



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 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 athletes. 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 Coach Brendan Nguyen(Brendan.Nguyen@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. A list of our practice groups and the requirements for each group are linked [here](#), you may also visit our website that will have information about our different training groups.

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 11-15 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 Coach Brendan Nguyen (Brendan.Nguyen@vosymca.org)

Step Four: Our main team communication is through our team website and emails. The [YMCA Westside Silver Fins](#) website provides tons of pertinent and important information. Updates are sent via email. You can also follow us through our social media platforms which can be found on our website The **"Parents Info"** section of the website contains answers to commonly asked questions.

Other useful information that can be found on our TEAM website are practice group descriptions, practice times, meet schedules, time standards, team records, and policies. It may be helpful to download and print some or all of these materials for your future reference. When you register for the TEAM, you will also be given a password to log into the website.

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:** _____

Parent E-Mail Address*: _____

Swimmer E-Mail Address (if 14 or older)*: _____

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* _____

* REQUIRED

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 1st 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 \$95
- Fins 2 \$95
- Age Group Dev \$105
- Junior Silver \$105
- Junior Gold \$110
- Pre Senior \$115
- Senior \$120

Families are responsible for the entire month's dues regardless of practices that may have been canceled 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 \$83 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 arrangements 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 \$120 Travel Fee for short course season, shirt and cap included, (August-March) and \$80 for the Long Course Season (April-July). 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 . 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.

FINANCIAL AGREEMENT

Athlete Name: _____

Payments due at the time of registration:

AZ Swimming Registration:** **\$83***

(*due August/September & cost might vary as determined by Arizona Swimming Inc.)

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

YWSF Travel Fee: **\$120 Short Course season \$80 Long Course**

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

(\$83* AZ Swimming Registration + First Month's Dues + YWSF Travel Fee)

**Please note that athletes transferring from one club to another within Arizona, must submit their transfer online at 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 1st 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 1st 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

1. I understand that the Automatic Transfer System is a continuous monthly fee charged until membership is canceled.

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 Brendan Nguyen (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



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

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 its 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

The success of the 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 points for each training group. The following are the service point requirements per family (based on the athlete in the highest training group) for Short Course and Long Course Season:

- Families with one or more swimmers in the Age Group Development, Junior Silver & Gold, Pre-Senior, High School, Senior Silver & Gold groups and Desert Foothills have a participation goal of 90 service points per family accrued from September 1, 2023 – March 31, 2024 ("Short Course Season") and 60 service points per family accrued from April 1st, 2024- August 31st, 2024 ("Long Course Season").
- Families with a swimmer only in Fins 1 & 2 and DIVE groups have a participation goal of 45 service points per family accrued from September 1, 2023 – March 31, 2024 ("Short Course Season") and 30 service points per family accrued from April 1st, 2024- August 31st, 2024 ("Long Course Season").
- Prorated points for new families joining after the start of each season will be as follows:
 - September 1, 2023 – March 31, 2024 ("Short Course Season")
 - Joining after October 1st= 60 service points goal (30 for Fins & Dive)
 - Joining after November 7th= 30 service points goal (15 for Fins & Dive)
 - Joining after February 14th= 0 service points goal but are still encouraged to volunteer.
 - April 1st, 2024- August 31st, 2024 ("Long Course Season")
 - Joining after May 1st= 30 service points goal (16 for Fins & Dive)
 - Joining after July 1st= 0 service points goal but are still encouraged to volunteer
- Families can meet their participation goals through volunteer service at YWSF swim meets, activities and events.
- Volunteer service activities include swim officiating and administration, YWSF facility support (snack bar, hospitality, etc.) and YWSF team events (dinners, banquet, activity support, etc.).
- Sign up for volunteer service both online prior to scheduled events and at the meet in the Volunteer Sign Up Book which will be located at the Clerk of Course table.
- Families with multiple athletes will be locked into the highest level among your family athletes.
- The intent is to achieve full participation by YWSF families. Accommodation will be made for those families that have mitigating circumstances preventing them from reaching the full-service goal. Please reach out to the Head Coach for guidance. For those families that elect not to participate, you may be assessed a fee of \$5 per service point not to exceed \$450 for the Short Course Season and \$300 for Long Course Season. The policy will be in effect September 1, 2023 – March 31, 2024 ("Short Course Season") and April 1st, 2024- August 31st, 2024 ("Long Course Season").

- Short Course Season Fee will be billed starting April 15th and Long Course Season Fee will be billed starting September 15th. Fee payments will be allocated to the PAC Fund which supports all swimmers and divers on the YMCA Westside Silver Fins team.

By setting a target number of service points 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 points not fulfilled, we do have a number of families that far exceed these points 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 each season a drawing will be held for any family exceeding their volunteer service points requirement by 20% or more. Two names will be drawn for each Short and Long Course Season, and the winners will have one-month 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 volunteer service point requirement. We want to thank you for taking an active role in your athlete's participation with the YMCA Westside Silver Fins!

The 2023-2024 FPP Season starts September 1st. Hours do not carry over to the next season. FPP required points will be reevaluated each season and adjusted if necessary for the following season.

The following list of volunteer opportunities is not exhaustive. Other opportunities and events will arise and information regarding points will be presented as these opportunities occur.

