of each month.

All swim meet fees will be charged to the credit card provided. All swim meet fees will be charged within 10 business days after the athlete participates in the specific swim meet.

Receipts will be provided only upon written request.

# FINANCIAL AGREEMENT CONT....

1. I understand that the Automatic Transfer System is a continuous monthly fee charged until membership is cancelled.
2. I understand, should I choose to cancel or hold my YWSF membership I must complete the YWSF CANCEL/HOLD form with **at least a thirty (30) day notice**. This must go through Darian Townsend (YWSF head coach). The coaches are not responsible for this paper work. YWSF policy is, that if you do place your YWSF account on hold, the Silver Fins will automatically draft \$20 per month during that hold until your return. The maximum family hold can last NO longer than 3 months after which your regular monthly payments will resume.
3. I understand that it is my responsibility to check my bank statement monthly and to notify the YWSF immediately of any transfer errors. The YMCA will refund any transfers done in error for up to 3 months. This includes transfers after termination notice is given.
4. I understand that the YMCA may, upon thirty (30) days written notice, adjust membership rates, which would result in a change to my monthly transfer rate.
5. I understand that I am responsible for each month's payment in full regardless of athlete attendance.
6. I understand that if my payment is returned NSF for any reason, the item(s) will be re-presented electronically and I understand I will be charged a processing fee. I am also responsible for all other recovery costs.
7. I understand that any transfer not honored by my bank, that is not settled before the next transfer date, will result in immediate termination of my membership and that I will have to contact a YWSF team administrator to re-register my child.
8. I understand it is my responsibility to notify the YWSF office if there is a change in YMCA membership, i.e. membership cancellation or becoming a new member.

Athlete Name: \_\_\_\_\_

VISA            MasterCard            American Express            Discover

Name on credit card: \_\_\_\_\_

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

3 digit code: \_\_\_\_\_

\_\_\_\_\_  
Authorized Bank Account Signature



The [Valley of the Sun] YMCA (“YMCA”) is a charitable, nonprofit entity that strives to support programs that build healthy spirit, mind and body for all. To continue to be able to offer our services to all who need them, regardless of ability to pay, all members and participants assume their own risk of injury while at the YMCA or participating in YMCA programs, and agree to sign the release and waiver of legal liability below. If you have any questions or concerns about this form, our policy, or any of the YMCA’s programs or services, please contact 602-404-9622.

#### **CONFIDENTIALITY, RELEASE, WAIVER, and INDEMNITY AGREEMENT**

IN CONSIDERATION OF BEING PERMITTED TO ENTER THE YMCA FOR ANY PURPOSE, INCLUDING BUT NOT LIMITED TO OBSERVATION OR USE OF FACILITIES OR EQUIPMENT, OR PARTICIPATION IN ANY PROGRAM BY OR AFFILIATED WITH THE YMCA, AT ANY LOCATION, I PERSONALLY, AND ON BEHALF OF MY MINOR CHILD NAMED AS A PARTICIPANT BELOW, HEREBY AGREE TO THE FOLLOWING:

- 1) I agree that prior to participating, each participant will inspect the facilities and equipment to be used, and if I or the participant believes anything is unsafe, I will immediately advise YMCA staff of such condition(s) and refuse to participate.
- 2) I acknowledge and fully understand that each participant will be engaging in activities that involve risk of serious personal injury, including permanent disability and death and severe social and economic losses which may or may not result from the participant’s own actions, inactions, or negligence or from the participation in any of the YMCA’s programs or use of any of the YMCA’s facilities or equipment. Further, I understand that there may be other risks not known to the YMCA or not reasonably foreseeable.
- 3) I personally, and on behalf of my minor child, assume all the foregoing risks and accept personal responsibility for any and all claims, demands, causes of actions, suits, losses, costs, damages or expenses (including reasonable attorney fees) following any such personal injury, disability, death, and social and economic loss, including for any pain and suffering, loss of wages, loss of consortium, or damage to person or property.
- 4) I personally, and on behalf of my minor child, RELEASE, WAIVE, FOREVER DISCHARGE AND COVENANT NOT TO SUE the YMCA, their affiliates, assignees, directors, officers, employees, agents, representatives, volunteers and insurance carriers (hereinafter referred to as “releasees”) from any and all claims, demands, causes of actions, suits, losses, costs, damages or expenses (including reasonable attorney fees) for any and all personal injuries, pain and suffering, loss of wages, loss of consortium, death or damage to person or property, RESULTING FROM PARTICIPATION IN THE YMCA’S PROGRAMS, INCLUDING BUT NOT LIMITED TO ANY PERSONAL TRAINING SESSION/ASSESSMENT BY FITNESS STAFF OF THE YMCA, USE OF THE YMCA’S FACILITIES OR EQUIPMENT, AT ANY LOCATION, AND THE USE OF ANY PERSONAL INFORMATION (DEFINED HEREIN) AS PROVIDED HEREIN.
- 5) I personally, and on behalf of my minor child, agree that if I or a participant has any concerns about a participant’s health or ability to participate in the YMCA’s programs or use of the YMCA’s facilities or equipment, at any location, I will discuss my or the participant’s concerns with the participant’s physician before deciding or allowing a participant to participate in the YMCA’s programs or use the YMCA’s facilities or equipment and further agree to follow the participant’s physician’s recommendation regarding physical activity including participation in the YMCA’s programs or use of the YMCA’s facilities or equipment at any location

