

## PST BOOSTER CLUB- SWIM MEET EXPECTATIONS

1. THE BOOSTER CLUB is in charge of everything not “coach” related during swim meets. Food, drinks, timers and general all around “keeping things going smoothly”. We have to remember that we are here to help the coaches run a GREAT Swim Meet! Our swimmers are the ultimate winners of these home meets!
2. HOSPITALITY- Takes care of the 3 meals/snacks per day that we serve to the coaches, officials and volunteers.

Chairperson (a voting member of the booster club) – This chairperson will meet with the President of the Booster Club (who oversees the entire meet) to keep her in touch with the meal plans. Local restaurants are recommended, but not necessary. A shopping list will be made up. We have tax exempt cards from Sam’s Club and Restaurant Depot. All purchases should reflect the tax exemption. The meet timeline, in terms of approximate times, will be on the web site when the meet sign-up begins. The chairperson assigns volunteers to help during set-up, meal time, and breakdown during the meet. Typically 2 parents are needed for each meal and clean-up. Ask one of the guards to turn on your coffee maker in the AM, check which guard is working the early shift and have the coffee pot ready to be plugged in. Hospitality is also responsible for putting together a cart to bring snacks to the timers/officials about 1.5 hours into the meet. Snacks are not always needed during finals but the time line should be checked. As it gets closer to the swim meet the coach can supply you with the number of teams/coaches and swimmers. We pride ourselves on having the BEST hospitality in South Florida. The chair should check out the other swim meets’ hospitality. Just walk in and tell a volunteer that you are a new chairperson and want to know what other clubs do. They will all be happy to show you around. The chair (or designee) will be in charge of decorating for each meet. We have had themes, colors, etc. (Viva Las Vegas, Winter Wonderland, College Extravaganza, PST Record Holders,

Spring Fling, 4<sup>th</sup> of July; anything goes for the theme. Depending on the time of year should motivate you; so go with it.) Plan on spending \$3-500.00 on the sectional meet for decorations. We always want to make a splash!

3. CONCESSION STAND- Concessions sells food and drink to the visitors at our pool. This includes, but is not limited to, snack bars, fruit, muffins, chips, hamburgers, hot dogs, soda, Gatorade and water.

The Chairperson (a voting member of the booster club) will put together a shopping list. This chairperson will order the ice truck (Reddy Ice) to be delivered on the Monday before the meet starts. This chairperson along with the Booster Club President will also make sure that the coolers are around the pool deck, in concessions and in hospitality. This chair will also make sure that the coolers on the pool deck have ice/water for the volunteers. The lifeguards can be asked to help with this task (they are usually young people); this is NOT a requirement of their job, but they will usually help if there is enough guards on duty. Check with the Aquatics Manager on duty. One of them will also plug in the coffee maker, if asked. You will need to check the schedule and ask the earliest guard to plug it in. The coffee pot must be made ready the night before. The coffee takes at least 1 hour to perc; so do not wait until you get there to start the coffee. There should be at least 2 volunteers per session in concession. There has been an age limit for the volunteers handling money. Children younger than 12 years should be limited from handling the money. So please watch this carefully. The President or Concession chair will decide who counts/deposits the money. There should be 2 people to count the deposits.

4. TIMERS- The chair of this job is also a voting member of the board. This chair will meet with the coaches to set up the volunteer web site at least 4 weeks before the meet. This chair may also need to get a list of the swim team families and start phoning parents to assure enough volunteers. All

