



## Midlakes Dive Parent Representative Guide

This guide is intended to help the Parent Representatives for Dive Teams in the Midlakes League to navigate the ins and outs of this role. It is a guideline and not set in stone. If you are a parent representative for your dive team or thinking about being one, you can refer to this guide. If you have questions about any of these procedures or guidelines, please contact the Dive Representative(s) of the Midlakes Swim League board at [midlakesdiving@gmail.com](mailto:midlakesdiving@gmail.com).

Most of the work in this role is communication! Between club and families and coach.

### Mandatory

- Review the Midlakes Dive Operating Plan.
- Prepare a team roster for the head coach with each athlete's age, gender, division (e.g. 10 & under), and AAU athlete membership number.
- Ensure all divers on your club team have AAU membership with Extended Coverage (AB). EVERY diver MUST have this before they participate in a practice or a meet. If a diver does not have the correct coverage, they will not be permitted to dive at Midlakes Dive Championships.
  - *NOTE:* It is critical that all divers on the team have AAU memberships or we violate the AAU insurance agreement and can lose our excess liability coverage which could cause us to lose Midlakes League's certification to host diving as a team sport.
- Work with the club manager regarding the dive meet schedule and other needs.
- Communicate the team calendar to Dive Team families.
- Attend the pre-season information meeting for coaches and parent representatives. If you cannot attend, then you will need to send a substitute or meet with the Midlakes Dive Representative(s) to acquire the necessary information.
- Assist the Dive Team coach as needed with general communication to families, e.g. instructions for meets.
- Home meets:
  - Arrange for meet volunteers – 3 judges, 2 scorers, and an announcer.
  - Order and prepare labels and ribbons.
  - Set up scoring table, chairs for table and judging volunteers, and microphone for meet.
- Away meets: Arrange 2 volunteer judges for away meets.
- Arrange table workers for Dive Championships and communicate expectations to families.
- Other expectations as may be defined by your role at your team's pool.

### Additional Recommendations, not Required

- Recommended: AAU Non-Athlete membership for additional insurance protection for yourself
- Recommended: CPR and First Aid certification through a valid organization
- Regular attendance at practices and meets, especially in the first week of practice when parents have the most questions.
- Be a point of contact between families and coach. If they have concerns, they can come to you first and you can share the concerns with the coach. If there is a continuing problem with a diver or coach, then you can assist in facilitating a resolution.
- Attend the Midlakes Dive Championships as a volunteer or just to support your team!



# Midlakes Dive Parent Representative Guide

## Safety

You will support the team communication about safety:

- Ensure that all athletes and volunteers have taken SafeSport training.
- Be a point of contact for parent concerns. If parents come to you with safety concerns, e.g. their athlete felt unsafe trying a particular dive, you may assist them in how and when to present those concerns to the coach. Make sure families know they should not talk to the coach during practices so that the coach is not distracted from attending to the safety of the diver on the board to discuss another athlete.
- Defer to the lifeguard on duty regarding all safety matters. If you notice something unsafe, please point it out to the coach or lifeguard, especially potentially unsafe behavior by athletes when they are on the pool deck or water line while the coach is paying attention to the athlete at the diving board. Diving is a sport with some risk and the lifeguard is the final authority.

## Interacting with Divers

You are not the coach and your role is to work with the coach and the families, not the diver.

- If a diver is “misbehaving” on the diving board, that is for the coach and lifeguard to resolve.
- If a diver is “misbehaving” on the pool deck or in the water line while waiting for a turn to dive and the coach is busy with a diver on the board, you may ask the misbehaving athlete to stop and refer continuing behavior to their parents, the coach, or a lifeguard.

## Interacting with Other Dive Parents

Parents mean well. They love their kids. They may have different levels of engagement. They may have different levels of experience with diving themselves. They may be tentative or even afraid to volunteer.

- As a general rule, do not talk to parents about their athlete’s performance or behavior. You can provide some words of encouragement but conversations about behavior problems or poor performance should be between the coach, the diver, and the family.
- If a parent insists on addressing an issue about coaching with their athlete during practice and you are on hand, then help to make sure that all activity on the board stops while the coach is distracted by the family. Make sure the parent knows they are interrupting the entire practice and that it is important enough to do so, e.g. safety issue.
- Do not be afraid to ask a parent to monitor their diver during practice if the diver’s off-board behavior is distracting to the coach or others or demonstrates unsafe behavior.
- Do not be afraid to ask a parent to keep their coaching-like commentary to themselves and remind them to offer only words of encouragement, e.g. “That was great!” or “Much better” or “I loved watching that dive.” Parents should not be co-coaching with you.

If you have questions about how to work with a particular parent situation, you can reach out either to your team’s parent representative or to the Midlakes League Dive Representative.



## Midlakes Dive Parent Representative Guide

### When to Contact the Pool Manager

There are times when the first point of contact should be the pool manager.