6) I acknowledge and agree that the YMCA and its releasees reserve the right to decline to accept any participant or to require any participant to withdraw from its programs or use of the its facilities or equipment at any time, when such action is determined by the YMCA or its releasees to be in the best interests of the health, safety, and general welfare of the other participants of the YMCA or of the individual participant.

7) I acknowledge that I have been informed that personal, health, family, enrollment, usage and program participation information of a participant (the "Personal Information") obtained during the YMCA's programs, the use of the YMCA's facilities or equipment, or personal training session/assessment by fitness staff of the YMCA will be treated as private and confidential and, except as expressly provided herein, will not be released or revealed to any person outside the YMCA fitness staff without my express written consent. Personal Information will not be shared with third parties for purposes of solicitation. I consent to the use of Personal Information for research and statistical purposes so long as the ultimate results of such research and statistical analysis does not identify me or provide facts that could lead to my identification. The Personal Information and any other non- Personal Information may be used by the YMCA fitness staff in the course of establishing a program of healthy living (including fitness training) for me or the participant and evaluating my or the participant's progress in the program. I further expressly agree that this CONFIDENTIALITY, RELEASE, WAIVER AND INDEMNITY AGREEMENT is intended to be as broad and all inclusive as is permitted by the law of the State of Arizona and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

8) I personally, and on behalf of my minor child, agree that any picture taken of me or my minor child may be used for YMCA publicity purposes.

**I HAVE READ AND UNDERSTAND THIS CONFIDENTIALITY, RELEASE, WAIVER, AND INDEMNIFICATION AGREEMENT, INCLUDING THE FACT THAT I AM RELEASING AND WAIVING CERTAIN OF MY POTENTIAL RIGHTS AND THE POTENTIAL RIGHTS OF MY MINOR CHILDREN, AND VOLUNTARILY AND FREELY AGREE TO THE TERMS AND CONDITIONS SET FORTH HERE**

Participant Name \_\_\_\_\_

**If under 18 years old, parents or legal guardians must sign below, individually and on behalf of the participant**

Participant/Parent Signature \_\_\_\_\_ Date

Participant/Parent Signature \_\_\_\_\_ Date

# EMERGENCY/ MEDICAL RELEASE FORM

Athlete name: \_\_\_\_\_

Date: \_\_\_\_\_

## Parental Consent:

This medical release form must be signed by a parent or legal guardian for each swimmer of the YMCA Westside Silver Fins. If the swimmer is 18 years or older, the swimmer must also sign this form.

## Medical Release

I certify that, to the best of my knowledge and belief, \_\_\_\_\_ (name of swimmer) is in good physical condition and has no condition, which would impair participation in this program. In case of injury, I hereby give the YMCA Westside Silver Fins and it's staff permission to act on my behalf in seeking medical treatment from any licensed physician, hospital, or clinic, including ambulance care for my child in the event that such treatment is deemed necessary. I give permission to those administering medical treatment to do so using methods deemed necessary. It is understood by me that the expense of this service will be accepted by me. I absolve the YMCA Westside Silver Fins, Southwest Valley Family YMCA and its staff and volunteers from all liability while acting on my behalf in this regard.

