

Swim Team Timeline

March:

- Article in the HW Newsletter and Web site
- Contact coaches, computer and concessions people to be sure they are coming back for the year and other jobs as needed
- Select a team suit and prepare website for online ordering. Team Unify will likely contact you long before March for this.
- Contact photographer for team pictures. Don Marshall has done a wonderful job for us.
- Attend the Midlakes spring meeting
- Pay Midlakes fees (get a check from the treasurer)
- After the Spring Meeting have a Board meeting to prepare for the season and get everyone on the same page. Team work will make your jobs easier!

April:

- Keep eyes open for insurance papers and pay in full. (Treasurer)
Safeco & National Casualty
- Have team photo date set
- Check to be sure HW has info in newsletter and website
- Email info regarding registration to families and community
- Keep in contact with coaches to be sure they know of coaches meetings and anything else about the team. Ask them dates they need off for the season. Let them know ASAP the dates for meets and champs. Review important dates to inform coaches
- Check out the 4th of July meet to be sure it works for us and the coaches
- Check swim team closet for ribbons and other info needed for the season. Order ribbons if needed. (Ribbon Coordinator)
- Get the pool parties on the calendar early, (Crystal will book them before everyone else so you get the dates you want)

May:

- Meet with the coaches
- Meet with the pool manager
- Check in or meet with the Board again to get ready for the Big Day...First day of swim team, suit fittings, Parent's meeting, etc. They will help out greatly!
- Give pool manager team schedule for meets and practices
- Get file folder ready
- Set team practice times

- Figure out what will be covered at the Parent's Meeting
- Make regular deposits from registration (treasurer)
- Get keys for coaches, swim team closet, pool house, gate and chains
- Check batteries on send off clock
- Be at practice the first week to answer questions
- Update email list
- Pay any dues or payments (Treasurer)
- Make copies of insurance papers and proof of insurance and send to Midlakes treasurer. (Treasurer)
- Contact families whose child did not make the team
- Once the roster is set, have the Buddy List made. You can pass this on to the Coaches or a team family (The Lie's enjoy doing it)
- Contact the Events Coordinator about upcoming events for the team.

June:

- Let families know of different time changes for practices as the needs arise
- Contact team we swim a few days in advance so they know all the info about times and places and email for the computer person and coaches
- Know your by-laws about when things are due to Midlakes and about the rules. check with the coaches so they are clear on these.
- Make sure entries are in early for regular meets to help run the meet more smoothly
- Have the concession stand is cleaned before the first meet (Concession Manager)
- Ask the pool manager to have the back area cleaned before the meets.
- Make sure times are sent off to other teams within 24 hours and to division rep.