SWIM MEET POSITIONS

POSITION	UNIT	POINTS	NOTES/COMMENTS
Meet Referee	Session	50	
Official (Starter, Judge)	Session	25	
Admin Table	Session	25	
Clerk of Course	Session	25	
Timer	Session	15	
Runners	Session	15	
Snack Bar Lead	Session	25	
Snack Bar Support	Session	15	
Hospitality Lead	Session	25	
Hospitality Support	Session	15	
Meet Marshal	Session	25	
Announcer	Session	25	
Parking Attendant	Session	10	
Meet Set Up	Session	10	
Meet Tear Down	Session	10	
Training-Any positions	Session	15	
Away Meet Timers	Session	15	

YWSF EVENTS

POSITION	UNIT	POINTS	NOTES/COMMENTS
Team Banquet Support	Activity	10	
Psych Dinners Support	Activity	10	
Site Specific Events	Activity	10	
Sock Exchange Support	Activity	10	
Dive Meets	TBD	TBD	

OTHER VOLUNTEER OPPORTUNITIES

POSITION	UNIT	POINTS	NOTES/COMMENT
TBD	TBD	TBD	

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 [TeamUnify](#) account, going to the homepage and finding the specific event under "Meets/Events". Jobs will be listed by clicking on "Job Signup". All families, no matter what group they belong to, are allowed to sign up for any and all events hosted by the Silver Fins Team.

You are required to sign in using the volunteer binder, during meets this will be located at the Clerk of Course. Following the event, service points 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 point requirements. Please fill out the Google Form, <https://forms.gle/aVG1p8GajBaQ5ESx5>, when you volunteer at away meets so that your service points can be appropriately credited for this time.

Other Events:

Throughout each season there are many social events, specific site events, and dive events that require volunteers to help plan, organize, set up, serve, etc. that families will be able to volunteer for and receive points. These events may be set up through Team Unify or through a Sign-Up Genius that will be emailed out to all families. When volunteering for these events please ensure that you fill out the supplied sign-up form at the event. Head Coaches will determine the amount of points that will be awarded for unlisted events.

Tracking Points

You can find points fulfilled to your service points requirement and jobs worked when you **log in** on the [TeamUnify](#) website and go to the "Parents Info" tab and then click on "Family Participation Program" button. FPP Points will be regularly updated and will be entered from what is provided on the Sign-In Sheets for each event or the Google Form. Please always review your points and if you notice any discrepancies, please fill out the Google Form for corrections.

Meet Volunteer Positions

Keep in mind that your athlete can volunteer at meets where they are not competing, pending age requirements for certain jobs. When volunteering at meets that your athlete is competing in, you always have the opportunity to take a break and watch your athlete race.

- **Officials:** All officiating positions below require USA Swimming membership & training/ certification through AZ Swimming. Please inquire with the Head Coach for more information.

- o Deck Referee: Responsible for conducting the meet according to the rules of USA Swimming; organizes and oversees the deck officials.

- o Starter: Answers the meet referee. Responsible for control of the swimmers until a fair start is achieved.

- o 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.

- o 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 Marshals wear identifying attire and enforce warm up procedures and maintain order in the swimming venue.

Steps to become a Meet Marshal:

- o Meet Marshal Exam Instructions: the free online Exam is available only on the USA Swimming website. Individuals must create an account in USA Swimming website, in order to access the Exam. Marshals are not required to join USTHA Swimming.

- o Log into USA Swimming: [CLICK HERE](#)

- o Once logged in, go find EDUCATION on the tool bar, then to ALL COURSES (left margin), scroll down through the courses click on

- o MEET MARSHAL EXAM, click on GO TO COURSE

- o The system may not provide a completion certificate. Please take a photo of the notice of completion or grade and email YWSF Head Coach.

- **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.

o **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.

o **Lane Timers:** Responsible for timing swimmers in assigned lanes 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.

Other Ways to Earn Service Points

Your time volunteered at a swim meet is far greater than donation requests, however, we are extending these opportunities to help you achieve your points. There are a number of other ways you can help and receive credit towards your service point 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 \$25 gift card will be credited with 5 service points. Gift cards can be donated as per the donation sign up for swim meets. Gift card donations should be given to the Head Coach or a PAC member 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 points. Items requested for donations will be assigned points and will be displayed in the Sign-Up Genius Sign Up Request. Some items are in more need and may have higher points than other items. Drop off times will be scheduled during the meet week.
- Referrals: Receive 30 points for each new swimmer or diver that joins the team and acknowledge your athletes name on their new member paperwork. Points will be awarded after a new member has been with the team for 60 days.
- 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 the YWSF Head Coach. Service points will be given based on the value of the sponsorship.

FAMILY PARTICIPATION PROGRAM ACKNOWLEDGEMENT

We have received and read through the 2023-2024 Family Participation Program Guidelines for the YMCA Westside Silver Fins Swim and Dive Team.

Parent/Guardian Name: _____

Swimmer(s) Name(s): _____

Group: Please circle highest group level for your family

DIVE	Fins 1	Fins 2	Age Group Development	Junior Silver	Junior Gold
Pre-Senior	High School	Senior Silver	Senior Gold	Desert Foothills	

1. I have reviewed and understood the number of points required for my family for each season.

INITIAL _____

2. I understand that if our family does not fulfill the total amount of points required each season, we will be charged \$5/credit for any points not fulfilled. Short Course Season Fee billed starting April 15th and Long Course Season Fee billed starting September 15th. INITIAL _____

Parent/Guardian Signature _____

Date: _____

Head Coach Signature: _____

Date Received: _____

Please print out turn in this acknowledgement form to the Head Coach, swim office drop box, or by emailing as an attachment to ***brendanknguyen@gmail.com*** within 7 days of receiving the FPP information.

TEAM APPAREL

Swim gear and team apparel can be purchased from our local vendor, Ski Pro.
Please contact Coach Brendan if you have any additional questions about apparel.

