



PARENT REPRESENTATIVE GUIDE

(Adopted 09.01.2023 / Last revised 09.01.2023 – J. Chen)

Job Responsibilities:

1. Work with lead coaches to coordinate group activities – at least 1 per fall, spring, and summer
2. Contact to all new families to let them know who you are and find out if they have any questions
3. Mentor new and current families on the following:
 - a. Explain opt in/out procedures
 - b. Practice schedule questions
 - c. Meet volunteer responsibilities
 - d. Attend group appropriate meets or appoint another group parent who will attend to field questions
4. Send group emails regarding important team news
 - a. Upcoming volunteer opportunities
 - b. Charity Drives
 - c. Group/team sponsored activities
5. Coordinate monthly group birthday celebrations
6. Attend all group meetings organized by the coach

Group Activities Details:

Note that for all group events/parties/money collections, when communicating with parents,

- **DO NOT** include any personal information like
 - Email address – please use bcc
 - Actual birthday of swimmers – Month is OK
- Mention that all social events/activities and money collections are optional. They are not mandatory. Parents/swimmers should not be obligated to attend/participate
- Due to liability insurance reasons, social activities that involve coaches and athletes **MUST follow these guidelines:**
 - Any parties and social events (like Welcome Party, Birthday Party, Morning Donuts) that will be held after practice at the practice facility in the community area, outside the pool gates are approved by USA Swimming's insurance
 - Any parties and social events that will be held **OUTSIDE** practice facilities, and involving activities not related to swim practices or competitions will need to get approval from FCST. FCST needs to check if additional insurance coverage is needed (special event policy)

**** If you are not sure, it is better to ask. Give FCST at least 2 week's notice to submit to underwriting. Provide information below**

- What – Type event/activity (like go karting, volleyball court, pool party and etc)
- Where – Name of venue and type of venue. Provide venue website (if applicable)

- Who – Number of registered athletes, age ranges, is the event just for athletes or include parents/siblings
- When – Date and Time

Birthday Celebrations:

- Will be **held after practice at the practice facility** in the community area, outside the pool gates. Food and cake will be served
- When you receive the roster, look over each month and see who is celebrating a birthday. There may be none
- Contact your coach asking when they would like to do the celebration. Some coaches will do the celebration once a month and some will do once every 2 months
- Once you have an idea of when the coach would like to do the celebration, contact the parents of the birthday children via email. Confirming that they will be there
- We have had groups that do it differently
 - Asking parents with birthday swimmers to bring store bought snacks/treats to share with the group
 - Collecting certain amount of money ahead of time from all parents in the group. Parent rep(s) will be responsible for getting snacks/treats to share with the group
- Remember to communicate in the email to bring enough snacks/treats for all swimmers and coach(es). Again, this is not mandatory
- Some examples of snacks that we can share with the group – Pizza, Cupcakes, Muffins, Donuts, Kolaches, Cookies, Chips, Popcorns, Pretzels, Energy Bars, Chips, Candies, Drinks (Juice Boxes, Milk, Water, Gatorade) and etc
- Parents also might help to bring a table, tablecloth, napkins, plates, birthday hats and etc

Holiday Parties/Dinners:

- **Please check if additional insurance coverage is needed if hosted offsite. Provide information as mentioned above**
- We do holiday party each year
- Email or talk to your coach to find out if they have a place and date in mind
- Communicate with your group about the date, time, menu, money to be collected (if needed to pay in advance). This is not mandatory if parents/swimmers do not wish to attend/participate
- When planning events at offsite locations, please mention that the event is not related to FCST and that it is at your own risk. Check with your coach before communicating with parents as each offsite event is different

For Example:

Disclaimer: This activity is a "play at your own risk" event and FCST has no affiliation to the gathering in regards to all the swimmers attending. FCST nor I are liable for any issues that may arise at the event.

- For younger group, you might want to mention in the email that this is not a drop off and go event. Parent(s) or guardian(s) will need to stay with their swimmer
- We have had groups that combine groups for holiday party. Check with your coach if that is OK. Once you get the confirmation, you can work with parent reps from other groups to start planning and booking

- Some parents might start asking a gift for coaches. We have coach's favorite list. You can do the following:
 - Email parents coach's favorite list if they decide to do individual gift
 - Collect certain amount of money from parents if they would like to participate in the group gift for the coach. Communicate to the parents that this is not mandatory

End of the Season Party

- Please check if additional insurance coverage is needed if hosted offsite. Provide information as mentioned above
- This will be our short course and long course end of season parties. It can be hosted offsite after end of practice
- Email or talk to your coach to find out if they have a place and date in mind
- Communicate with your group about the date, time, menu, money to be collected (if needed to pay in advance)
- When planning events at offsite locations, please mention that the event is not related to FCST and that it is at your own risk. Check with your coach before communicating with parents as each offsite event is different

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If you have any questions, please don't hesitate to reach out to the Parent Representative Coordinator. If you are unsure who that contact person is, please reach out to FCST's volunteer coordinator at volunteers@swimfcst.com