- Diving board damage or equipment safety issue
- Pool maintenance issues (broken tiles, slippery deck area, damaged pool furniture, etc.)
- Contractual issues, e.g. payment, tax documentation, etc.
- Issues with specific pool personnel, e.g. lifeguards, maintenance person, etc.

### When to Contact the Midlakes League Dive Representative(s)

There are times when the first point of contact should be to the Midlakes League.

Questions or concerns regarding:

- AAU membership and insurance
- SafeSport training
- Dive judging methodology, e.g. arms up/down, degrees of difficulty, required dives, etc.
- Meet operations
- Championships

You might also contact Midlakes if you are:

- Having difficulties with the coach, pool manager, or a parent situation that can't be resolved.
- Concerned or confused about procedures in the Midlakes Dive Operating Plan.



## Midlakes Dive Parent Representative Guide

### Calendar – What to Do and When

#### March/April

##### Determine Budget

- Your pool manager or board may be responsible for this. Work with them to determine responsibilities.
- If the dive parent representative is responsible, then use previous season as a guideline and work with your pool treasurer to determine if changes are needed, e.g. dive coach salary, dive team cost per member, supplies, awards, etc.

##### Hire Dive Coach

If your pool manager is responsible for locating the dive coach(es), then follow up with your pool manager (or board of directors) to ensure a coach has been hired.

If the dive parent representative is responsible for locating and/or hiring a diving coach for your pool, then:

- Confirm and Hire Dive Coach – talk to previous year’s coach about their availability.
- If a new coach is needed, talk with Midlakes Dive Representative(s). Additional resources are Patti McEuen of Dive Seattle and local high school dive coaches. You can also advertise on your pool’s website or Craigslist.
- Verify Salary for Dive Coach from your pool’s treasurer (or board)
- Send Employment Letter to the coach
- Send W-4 Form to the coach

#### May

##### Set up Team Registration

- Get the Dive Coach’s “bio” for your pool website/bulletin board
- Obtain Midlakes Dive Meet Schedule from Midlakes Dive Representative(s) or from Midlakes Website
- Update your pool’s website/bulletin board with current forms, team registration, meet schedule, AAU registration, SafeSport training information, etc.
- Confirm Spring Schedule dates (starting in late June) for team practice times.
- Your pool manager and/or website administrator should open registration and take payments.

##### Logistics

- Work with your pool manager, swim team, etc. to ensure a certified lifeguard during all dive practices.
- Email registered dive team members with summer practice and meet schedule.
- Schedule end-of-season team celebration with your pool manager.
- Answer various email questions from parents.



## Midlakes Dive Parent Representative Guide

### June

#### Season Start

- Notify families to attend the mandatory Parent Clinic (usually 3<sup>rd</sup> Saturday in June).
- Attend both the Parent clinic and the Coach/Reps meeting yourself.
- Review schedule for dive participants to ensure that no time block is overloaded or lacks sufficient participants.
  - e.g. if there are four 8 & U boys and four 8 & U girls, twelve 10 & U Girls, eight 10 & U Boys, then you would have eight 8 & U and twenty 10 & U, so you could see if it's possible to break them into 8/10 & U Girls (4+12) and 8/10 & U Boys (4+10)
- Confirm if there are any "A" divers on the roster, i.e. won championships in previous season, or was an "A" diver in previous season and has not moved to new age division.
- Update Roster with all diver names, age and division (8/10/12/etc. and A/B), AAU #'s, practice schedule times, etc. Provide roster to Dive Coach.

#### Meets

- Create sign-up sheets for dive meets – Judges (all meets) and Table workers (home meets)
- Send out reminder emails about each meet, along with directions if it is not a home meet.

### July

#### Meets

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#### End-of-Season Planning

- Awards – does your team do year-end awards? Certificates, decorated foam stars, trophies, etc. Order awards for end-of-season celebration, after roster is completed and you know how many awards you need (order 2-3 extra if late registrations).

#### Championships

- Enlist volunteer table workers and/or judges for Championships meet. May not score/judge own children.
- Request check(s) from your pool Treasurer for Championships & Diver season fee to pay to Midlakes League: Midlakes Champ fee (\$3 per diver attending Champs) and Midlakes Dive fee (\$10 per registered diver on Team regardless of participation at Champs),  
e.g. 20 divers on team, 15 divers register for Champs meet = \$10 x 20 + \$3 x 15
- Attend Parent Rep/Coach meeting just before Champs to turn in Table workers list and payments.

#### End-of-Season

- Awards – If your team does year-end awards, then include coach(es) to create certificates, decorated foam stars, plan for trophies, etc.
- Create sign-up for team celebration (e.g. potluck, set-up, clean-up, etc.)
- Dive Coach Gift: If happy with how season went, seek contributions from team parents for end-of-season coach gift and/or request bonus check from your pool Treasurer if this is included in your budget.