\_\_\_\_\_  
Parent/Guardian Signature (or participant if over 18)

\_\_\_\_\_  
Date

## If parents are not available, please call the person designated below:

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Relationship: \_\_\_\_\_

**Is there any physical condition we should be aware of and what precautions should be taken?** \_\_\_\_\_  
\_\_\_\_\_

**Medication/Allergies:** \_\_\_\_\_

**Doctor's Name:** \_\_\_\_\_ **Doctor's Phone:** \_\_\_\_\_

**Preferred Hospital:** \_\_\_\_\_ **Hospital Phone:** \_\_\_\_\_

## Parent/Guardian Insurance Information:

\_\_\_\_\_  
Company name

\_\_\_\_\_  
Policy number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

Custody papers have been provided and are on file at the facility: YES NO

# FAMILY PARTICIPATION PROGRAM

## PLEASE READ

The success of YMCA Westside Silver Fins is dependent on our families' involvement, which is managed through our Family Participation Program (FPP). Our team hosts several meets each year as well as social events. To ensure our events are successful, we have established the FPP allowing parents and family members to take an active role in the operation of our swim club.

The FPP sets a target number of hours for each training group. The following are the service hour requirements per family (based on the athlete in the highest training group) for the calendar year:

- Fins I, Fins II, Masters & Dive – 15 hours
- Bronze, Silver & Gold – 30 hours
- Pre-senior, Senior & Senior Elite – 37.5 hours

***\* A family is locked into the highest group their athlete is in for that calendar year\****

If joining the team after August 31<sup>st</sup>, YWSF families are required to work half the above numbers as required by the highest group their child or they are in.

If joining the team after June 30<sup>th</sup>, YWSF families are required to work half the above numbers as required by the highest group their child or they are in.

All families are required to complete service hours each season, regardless of participation in meets. Therefore, families may need to volunteer at home meets in which their child is not competing in order to fulfill their obligation. **Service hour requirements that are not fulfilled by the end of the calendar year will be charged at a rate of \$12/hour.** Amounts will be charged to the credit or debit card provided for monthly dues within 10 days following the last team event of the year which is usually in late November/early December.

By setting a target number of service hours by training group we are estimating the amount of help we need to run events. Please keep in mind that although this number is the target to hit in order to opt out of the payment for hours not fulfilled, we do have a number of families that far exceed these hours as they understand the need for help at all events and we want to recognize those folks that go above and beyond. **At the end of the season a drawing will be held for any family exceeding their volunteer service hour requirement by 20% or more. Five names will be drawn and a winner will have their first months (January) Silver Fin dues waived.**

We hope that families will be motivated to be involved whenever we host events regardless of whether they have met their service hour requirement. We want to thank you for taking an active role in your athlete's participation with the YMCA Westside Silver Fins!

### **How Do I Sign Up to Help?**

When opportunities become available for the YMCA Westside Silver Fins to host events, they are posted on that event's landing page on our website. You can find them by logging into your account, going to the homepage and finding the specific event under "Meets/Events". Jobs will be listed by clicking on "Job Signup".

You are required to sign in at volunteer check-in at the event. Following the event, service hours will be recorded based on the sign-in sheets. There are also occasions where YMCA Westside Silver Fins

are asked to provide timers at away meets, which will also apply to the service hour requirements. Please email Kiera Suaverdez at [ksuaverdez@gmail.com](mailto:ksuaverdez@gmail.com) when you volunteer at away meets so that your service hours can be appropriately credited for this time.

Please note that it is mandatory for families with swimmer's competing in a home meet to work the meet. Minimum of 1 session per meet. If all jobs are filled then a donation to the snack bar/hospitality can be made.

You can find hours credited to your service hour requirement and jobs worked when you log in and go to the Service Hours tab on the "Parents Info" tab and then clicking on "Family Participation Program" button. This document will be updated after each event.

### **Meet Volunteer Positions**

Keep in mind that your athlete can volunteer at meets where they are not competing, pending age requirements for certain jobs.

- **Meet Director:** Responsibilities include, but are not limited to: procuring the awards; obtaining a sanction; preparing the facility; arranging for personnel, equipment (including appropriate timing equipment), and supplies necessary for meet operation; processing of entries; printing of programs; arranging for publicity and media coverage; preparing and distributing meet results and filing the LSC report. The Meet Director also oversees all activities and conduct as pertaining to the meet such as hospitality, concessions, announcers, and any other vendors and activities related to the function for the meet (such as hotel blocks, parking, etc.).
- **Officials:** All officiating positions below require USA Swimming membership & training/certification through AZ Swimming.
  - Deck Referee: Responsible for conducting the meet according to the rules of USA Swimming; organizes and oversees the deck officials.
  - Starter: Answers to the meet referee. Responsible for control of the swimmers until a fair start is achieved.
  - Stroke & Turn Judge: Answers to chief judges or referee. Jurisdiction over the swimmers immediately after the race has begun. May be chief judge, place judge, stroke judge, turn judge, and/or relay take off judge as determined by the Referee prior to the start of competition each session.
  - Administrative Official: Answers to the meet referee. Supervises clerk, hy-tek, timing system, and any other admin. Responsible for accurate entries, scratches, seeding, and determination of official times and results as well as any other duties assigned by the referee.
- **Timing Equipment Operator:** Responsible for automatic or semi-automatic system including electronic start and scoreboard. Advises the admin official or referee of any suspected problems with the timing. On the job training required and must be at least 18 years old.
- **Clerk of Course:** Responsible for providing programs and other meet information to coaches and officials; does deck registration of athletes; resolves entry and fee problems; monitors positive check-in sheets; organizes relays. On the job training required and must be at least 18 years old.
- **Meet Marshal:** Must be at least 18 years old. Meet Marshalls wear identifying attire and enforce warm up procedures and maintain order in the swimming venue. Marshal has full authority to warn or order to stop, and, with the referee's approval, remove or have removed anyone behaving in an unsafe manner, using profane language, or disrupting orderly conduct.

