

Duties During Summer Season 2009

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Mark Steffan - WFST
Raquel Zeller - Division I – CRNL
Suzanne Walsh - Division 1I - BLTWST
Kristi Panahi - Division III – MPST
- Division IV -

Secretary -
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Mike McCoy - GLST

Stroke and Turn Coordinators: POST and WGST

You guys will be assigned a scheduled clinic day probably at the April meeting; one team per day. You will be at the clinic early to have a sign in sheet. Watch as people are signing in and have each individual person sign one name only. We want name, team initials, judge, or starter/ref. You are required to get the complete list to the president of the WHALe within a few days. You can scan in the paper and email it to board@swimwhale.com .

Timing Slips: TIGER

Katy Printers prints the form for us for a fee. We distribute to each team depending on the number of home meets that they will be hosting and the number of swimmers that they had on their team last year. These numbers should be supplied to you by one of the board members. You are required to have the timing slips counted out and ready for distribution at the May meeting.

Ribbons: LAKER

You are in charge of assessing how many ribbons there are in storage, ordered ribbons, distributing them and collecting leftovers at the end of the season. The ribbons are ordered at the beginning of April from a place called Necessities & More. The woman's name is Nancy and the number is 281-497-1980. Then you will divvy them up between the teams and hand them out in May at the Whale Meeting (which means that the teams need to make sure they're there to get the ribbons or they have to arrange to pick them up later). You order the ribbons and have them sent to my home and a check will be sent from the Whale League directly to them. Richard has created a spreadsheet to help estimate the maximum number of ribbons needed between opposing teams. Also, ribbons will not be given to any team that still owed fines. At the end of the season you will collect any leftover ribbons at the August meeting.

T-shirts: WMST

By the April meeting you should have a proposal for the type of t-shirt, color, prices and type of logo or print for the MOC/All Star t-shirts. We will discuss what we desire and maybe send you back with a few changes or suggestions. A final presentation and decision will be made at the May meeting so the order can be processed.

Medals: CSST

- 1) Medals ordered from Crown Awards, www.crownawards.com or 800-227-1557.
- 2) Our customer number is 20299647
- 3) For Meet of Champs, we order medal CM04SWRG in the following breakdown:
 - a. 590 Blue Ribbons
 - b. 590 Red Ribbons
 - c. 590 White Ribbons
 - d. 215 Pink Ribbons
 - e. 215 Yellow Ribbons
 - f. 215 Green Ribbons
 - g. 215 Orange Ribbons
 - h. 215 Purple Ribbons
- 4) For All Stars, we order medal CM09SWRG in the following breakdown:
 - a. 57 Blue Ribbons
 - b. 57 Red Ribbons
 - c. 57 White Ribbons
 - d. 57 Pink Ribbons
 - e. 57 Yellow Ribbons
 - f. 57 Green Ribbons
 - g. 57 Orange Ribbons
 - h. 57 Purple Ribbons
- 5) The total cost last year including shipping was \$4,027.74.
- 6) Processing and delivery time take 7 days.
- 7) The order should be placed no later than June 14.

TAAF: GTST

Main thing about this job is start early by finding a coach. At the MOC and ASM have a table set up for registration. Shirts should be looked into before this time to collect all fees at the same time. There should be a real push to have the league really involved, advertising, emails, flyers, etc. This is the coordination of getting the kids registered, turning in money to the right person and making sure that all money is collected from the participants.

There is an entire packet of info on booking TAAF hotel rooms. All you need to do is go to www.taaf.com and then get on the hotel link for this summer. It has several hotels in the area listed, but try to get the hotels located as close to the swimming venue as possible. You can just call 2 or 3 and try to get a block of rooms for WHALE families. If our team doesn't need them by a couple of weeks before the meet, then the hotels will just release them. Give this info out at the May or June WHALE meeting and online to everyone. I think you need to reserve the block of rooms now, instead of waiting. Otherwise, we run the risk of not having rooms available. The prices range from La Quinta to Hilton to Best Western. It is really easy. The TAAF swim meet will be in San Antonio at Palo Alto College this summer.

Heat Sheets (All Star): BHST

Your team is responsible for staying at the MOC after it is finished and results are combined to print the heat sheets for the All-Star meet the following day. You are to duplicate the sheets and have them to the All-Star meet early enough to sell and distribute to the coaches.

Concessions (MOC & All Star): BRST

Your team is in charge of calling and organizing vendors at both Katy and Taylor on Saturday during the MOC and Sunday at the All-Star Meet. At the April Meeting we would like to hear a report of what you are thinking or have set up. At the May meeting your plans should be complete and presented to the board. Bahama Mamas and Chic-Fil-A have been participants in the past. Cici's Pizza could be considered. Make sure you have something to drink besides snow cones (soda or water). You will be responsible to follow up and collect the sharing of profit if it has been agreed in the process of planning.

Webmaster: SMST

You will update and post important information to the website. Schedules, results, rules and policies are available on the website. Our new website designer will help you transition.

Insurance: SOST, CRGW and NCST

You and your team will collect the appropriate forms at the May meeting. You will make sure that there is a signed parent consent form for each swimmer listed on the roster and that each form is completed in its entirety. If things are not turned in you communication with them to make sure these things get turned in. You will also verify addresses and contact information.

Trophies: WCST

You will be told the night of the MOC registration the winners of each division and the sportsmanship winner from each division. You will deliver the trophies to the appropriate school that the division will swim at.

Fundraiser - CMST and Lakemont

Your team is responsible in finding sponsors for the WHALe itself. The goal is a minimum of \$3000 each. We could offer to have their name listed on the MOC heat sheet or printed on the back of the shirts. Whichever is most cost effective and it all depends on the donation amount. The league would like to hear a report on how it is going at the April meeting with a follow up at the May meeting. By the May meeting this really should be firmed up.

Coach's Requirements: CRSR

The copies of certification cards will be collected by this team. All coaches should have First Aid & CPR certifications. Head coaches need one of the following three certifications: WSI or Lifeguard or Coaches Safety Training. If assistant coaches have more certifications then that is fine. You are required to follow-up with teams that might not have turned in their information by the May meeting. A report and this paperwork should be given to the president of the WHALe within a reasonable time period. Any team in violation will be assessed a fined.

WHAle Newsletter: CRSW

This person will help in obtaining information to be given to the editor of “Whale Tale” newsletter for the league. Information provided will be of interest to all teams, will be in keeping with the mission of our league, and will be subject to editing by the editor.

Public Relations: WSST (Divisions 1 and 2) and CRHP (Divisions 3 and 4)

This person will work with all WHALe teams to obtain information, submit results, submit approved photos, and other information to local papers about the successes of the WHALe league teams.