

Social

Chairperson(s):_____

Responsibilities:

(1) Coordinate Mock Meet Pizza Party

Before the first meet of the season, the team holds a Mock Meet for all swimmers (usually on a Sunday afternoon in mid-October). This gives new swimmers and their families a chance to see how a real meet runs, and provides returning swimmers and their families with a little refresher. After the meet, families are invited to gather in the gym for pizza.

September - as soon as practices start, check with Christy for the date of the Mock Meet.

Early-October - email families to let them know about the Mock Meet and the pizza party after.

- Ask families to RSVP by a date certain with a head count for pizza.
- Let families know that this is a BYO Beverage party (no alcohol, of course, because it is at the Y).
- In the past, we have charged families for the pizza (make a rough guess - in 2014 we went with \$5 family). Let families know the cost

Week before the Mock Meet

- Send out one last call for RSVPs and remind families to BYOB.
- Order pizzas based on number of RSVPs. We usually order pizzas from Papa Johns because they give the Y a good deal (you just have to ask for it when you order). Also, give Papa Johns a couple of days' notice. Papa Johns will direct bill the Y - just tell them to bill it to the Dolphins' account.

During the Mock Meet

- Recruit parents to help set up tables and chairs in the small gym for the pizza party.
- Don't forget to tip the pizza delivery driver (I think you can write it in on the receipt they bring for us to sign). Get a copy of the receipt and turn it in to the desk the following week for Vicky.
- Collect from families for the pizza. Turn in this money the following week at the Y desk. Let them know it is for Vicky. Let the treasurer know the amount collected and turned in.
- Recruit parents to help wipe off the tables and put away the tables and chairs after everyone is done eating.

(2) Schedule and plan Christmas Party

Traditionally, this has been a swimming/pizza party at the Ottawa Y for all swimmers and their families. This could be changed if there are other ideas.

Late-October/early November - If doing the swimming/pizza party, scheduling can be done by contacting the front desk to reserve the Y pool and gym for a Sunday afternoon in December (NOT the weekend of the Barb Wire). Usually one hour of swimming (4 p.m.-5 p.m.).

Mid-to-late-November - Send out an invite to families

- Email invite is fine; can also post on team bulletin board in hallway near the pool. (See Sample Email)
- Let families know that this is a BYO Beverage party (no alcohol, of course, because it is at the Y).
- Request RSVPs by a set date.
- In the past, the team has paid for this party - no charge to families.

November - decide on and shop for/order coaches' gifts. Past gifts have included gift cards and personalized Thirty-One coolers. Solicit ideas from other parents and parent board if you need help. Usual budget is between \$25-50 per coach. Check with parent board for confirmation of amount before purchasing.

Week before the party

- Send out one last call for RSVPs and remind families to BYOB.

- Order pizzas based on number of RSVPs. We usually order pizzas from Papa Johns because they give the Y a good deal (you just have to ask for it when you order). Also, give Papa Johns a couple of days' notice. Papa Johns will direct bill the Y - just tell them to bill it to the Dolphins' account.

During the party

- Recruit parents to help set up tables and chairs in the small gym for the pizza party.

- Don't forget to tip the pizza delivery driver (you can write it in on the receipt they bring for us to sign). Get a copy of the receipt and turn it in to the desk the following week for Vicky.

- Present gifts to coaches.

- Recruit parents to help wipe off the tables and put away the tables and chairs after everyone is done eating.

(2) Schedule and plan end-of-season banquet

For the last several years, the banquet has been held at Celebrations because they do not charge us to use the facility.

November/December

- Call Pat Applebee (phone #815/252-4940) at Celebrations to get a date on the calendar (usually a Sunday at 4 p.m.).

- Check with Christy for dates, as well (late-April/early-May works best to give coaches time to prepare their presentation and order awards after the season).

January - send out “save the date” email so families can put it on their calendar. (See Sample Email)

March

- Determine approximate cost per person/family and include that information in the invite. Check with Pat at Celebrations for an approximate cost (or see what we charged the prior year and go with a similar cost).

- Send out invites to all families (again, email is fine) with a firm RSVP date. (See Sample Email)

- Give the Y desk a form to keep track of RSVPs and payment (See Sample Form)

- For the banquet, the team pays for the swimmer’s meal. Parents, non-swimmer siblings, other guests, must pay for their own meals.

- Decide on coaches’ gifts and order/purchase. Past items have included gift certificates and personalized bag chairs. Solicit ideas from other parents and parent board if you need help. Usual budget is between \$50-100 per coach. Check with parent board for confirmation of amount before purchasing.

March/April - decide whether we’re going to have music for the kids to dance after the meal/presentation. If so, contact Coach Kay at the Y to see if she is available to be the “DJ.”

Two weeks before Banquet - send out final RSVP reminder.

At least one week before Banquet - give Celebrations a head count.

Day of the Banquet

- Decorate at Celebrations (if desired). Celebrations sets up the tables/chairs/table cloths. In the past, we have used

decorations tied to our District Meet theme - just a simple centerpiece of some kind. The committee can get into the facility at 3 p.m. to decorate

- Also, may want to check with Christy to see whether she needs help with setting up the awards table, and check with Kay to see if she needs help bringing DJ equipment (sound system) over to Celebrations.

(4) Reserving a block of hotel rooms as needed

Many families opt to stay at a hotel in the area the night before early-morning invitational meets, the State meet, and the Midwest Regional meet in Minnesota. In the past, the team has often reserved a block of rooms at a hotel so that families can stay at the same location, usually at a discounted rate.

Barb Wire Invitational (mid-December meet) **& Districts when at DeKalb** (early-March meet)

*most families travel back and forth, but this is a good option for those wanting to stay; very close to the Y

Holiday Inn Express
1935 DeKalb Ave
Sycamore
815/748-7400

David Wolf Invitational (early-January meet)

Holiday Inn Express
7552 Park Place
Loves Park
815/654-4100

Snowball Invitational (mid-January meet)

*new meet this year; some options that are close to the highway and only a few miles from the Y

Holiday Inn Express
3050 Dirksen Pkwy
Springfield
217/529-7771

Crowne Plaza
3000 Dirksen Pkwy
Springfield
217/529-7777

Lucky Duck Invitational (late-January meet; 10&under only)

*can use same as **David Wolf**, above

another option:

Fairfield Inn
7651 Walton St
Rockford
815/398-7400

State Meet at St. John, IN (mid-March)

Hampton Inn & Suites
1904 US Hwy 41
Schererville, IN
219/440-7591

Midwest Regional (late-March/early-April)

Holiday Inn Express Bloomington-Minneapolis Airport Area
7770 Johnson Ave South
Bloomington, MN
952-893-9999

(5) Coordinating team dinners as desired

During travel meets, many families often get together for dinner the night before the meet, usually somewhere near the hotel (sometimes even in the hotel lobby).

Our most “regular” destination:

Machine Shed
7475 E State St
Rockford
815/229-3276