To become a Meet Marshal, you must take an online test and submit a photo to AZ swimming for identification, along with a \$15 fee. You will be credited one hour when you email confirmation to [darian.townsend@vosymca.org](mailto:darian.townsend@vosymca.org) that you have completed the online training and paid the fee. The online test can be found at <http://www.azswimming.org/meet-marshals/>.

- **Announcer:** Uses public address system to announce each event and heats of meet; makes required announcements during the meet including final results at some meets. No experience necessary, just need to be comfortable speaking into a microphone and be at least 18 years old.
- **Timers:** No experience necessary, must be 18 years old for head timer and 14 years old for lane timers.
  - **Head Timer:** Responsible for ensuring there are the required number of timers on each lane; distributes and picks up watches and clipboards from each lane; starts two watches at the beginning of each heat as back-up to lane timers.
  - **Lane Timers:** Responsible for timing swimmers in assigned lane using stopwatch and/or button on timing system; record times on lane sheets as well as determining whether the relay or swimmer is present and in the correct lane, heat, and event.
- **Timesheet Runner:** Responsible for collecting timing sheets from the lane timers after the event and delivering them to the Administrative Official (referee). No experience required, must be at least 9 years old.
- **Hospitality/Concessions:** Works hospitality/concessions during the meet. No experience necessary, must be at least 16 years old. There is generally a need for snack bar runners at each meet, which are opportunities for younger athletes or siblings to volunteer.
- **Snack Bar Runner:** 10 years and older and no experience necessary.
- **Meet Set-Up:** Responsible for setting out tables, chairs, timing equipment, portable shade structures, etc. prior to beginning of meet.
- **Meet Take-down:** Responsible for taking down and putting away all equipment that was set-up and clean up at the end of the meet.

**Home meet fees are waived for that meet for any officials holding the following the title and who work at least two sessions of the particular meet:**

- **Meet director, Deck Referee, Starter, Stroke & Turn Judge, Meet Marshal & Administrative Official.**

### **Other Ways to Earn Service Hours**

Your time volunteered at a swim meet is far greater than donation requests, however, we are extending these opportunities to help you achieve your hours. There are a number of other ways you can help and receive credit toward your service hour requirement, including:

- Donating a gift card to either Fry's, Costco or Sam's Club, or local restaurants which are used to help offset the costs involved with the meets. Each \$20 gift card will be credited towards 1 service hour. Gift cards can be donated as per the donation sign up for swim meets. Gift card donations should be given to Coach Darian in a sealed envelope with your athlete's name, as well as the gift card activation receipt.
- All donations brought in under the donation sign up will also be counted towards your volunteer hours. For every \$20 spent, you will receive 1 service hour. Please hand in/or email a copy of our receipt as proof of purchase.



Helping prepare meals for hospitality prior to and/or during meets. This involves working with one of our volunteer coordinators prior to the meet to confirm what needs to be prepared, when it needs to be delivered. Service hours will be given accordingly. This will be available under donation sign ups.

- Obtaining a sponsor. There are opportunities for businesses to purchase a program ad, donate goods for hospitality, etc. If you know a company, restaurant or other organization that is interested in sponsorship, please email [darian.townsend@vosymca.org](mailto:darian.townsend@vosymca.org) . Service hours will be given based on the value of the sponsorship.

## **TEAM APPAREL**

Swim gear and team apparel can be purchased from our in town vendor, Ski Pro. You can visit our team store at <https://ywsf2020.itemorder.com/sale> or Ski Pro's in town store located at 2110 E Camelback Rd, Phoenix, AZ 85016.