timers need to be at the meet 1 hour before the meet starts. This way they have time to get food and get settled before the meet begins. And you can get some of the late comers. This is also how the chairperson knows who has arrived and where there are timers needed. At times the timers show up after you have assigned lanes or after the meet starts; put those volunteers in as the 2<sup>nd</sup> lane timer and/or as spare timers for breaks. Ask concessions/hospitality if they need help. NEVER let a volunteer leave, we always will need them at some time during the session. We try to NOT have to announce that we need timers; we pride ourselves on having all of our volunteers in place before the meet starts. There will be a timers meeting with the officials about 20 minutes before the meet starts to make sure that all of the timers know what is expected of them. The chair should know how to time and what is involved with being a head timer. It is recommended that you volunteer to time at other meets your swimmer is in. There should be 2 timers per lane and 1 head timer and some volunteer replacement/bathroom breaks. That being said, 1 timer per lane can run a meet, but this is NOT advised. When we host the Sectional Meet, 2 timers per lane are needed, the head officials will really be looking at the timers, as well as National Officials who might have some say into whether or not we can host this meet in the future. The age/maturity of the timers need to be assessed. Do not put 2 young kids together; put an adult and a young person together whenever possible. It may be problematic putting the teens with other volunteers, but the good of the meet is our first priority. When there are 2 pools, the chair will need to know which pool is which. Some meets are boys/girls and some are age group specific. The chairperson (or designee) will need to be at the meet when warm-ups start. He will need to be at the entrance (desk and chair and sign for volunteer timers) with a list of the signed up volunteers and the lanes needed to be filled. How many pools/lanes, etc. Don't be afraid to be out there asking for timers, parents will always be ready to help a friendly team! Have Fun!! Remember it is NOT the city's job to find our timers. Be friendly with the staff and they will help. If volunteers are helping us from other teams, ALWAYS assign them the lane/pool that they ask for. The chair will have a

sheet that allows them to assign each volunteer a pool and lane; this is where the timer will be during the meet. Be sure to tell each timer the pool and lane assigned as they sign in. ALSO the chair needs to be available for the officials leading each pool. There is a clipboard, pencil and stopwatch needed for each lane. Some officials will make sure that you have it all together at the start of the meet, BUT that is not the usual. Go into the coaches offices and ask about the clipboards/timers sheets. Always have extra pencils and stopwatches- available in the coaches' office. After the timers meeting, stay with the timers to make sure that the assigned timer has the clipboard for the assigned lane. Usually the 1<sup>st</sup> and 2<sup>nd</sup> lanes and the last 2 lanes are the slower lanes, so feel free to put your newer volunteers in those lanes. The middle lane 4,5,6, are usually the faster lanes, so assign timers accordingly. After the end of the session, someone needs to be sure to collect the clipboards and the stopwatches. These are the property of the booster club. If there are distance swims, we may not need the timers, but always be sure ahead of time.

5. Treasurer- This chair is a voting member of the booster club and will handle money coming into the club and during a home swim meet will need to have a way to keep track of our family volunteers. Make a spread sheet for the other chairs to put down their volunteers and collect them at the end of each session and input them into your spread sheet to keep track of volunteer sessions/hours. If there is any money that has to be collected during the meet, the treasurer should have some control over this.
6. Shopping- there should be a committee involved with this. In the past we have ordered on line from Sam's Club and then (if needed, rented a truck from the Home Depot across the street from Sam's-so we don't have to ruin our cars) to alleviate only having a few parents shopping. We have the means and volunteers, when asked, to involve many parent volunteers. There should never be one parent doing the shopping for a swim meet. Emails MUST be sent out, through the coaches, about volunteer

opportunities. Either shopping or loading/unloading. In the past some of the concerns from our parents include never knowing what is needed.

7. THE BOOSTER CLUB MUST ALWAYS COMMUNICATE WITH ALL OF THE PST FAMILIES THE VOLUNTEER OPPORTUNITIES. THIS INCLUDES CLEANING THE STORAGE ROOM/SHOPPING/UNLOADING OF THE GOODS/AND ANYTHING NEEDED PER MEET.

### **SOME FUN FACTS-**

In the past we had raffle baskets at Winter Champs! Not a great fundraiser but a GREAT feel good way to connect with other teams. Some of our baskets included trips to the Bahamas, Total Team Wares gift cards, local restaurant gift cards, electronic prizes and many more: something to think about in the future.

We have run the biggest and best South Florida Swim Meets for the last (at least) 30 years! Teams from around the country and Europe and South America and The Caribbean have been swimming at our meets!! We have had many Olympic swimmer from both the United States and around the world.

Google: The 2016 Speedo Winter Champs Swim Meet at Plantation Aquatics Complex! We had a drone taking photos, it is pretty cool! That is us!! PST Pride!

At Winter Champs we have had, in the last 15 years, over 1000 swimmers each year! Our complex has the BEST pools and BEST staff in South Florida!! We need to thank the parent volunteers of PST and the City of Plantation staff for all of their hard work!!

We have a Masters Swim Team for all of you who have or have thought of swimming.