**Parent Liaison Role & Job Description for the 2023/2024 Season**

# 12 & Under (2 liaisons per group) - Short Course only

## Communications:

* + Set up meet/greet with the coach(es) to be able to introduce yourselves properly and make an initial connection between the coach(es) and you, as the parent liaison, to determine how to best work together. How can the liaisons help the coach? How would the coach like to be involved? This needs to be complete by September 9th so you can be on hand to answer questions at the TITAN Kickoff event.
	+ Maintain communication between coach(es), swimmers and other parents in the group. Email with any updates or news so the team can stay consistent with anything going on as well as the parents (swim time change, venue change, etc.). If the coach agrees and doesn’t have a group communication method (band, group-me, etc.) set up for group support/communication. You are an extra layer of communication that helps everyone always. This needs to be set up by early September.
	+ Collect for coach(es) gifts at the end of year and plan a treat/card for the coaches’ birthday.
	+ Email Spirit Committee monthly via google docs with what tasks were performed to ensure credits for the role

## Group Events & Activities:

* + One monthly event to be planned for the group outside of TAC. Bagels/donuts after practice does not constitute a TAC planned event. Although the kids love it, and it is great to do (and recommended) at times (birthdays/surprise the team) creating a sense of team and community is key here so a get together at a home/restaurant/recreational venue is what is meant.
	+ We ask that all groups use **one** of their monthly events to do a community service oriented activity. In the past groups have visited nursing homes, made cards for troops overseas, cleaned up a park, set up a donation for a program, etc.

## TITANS Events & Activities:

* + For any TITAN wide event, your participation is expected.
	+ All parent liaisons are to help with the distribution of spirit wear (t-shirts, awards) and ensure these get to the swimmers. All liaisons need to be available **(or find your own coverage)** for the Kickoff on Sept. 10th (rain date Sept. 24th) to help with shirt distribution. You will also be asked to help at the championship dinners (set-up, serve food, clean up), banquet and any other team events.

## Service Credit Allocation:

* + Credits will be earned for the year for each parent liaison and have been built upon the following assumptions, based on prior experiences:
		- Back to swim and group intro: 1 hour
		- Monthly Events: approx 2 hours per event
		- Communication: 1 hour per month
		- Coaches gifts (holiday, birthday, etc): 2 hours
		- Team-wide events (kickoff, dinners, banquet): 8 hours
		- Holiday: 2 hours
	+ ***Credits will be posted to your account at the end of Short Course. You will have a line of sight as the season progresses if you risk falling short. Please maintain an open line of communication with the Spirit team.***
	+ ***Projected Time Commitment: 34 hours and PL will earn 7 (elite), 5 (challenge) full credits per liaison for short course and 2 rollover into long course.***
	+ ***This leaves 3 credits remaining for elite track long course and 1 credit remaining for challenge track long course.***

# 13 & 14 Year Olds (1 liaison per group)

## Communications:

* + Set up meet/greet with the coach(es) to be able to introduce yourselves properly and make an initial connection between the coach(es) and you, as the parent liaison, to determine how to best work together. How can the liaison help the coach? How would the coach like to be involved? This needs to be complete by September 9th so you can be on hand to answer questions at the TITAN Kickoff event.
	+ Maintain communication between coach(es) swimmers and other parents in the group. Email with any updates or news so the team can stay consistent with anything going on as well as the parents (swim time change, venue change, etc.). If the coach agrees and doesn’t have a group communication method (band, group-me, etc.) set up for group support/communication. You are an extra layer of communication that helps everyone always. This needs to be set up by September 9th.
	+ Collect for coach(es) gifts at end of year and plan a treat/card for the coaches’ birthday.
	+ Email Spirit Committee monthly via google docs with what tasks were performed to ensure credits for the role.
* **Group Events & Activities:**
	+ Parent liaisons will be expected to plan at least 6 short course events for the team: (not all need to be offsite). Parent liaisons have discretion to plan accordingly following the below noted schedule. Have fun with the kids, be creative!
		- September outing- get to know your team/fellow swimmers
		- October - event
		- November - event
		- December- holiday party or group gift exchange, as well as collect for coach(es) gifts
		- January or February event
		- March- end of short course event

## TITANS Events & Activities:

* + For any TITAN wide event, your participation is expected.
	+ All parent liaisons are to help with the distribution of spirit wear (t-shirts, awards) and ensure these get to the swimmers. All liaisons need to be available **(or find your own coverage)** for the Kickoff on Sept 10th to help with shirt .distribution. You will also be asked to help at the championship dinners/banquets (set-up, serve food, clean up), banquet, etc.

