



TSM SWIM PARENT PARTICIPATION POLICY

2023-24 SWIM SEASON

Updated September 2023

TSM SWIM PARENT PARTICIPATION POLICY - EFFECTIVE SEPTEMBER 1, 2023

Parent participation is essential to running our competitive swimming program. To clarify expectations and ensure team needs are fairly met across our membership, the following are required per family each swim season:

- TSM Season Opener Home Meet - eight (8) hours required **per family**
- On-Deck Hours - one (1) hour per meet attended **per swimmer** (up to 2 swimmers in a family)

TSM SEASON OPENER HOME MEET (LATE SEPT) - 8 HOURS PER FAMILY

Every family is required to fulfill **at least 8 hours between Friday and Sunday of Home Meet weekend.** This is an “All Hands” event and all families are expected to fulfill their obligation even if their swimmer(s) are not competing at the Meet.

Hours are earned through job signups posted in TeamUnify (TU). Jobs are numerous and varied and each is posted with descriptions to easily identify which jobs you’re interested in performing. If you’re unable to participate for any reason, you must contact a TSM Board Member **well in advance** of the Home Meet so alternative arrangements can be made to fulfill the requisite 8 hours.

Families who do not make alternate arrangements with the Board prior to the Home Meet, and those who do not show up for the jobs they’ve signed up for, are considered a “No Show” and will be assessed a Non-Participation Fee (NPF) of \$200.

ON-DECK HOURS (SEPT-JULY 31) - 1 HOUR PER MEET ATTENDED PER SWIMMER

Separate from the Season Opener Home Meet, every family is required to fulfill **at least 1 hour per swimmer** at each Meet their swimmer attends throughout the swim season. Hours are earned through job signups posted in TU.

For Away Meets (meets not hosted by TSM) including Intrasquad/Dual Meets, members with swimmer(s) participating in the Meet are required to sign up for at least one job per swimmer, up to two swimmers in a family. If jobs are already filled for that particular Meet, members must sign up for a job at the next Meet their child(ren) swims. We encourage you to sign up as soon as possible when jobs are posted to TU. Jobs typically include tent transport, timing and timing coordinator. See below for job descriptions. Families with 3+ swimmers attending Meets throughout the season **may be exempt for the third+ swimmer if all other hours are met for the first two swimmers.**

Families with swimmers attending Championship Meets may fulfill On-Deck hours through TU job signups for Timed Finals and Prelims. Timing during Championship Finals is expected of all families whose swimmer makes Finals and does not count toward On-Deck hours.

Families with seasonal swimmers are required to fulfill On-Deck hours for the Meets their swimmers attend, and share in filling timing jobs for Championship Finals when their swimmers make Finals.

TSM may organize additional Hosted Meets during the swim season, including Intrasquad/Dual Meets, which will require additional hours based on the particular needs of the event. Any such additional requirements will be communicated to membership as soon as practicable.

Up to 5 hours may be earned through active participation on a TSM Committee. See below for Committee descriptions.

On-Deck hours must be completed by July 31 each swim season. Hours completed on or after Aug 1 count toward the following season. Hours will be prorated accordingly for members who join/depart the team mid-season.

Reconciliation of hours will be done at the end of the season (or upon departure from the team). Families will be assessed an NPF of \$25 per hour for each hour that is not fulfilled for the On-Deck requirement.

As parent participation is essential to the team's successful operation and a condition of team membership, families who exhibit a pattern of non-participation &/or fail to pay the NPF may have their membership application refused at renewal. **If for any reason you feel your family is unable to complete your On-Deck hours requirement during meets your swimmer(s) attend, it is your responsibility to notify the Board directly in advance of non-participation, and outline why an exception is needed. Exception requests are reviewed by a Board subcommittee. Submission of a request does not guarantee an exception to the policy.**

MEET JOBS

Timing Coordinator – Coordinate all timing chairs. Ensure timers arrive on-time and complete their shifts (contact via phone/text/Telegram or in-person). Fill any empty timing slots. Report any shift changes to the Board after the Meet to ensure families receive credit for hours worked. Jobs are posted in TU prior to the Meet when timing slots are posted. Typically one Coordinator is needed per Session per day of Meet.

Timers – TSM is assigned lanes/chairs based on the number of swimmers entered in the Meet. Jobs are posted in TU when the information is received from the Meet Admin (typically 1-3 days before the start of the Meet). Timing shifts are approximately 1 hour in length.

If you sign up for a timing shift but are unable to fulfill that obligation, **you are responsible for finding a replacement**. Both you and the replacement should communicate with the Timing Coordinator about the change, and with a Board member to ensure proper credit is given.

Families with older swimmers who drive themselves to Meets are still required to fulfill timing obligations which can be done by you or another family member.

Swimmers in the long distance freestyle events (400-1650) must provide their own timers. This does not count toward the parent participation obligation to the team.

Prelim/Final Meet Format – If your swimmer qualifies for a Finals session, you are responsible for timing during that Finals session. Timing assignments will be given to the Coach prior to the start of Finals and parents must work together to coordinate who will time and for how long. This does not count toward the parent participation obligation to the team.

With all timing slots, please be flexible as some Meet Sessions can start or end earlier or later than expected. If a Session ends before your time slot begins, you still receive credit.

Tent Transport – Tents are needed for swimmers and coaches at all Meets. The number needed varies based on how many swimmers we have attending the Meet. Each tent will have its own job slot on TU so sign up for the number of slots based on how many tents you can transport. Pick up and return to storage will be coordinated with a Board member. Buckets and bungees to secure the tents are also needed, tent side walls may also be needed to shield from heat/sun or inclement weather.

Meet Marshal Certification – USA Swimming now requires host teams to have certified Meet Marshals of both genders at all hosted Meets. Members who take the training will receive a 1-hour credit for the training when they've fulfilled at least one TU job slot as a Certified Meet Marshal, at the Season Opener or other TSM hosted Meets.

****TSM Home Meet has numerous other jobs and roles to be filled****

PARENT COMMITTEES

Our parent Committees are a vital part of TSM's success and there are many ways for you to get involved. See what may interest you and reach out to a TSM Board member to learn more. You may also complete this [Google Form](#) to express your interest in participating in any of these areas.

Membership

- Liaisons - one per swim group (season long commitment)
- Travel Meet Planning - organizing hotel room blocks and team dinners (as needed)
- Parent Participation Manager - track participation hours completed by members (season long commitment)
- Alumni Relations - maintain contact with recent alumni via email, invite back for Home Meet, Swim-a-Thon, other team events
- Events - plan Annual Banquet (3 months), Parent Socials and other events as needed

Facilities

- Work with TSM Board and Head Coach to secure pool space for practices, Home Meet, Swim-A-Thon (season long commitment)

Finance

- Work with TSM Treasurer to provide support relating to financial operations of the team, requires background in finance/accounting (season long commitment)

Fundraising

- Annual Giving (2 months) - help drive fundraising efforts with team communications, write thank you notes to donors
- Swim-A-Thon (2-3 months) - help drive fundraising efforts with team communications, work with coach to order Arena Swim-A-Thon prizes, determine incentive prizes, track top winners, ensure timely prizing distribution to winners, help out with organizing the event itself with pre-planning and day-of work
- Annual Auction (6-7 months) - solicit businesses for auction items, liaise with TSM parents to obtain donations from member families, log items and assist with administration of auction website, assist with distribution of items to winners
- Home Meet (1-1.5 months) - help with pre-planning, meet prep, planning and managing the hospitality suite for admin/coaches (this is separate from the per family Home Meet obligation)