



## **Parent Advisory Teams**

Behind the scenes at YCF are the parent volunteers. YCF is both known for their energy and excitement on the pool deck and for the well-run, nationally-recognized diving events at the Rosen YMCA Aquatic Center.

### **Social Team**

- Coordinates with coaches on social events YCF Diving.
- Coordinate one team-building event four times per year, Spring, Summer, Fall, Winter. (Ideas: Halloween Costume Party, Pizza Party, Team Picnic, Beach Day, Aquatic Family Day, etc.)
- Coordinate Senior Recognition
- Coordinate End of Season Banquet (new for 2019-2020 season).
- Plan Star Ceremony and social events in conjunction with travel meets. (options include bowling, movie, team meal night before meet, etc.)

### **Meet Concessions and Hospitality Team**

- Shopping for concession items for the respective event.
- Managing the operations of the concession during the event.
- Coordinating daily lunch from outside vendor for the event.
- Coordinate with the YMCA and the Concession Coordinator breakfast and lunch for the coaches hospitality room during the respective events.
- Manage the set-up of the hospitality room & concessions for the respective events.
- Be on site for the events unless you have coverage and actively managing the hospitality and concessions throughout the day.

### **Dive-a-Thon Team**

- Determine a date that works with YMCA and Mark's schedule
- Coordinates the food for the event (potluck by all YCF Diving parents).
- Works with the YMCA on the event setup.
- In-charge of decorating for the event.
- Coordinates the distribution of prizes after the event takes place.
- Coordinates donations and setup of the silent auction at the Dive-a-thon.
- Creates baskets for the silent auction.
- Distributes items and collects money (in conjunction with Parent Advisory Treasurer)

## **Star, Tag, Graphics Team**

- Coordinate and seek donations of items for the diving event goodie bags, including Christmas Invitational, All-Star Invitational, and any other diving events YCF hosts throughout the year.
- Stuff the bags prior to the respective meet.
- Creates personalized athlete stars for YMCA Nationals, USA Regionals, Zones, and National meets.
- Create graphics for print and social media, on an as-needed basis for events and publications throughout the year including the Dive-a-thon, Christmas Invite, All-Star Meet, and athlete tags.

## **Photography Team**

- Photograph and organize photos at team events, meets, fundraiser, and social functions as requested by Coach.
- Coordinate with Coaches and Parent Advisory Committee Chair to share digital photos via Facebook, bulletin board, website, and newsletter.
- Be present for awards ceremonies or have a designated person present to take high quality awards podium photos.
- Do not photograph divers who have formally indicated through YMCA in writing that they cannot be photographed.
- Photography goals at every meet include capturing each YCF diver competing at least one dive and a team photo for each meet.
- Photographs will be used by YCF diving for promotional materials, website, Facebook, and newsletter.

## **Registration Table and Team Merchandise**

- Assemble registration binders for the registration tables.
- Manages the operations of the registration table during the event.
- Ensures any changes to dive lists get to the meet coordinator.
- Be on site for the events unless you have coverage and actively managing the registration table throughout the day.
- Coordinates and displays team merchandise for sale during the meet.
- Coordinates distribution of ordered apparel and merchandise to the athletes.

### **Parent Advisory Team Chairperson (Adrienne Schmadeke, 2019-2020)**

- Oversee all Parent Teams to ensure progress and completion as outlined.
- Oversee Meet Technology and computer training of meet volunteers.
- Update Facebook, team website, bulletin board, and design and distribute monthly newsletter.
- Secure hotel room blocks on behalf of the team for all meets attended throughout the year. (scheduling required months in advance)
- Participate in all YCF Diving events and fundraisers.
- Meet with Team Coach(es) minimum once per month to get updates for newsletter, website, Facebook, and other necessary info vital to the function and benefit of YCF Diving.
- Coordinate team apparel choice using input from JO4-JO5 athletes, with coaches having final decision.
- Coordinate Junior National and Senior National Team apparel using input from the National Championship qualifiers with coaches having final decision.
- Create Signup genius for all meets and events including Dive-a-thon, Christmas Invitational, All-Star Invitational, and any other events hosted by YCF Diving.
- Oversee completion of volunteer requirements by athlete and/or family.

### **Parent Advisory Team Treasurer (Tracey Rendina, 2019-2020)**

- Liaise with coaching staff and Parent Advisory Committee Chair about financial matters.
- Ensure that appropriate financial systems and controls are in place.
- Ensure accurate and proper records are kept.
- In conjunction with coach, ensure proper handling and securing payments and petty cash at team events and meets.

### **Terms of Positions**

- One year terms following the club diving competition year, beginning and ending in September.
- May be renewed annually upon meeting performance expectations at the discretion of the head coach, Mark Ruiz.
- Have a child or have had a child enrolled in YCF Diving.