## Service Credit Allocation:

* + Credits will be earned for the year for each parent liaison and have been built upon the following assumptions, based on prior experiences:
		- Back to swim and group intro: 1 hour
		- Monthly Events: approx 2 hours per event
		- Communication: .5 hour per month
		- Coaches gifts (holiday, birthday, etc): 2 hours
		- Team-wide events (kickoff, dinners, banquet, etc) : 8 hours
		- Holiday: 2 hours
	+ ***Credits will be posted to your account at the end of Short Course. You will have a line of sight as the season progresses if you risk falling short. Please maintain an open line of communication with the Spirit team.***
	+ ***Projected Time Commitment: PL will earn 7 (elite), 5 (challenge) full credits for short course and 2 rollover into long course.***
	+ ***This leaves 3 credits remaining for elite track long course and 1 credit remaining for challenge track long course***

# 15 and Over (3 person committee) - entire SC and LC season

## Communications:

* + Set up meet/greet with the coach(es) to be able to introduce yourselves properly and make an initial connection between the coach(es) and you, as the parent liaison, to determine how to best work together. How can the liaison help the coach? How would the coach like to be involved? This needs to be complete by September 9th so you can be on hand to answer questions at the TITAN Kickoff event.
	+ Maintain communication between coach(es) swimmers and other parents on the team. Email with any updates or news so the team can stay consistent with anything going on as well as the parents (swim time change, venue change, etc.) If the coach agrees and doesn’t have a group communication method (group-me, etc) set up for group support/communication. This is still needed at the Senior Level, and even maybe more so. The parents are more swim-savvy and educated, and your role is communication continuity. Often, the coach’s communication is straight to the kids, but even that represents an opportunity as often the communication does not get back to the parents, which is crucial. You are the first person parents will come to with questions. This needs to be set up by September 9th.
		- Examples: An email to groups monthly…looking forward like “there are meets these weekends and therefore might be practice changes.” Or – we will not be swimming in this meet unless the coach wants you to. Or – mental training will be happening sometime this month.
	+ Collect for coach(es) gifts at end of year and plan a treat/card for the coaches’ birthday.
	+ Email TLC Senior/Alumni monthly via google docs with what tasks were performed to ensure credits for the role

## Group Events & Activities:

* + Parent liaison will be expected to coordinate events for groups. The committee will create group events, often times combining groups for food/meals after practice, a holiday event and organized events while at away meets.
	+ You will also be responsible to help organize for the team/swimmers that make it to events such as Champs/Sectionals, etc…a good luck/welcome home gathering, it could be as simple as posters/balloons wishing them well in the gallery or welcoming them home or both. Creativity and sense of TITANS spirit is key here and options are endless. You will need to email the Spirit Committee once such events have been completed. **More information will be provided and made available on this.**
	+ TITANS will also be participating in a service projects as laid out by our community chair.
	+ Senior specific expectations:
* Help manage Senior activities (college swimming, senior signing, gather info for banquet, etc) with the TLC Senior and Alumni coordinator
* Help communicate about the events for Senior swimmers – leadership breakfast (fall), fall signing, alumni gathering (December) recruiting talk (January), Senior Day (April/May), Spring Signing (April/May)
* Help collect photos and information about Senior swimmers (photos, short questions, current high school, future plans
* Forward any social media presence for swimmers who have signed and swimming in college
* Help assist at all Senior events
	+ Plan a holiday gathering/exchange
	+ Assist in coordinating the adopt a family larger group gift during holidays.

## TITANS Events & Activities:

* + For any TITAN wide event, your participation is expected.
	+ All parent liaisons are to help with the distribution of spirit wear (t-shirts, awards) and ensure these get to the swimmers. All liaisons need to be available **(or find your own coverage)** for the Kickoff on Sept 11 to help with shirt distribution. You will also be asked to help at the championship dinners/banquets (set-up, serve food, clean up).

## Service Credit Allocation:

* + Credits will be earned for the year for each parent liaison and have been built upon the following assumptions, based on prior experiences:
		- Back to swim and introduction: 1 hour
		- Events including any at away meets: 4 hours
		- Communication: .5 hour per month: 6 hours
		- Coaches gifts: 2 hours
		- Team wide events (kickoff, dinners, banquet, etc): 8 hours
		- Holiday: 1 hour
		- Senior Events: 8 hours
	+ Groups represent Senior Challenge, Senior Champs, Sectionals, Nationals, Futures and OE and will represent all groups in creating small group and a team-wide community.
	+ ***Total: full service credit for the entire year for all 3 committee members assuming a full level of commitment, under guidance of Senior/Alumni TLC. Credits will be posted at the end of Short Course and end of Long Course as described in the Service Obligation Program.***