

## COHO Parent Contact Information

Date: \_\_\_\_\_

Swimmers name(s): \_\_\_\_\_

### Father

Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Cell: \_\_\_\_\_

Home: \_\_\_\_\_

Work: \_\_\_\_\_

### Mother

Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Cell: \_\_\_\_\_

Home: \_\_\_\_\_

Work: \_\_\_\_\_

Above please list your phone contact order preference (1-3).

## COHO Parent Meet-Job Information

I \_\_\_\_\_ understand that if my swimmer is signed up for a home meet a representative from my family **will** be assigned and expected to fulfill a parent job for each session of the meet my child swims. Depending on requests from other host clubs, a representative from my family **may** be assigned a parent job at away meets in which my swimmer is participating.

The Parent Job Coordinator and Meet Directors will make every effort to assign parents to one of their preferred jobs listed below. In addition, steps will be taken to spread the job assignments around for away meets.

**At least one representative from every family should be prepared to accept the responsibility of a parent job during a session/meet in which they have a swimmer participating.**

Parent Meet-Job descriptions are listed on back. Please list up to three preferred Parent meet-jobs from the list on back.

Preferred Parent Job #1: \_\_\_\_\_

Preferred Parent Job #2: \_\_\_\_\_

Preferred Parent Job #3: \_\_\_\_\_

We have a reputation at Coho for running great swim meets. We want to continue to host great home meets that other clubs want to attend, but we need help from our parents. We do not want to "burn out" the same core group of parents that seem to end up working every session of every meet, all of the social activities, and other Coho events. We are asking everyone to do their part so all of the parent jobs can be easier for everyone.

# **COHO Parent Meet-Jobs:**

**ADMIN TABLE** – Assist the Administrative Judge with computer tasks such as entries, scratches, results, etc. at the Administrative table in the pool stands.

**ADMISSIONS** – Take admission and psych sheet money from spectators at the pool stands entrance. Also stamp hands, and direct swimmers to the locker rooms and parents to the bleachers.

**ANNOUNCER** – Make announcements during warm-ups and meet. During the meet announce event and heat numbers so swimmers and spectators are aware of what event/heat is currently swimming.

**BULL-PEN** – Located in the IM (lower) gym at DHS. Organize younger swimmers in chairs before their events. Walk swimmers through gender specific locker room to pool deck.

**CONCESSIONS/HOSPITALITY** –  
CONCESSIONS: Assist in setting up (before) selling food (during) and clean-up (after) meets.  
HOSPITALITY: Supervise Officials/Coaches hospitality room and make sure there is/are enough food/drinks. Occasionally walk pool deck and make sure timers, officials, and coaches have drinks.

## **DECK/RESULTS RUNNERS-**

DECK: Collect lane sheets from timers and bring them to the Admin table.

RESULTS: Collect event results from the Admin table and post them in the hall.

**HEAT WINNER-** Distribute prizes to each swimmer who wins a heat.

**HEAD TIMER** – Start two watches each race to serve as backup if any of the assigned timers fail to start or accidentally stop their watch. Notify announcer when substitute timers are needed.

**MEET SET-UP/TEAR-DOWN** – Before or after each meet help set up or tear down the lane lines, touch pads, timing system, chairs, Admin Table, etc.

**OFFICIAL** – Meet referee, starter, stroke & turn and administrative judges. This job **requires** that you attend a one-day training class hosted by ISI (no experience required). Contact Noreen Kreda at [Noreen.a.kreda@accenture.com](mailto:Noreen.a.kreda@accenture.com) if you are interested in becoming an official.

## **SWIMMER/PARENT CHECK-IN&AWARDS** –

SWIMMER CHECK-IN: Assist swimmers in highlighting their name and events to indicate they will be swimming in the meet.

PARENT CHECK-IN: Hand out nametags and highlight names of Coho Parent workers as they arrive.

Since check-in is finished before the meet starts, these parent workers will then move to awards.  
AWARDS: Receive labels from the Admin table, put labels on ribbons, and sort ribbons by team into bags.

**SAFETY MARSHALL-** Insure that USA Swimming and ISI safety rules are followed at swim meets. The person in this position must learn USA/ISI Safety Guidelines, District 113 Safety Guidelines, and Deerfield High School Pool Emergency Action Plan.

**TEAM STORE** - Manage the table where COHO items (suits, caps, t-shirts, etc.) are for sale.

**TIMER** – Two timers are needed behind each lane. Timers serve as back up for timing system in case of malfunction. Use stopwatch to time swimmers and record times on sheets.

**TIMING SYSTEM** - Run automatic timing console, double check that touchpad touches are registering, use back up function on console if pads malfunction or touches do not register.