



## WYW Parent Involvement + Job Descriptions

### WAHOOS PARENT ADVISORY COMMITTEE "WPAC"

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**WPAC:** Coordinates and supports team social activities, staffs home meets, fundraises for the team, and provides input and support for our coaches. WPAC is comprised of interested and we welcome your involvement. If you are interested in getting involved, please contact a committee member. All are welcome to attend monthly meetings at the Y.

**President:** Presides over all meetings and supervises the business affairs of the club. The President is an official representative of the club and a member of all committees.

**Vice President:** Works closely with the President, presides at meetings in the President's absence.

**Secretary:** Keeps records of the Advisory Board meetings including distribution of minutes. Handles all Advisory Board correspondence and sends out notifications of all meetings. Coordinates meeting dates and reserves room.

**Meet Coordinator:** Prepares and oversees all home meets. Works with coaches, entry chair, YMCA staff, meet staffing coordinator, meet managers, and others to ensure home meets run smoothly and successfully.

**Meet Staffing Coordinator:** Prepares and oversees work sign up. Works with meet coordinator, coaches, computer, Daktronics & officials chairs to ensure all families with swimmers participating are helping at the meets.

**Squad VP Coordinators:** Coordinates communications between WPAC and all squad VPs.

**Membership Coordinator:** Coordinates with squad VP coordinators and other WPAC members to improve any and all aspects of team communication and camaraderie.

**Team Development/Fundraising:** Coordinates and reports on all activities which raise funds for the team. Tracks status of each family's commitment and works with the Office Manager to ensure all members fulfill their commitment.

### SOCIAL EVENTS & COMMUNICATIONS

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**Squad VPs:** Works with squad coach and parents to facilitate squad-specific communications and social events.

### COMMITTEE CHAIRS + MEET POSITIONS

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**Computer Chair:** Responsible for all computer needs for meets, including training & staffing.

**Daktronics Chair:** Responsible for all Daktronics needs for meets, including training and staffing.

**Officials Chair:** Identifies and coordinates officials for all home and championship meets. Schedules clinics for USA Swimming certification and registration.

**Meet Managers Chair:** Works with Meet Coordinator and Meet Managers to ensure all meets run smoothly. Help set up for meets, organize workers, fill all jobs, check coach credentials and answers questions as they arise.

**Hospitality Chair:** Coordinates hospitality needs for home meets. Works with Meet Coordinator and Meet Managers.

**Safety Chair:** Ensures deck safety rules are followed and that safety marshals are aware of their responsibilities at home meets, including the need to fill out incident reports on all injuries. Maintain up to date first aid kits.

**Meet Entry Chair:** Coordinates meet entries for home meets.

**Away Meet Job Chair:** Coordinates Wahoo parent volunteer work assignments at all away meets.

### TEAM ACTIVITY POSITIONS

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**Team Apparel:** Establishes and organizes sales of coach-approved swim wear + spirit wear with Metro Swim + Tiger Sports.

**Recognition Day:** Organizes Recognition Day in the spring, coordinates food, trophies and any special awards.

**Recognition Day Annual Team Awards:** Orders team trophies for event. Coordinates with Squad VPs to ensure trophy accuracy and sorts trophies by squad.

**Recognition Day Yearbook:** Produces and coordinates printing of annual yearbook and distributes at Recognition Day. Includes team roster information, graduating senior pictures/reflections, ads and congratulatory messages.

**Team Pictures:** Organizes annual team photograph day.

**Team Publicity:** Publicizes Wahoo accomplishments with local media. Works with coaches to collect accurate information.

**Senior Brunch:** Organizes brunch for graduating Wahoo Seniors and their families.

# WYW Meet Positions + Descriptions

## TRAINED WAHOO POSITIONS:

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**Computer:** Runs the swim meet computer program. Takes care of scratches, prepares heat sheets, retrieves results from timing system, prints event results. Training on the computer is required during meets; length of training is based on an individual's understanding of the program.

**Daktronics Timing System:** Operates the timing system used to record swimmers' times. Training required and done during a meet; length of training is based on an individual's understanding of the system.

**Meet Manager:** Organizes meet sessions, identifies and coordinates workers and assists Meet Referee the day of meet to ensure set up of computers and Daktronics, and sees that everything runs smoothly and efficiently. Must be USA Swimming registered, obtain background check and complete Athlete Protection Test through USA Swimming.

**Official:** All Officials are trained through CT Swimming and USA Swimming. Most Officials begin as a Stroke & Turn official and then progress to Starter and on to Administrative Official and/or Deck and Meet Referee. If is possible, however, to become an Administrative Official after working Computer.

- **Stroke + Turn:** Insures that strokes and turns are done legally.
- **Starter:** Starts the swimmers from the blocks.
- **Administrative Official:** Supervises Computer, Daktronics, tracking of disqualifications, production of heat sheets and any other functions assigned by the Meet Referee.
- **Deck & Meet Referee:** Runs the meet once warm-up session has started. Gives instructions to other officials working the meet.

## UNTRAINED WAHOO POSITIONS:

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**Announcer:** Works with Administrative Official to help with announcements, results, and scratches for finals.

**Back Up Worker:** Works as needed. Required to check in at the beginning of warm up like all positions.

**Gate/Gym Monitor:** Works with Meet Managers to direct swimmers, parent workers and spectators.

**Heat Awards:** At 12&under meets, gives award (rubber duckie) to first place swimmer in every heat.

**Heat Sheets Sales & Awards:** Sells heat sheets first half of session. Gets award labels from computer person, places them on awards second half of session.

**Hospitality:** Works with the Meet Managers to assist with meet hospitality.

**Marshal:** Male and female workers assist Meet Managers to control pool deck. Duties include monitoring access to pool deck, locker rooms, and making sure swimmers are demonstrating safe behavior.

**Poster:** Posts heat/lane assignments and results.

**Runner:** Collects timer sheets after each event, delivers them to the Computer operator.

**Timer:** Operates stopwatch and plunger to record swimmers' times.

**We look forward to working with you and getting to know you!**

**Home meets benefit our swimmers and our team!**

**The more parents who are involved and helping, the more fun it is for everyone!**