



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.

Most of the work in this role is communication! Between club, families, parent representative(s), and coach(es).

Mandatory

- Take SafeSport training.
- Review the Midlakes Dive Operating Plan.
- Prepare a team roster for the head coach with each athlete's age, gender competition group (boys/girls), and division (e.g. 10 & under, 15 and over). (Your club manager can help you with this.)
- Work with the club manager regarding the posted dive meet schedule and other needs.
- Communicate the team calendar to Dive Team families.
- Attend the mandatory pre-season information meeting for coaches and parent representatives.
Note: 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, 2-3 scorers, meet referee, and announcer.
 - Order and prepare labels and ribbons for meets.
 - Set up scoring table, chairs for table and judging volunteers, and microphone for meet.
 - Ensure other meet supplies are on site at meets, e.g. pencils, calculators, judging chart, degree of difficulty list, announcing script, etc.
- 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: 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!



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Safety

You will support the team communication about safety:

- Ensure that all athletes and volunteers have taken SafeSport training. Report on any SafeSport issues.
- 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; 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 the dive coach.

If you have questions about how to work with a particular parent situation, you can reach out either to your club manager or to the Midlakes League Dive Representative(s). You are not alone.



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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, insurance, etc.
- Issues with specific pool personnel, e.g. lifeguards, maintenance person, etc.
- Report on any SafeSport issues.

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:

- SafeSport training; report on any SafeSport issues.
- 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.



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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 seasons 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

The actual hiring is done by your pool manager, and they may ask for your help to locate new dive coach candidates. 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 a diving coach for your pool, then:

- Talk to previous year's coach about their availability.
- If a new coach is needed, talk with Midlakes Dive Representative(s). Additional resources are local year-round dive clubs and 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 manager, or board)
- Club manager or director will send employment letter/contract to the coach as well as W-4 form, I-9, etc.

Make sure the new coach has or gets CPR/First Aid or Lifeguard certification, and SafeSport training before the first practice.

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, 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 to ensure a certified lifeguard will be on deck for all dive practices and meets.
- Email registered dive team members with summer practice and meet schedule. (This may also be done by your club manager or aquatics director.)
- Schedule end-of-season team celebration with your pool manager.
- Answer various email questions from parents.



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June

Season Start

- Notify families to take the mandatory SafeSport training. Your club manager or aquatics director can provide you with the details about training access.
- Notify families to take the mandatory Midlakes Dive parent orientation and volunteer training before practices begin.
- Attend the mandatory Coach+Reps meeting, usually a Saturday morning in mid-June.
- Review practice schedule for dive participants and work with dive coach and aquatics director to ensure that no practice 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)
- Assist the dive coach in determining 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 up to new age division.
- Update Roster with all diver names, age and division (8/10/12/etc. and A/B), 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). Signups can be electronic (TeamUnify, Signup Genius, Google docs, etc.), or "old school" pen and paper signups. There is no requirement as to how you get volunteers in place for the meets.
- Send out reminder emails about each meet, along with directions if it is an away meet.

July

Meets

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

End-of-Season Planning

- Awards – does your team do year-end awards? Certificates, decorated paper plates, 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).
 - Coaches often enjoy doing "paper plate" awards, e.g. "Team Dolphin", "Best Splash", "Super Twister", etc.
 - Ensure the coach's awards are appropriate and not demeaning!! e.g. do not use "Best Loser". They might mean the diver had good sportsmanship, but it's not really a nice award to get.

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 Dive fee (\$18 per registered diver who attended at least one team practice).
- Attend Parent Rep/Coach meeting usually 3 days before Champs to turn in Table Workers list and payments.

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End-of-Season

- Awards – If your team does season-end “paper plate awards”, then work with coaches to get supplies 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 you’re 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.