

Team Parent Support:

1. Be the point person for coach Madi.

- Make sure everyone signing up for home meet positions
- Get a parent to take pictures and post on Shutterfly
 - Go to ELAPO Website: <https://hotelwaterpolo.swimtopia.com/>
 - Members Only - Shutterfly Site
- Be the festivity planner :)

2. Games/Meets:

• Sign-up Genius

■ Polo

- Parent Jobs:
 - **Announcer**
 - **Colorado System**
 - **Game Clock**
 - **Clock**
 - **Flags**
 - **(2 Slots) Book**
 - **(2 Slots) Admissions & Concessions**
 - **Photographer**
 - After Game Snacks? (Usually a snack and a drink)

• Swim

- **Announcer**
- **Colorado Timing System**
- **(16) Timers**
- **Head Timer**
- **(2) Admissions & Concessions**
- **Meet Manager**
- **Photographer**
- After Game Snacks? (Usually a snack and a drink)

- **Admissions** - Cash box locked in the swim office in the bottom locked cupboard. Seniors and students are free
 - Swim - Go Fan
 - Polo - Cash

- **Concessions** - Look through the tubs in the back of the Coach's office on the shelf. See what you need to add for concessions. **Do Sign-up Genius for parents to contribute items to sell at meets or games.**
- **Elevator** - you need to have someone at the TOP floor (off the track) to send the elevator DOWN first.

A bit of history: at some point in time, the ELSD program did post-meet dinners for all home meets. Then COVID hit and then we decided that post-meet dinners were actually really hard. We replaced it with **after-meet snacks for home meet (something tasty and a drink; we do things like donuts and apple cider, snack and chocolate milk, or just whatever people want).

For away meets, we send them with bus snacks—Gatorade, bottled water, and things like granola bars, Cheez-its, bananas/apples, etc.

For CAACs, we do deck snacks—apples/bananas, granola bars, cheese sticks, Gatorade.

You can do a Sign Up Genius for each meet OR one big Sign Up Genius. That is team parent preference. Recommendation: have people drop off away meet snacks at the bus ready to go; have people bring home meet snacks to the meet.

Tips for a Successful Sign Up Genius

- For volunteer sign ups:
 - Include reporting time for each slot
- For concessions and snack sign up:
 - Specify drop off time and location
 - Specify quantity
 - Include a slot for donations if you're willing to do the buying; people REALLY appreciate it.

3. Protocols for cash donations

We do not have a very strict process for this; the money does not rotate into and out of ELAPO finances so it's separate. That being said, documentation is good.

If you do donations for banquets, snacks, concessions, etc., here is a general protocol:

1. Solicit donations; give your own Venmo.
2. Keep a record of who donates what. Venmo does this so that is sufficient.
3. Buy what is needed.
4. Write an email to someone on the Board stating "We took in \$100 in donations, I spent \$75 for this meet, we will keep the \$25 for a future meet."
5. *Not necessary but sometimes good:* Keep other parents posted on how funds were spent. For example, at the end of the 2022 Girls Swim season, Venessa and Colleen (team parent) sent an email explaining how funds had been spent from the \$75 athlete fee, and Venessa communicated with parents about donations for meet snacks.

4. Senior Night: Celebration to be held on-deck

ELAPO will order & pay for the following items. **Team Parent will need to organize parents to pick items up for senior night:**

- Cupcakes - MSU Bakers OR Cake with Senior Pictures (Sams)
- Flowers for Seniors - VanAttas

Team Parent needs to make a sign-up genius for additional treats

Desserts & Drinks

Or something bigger like a taco bar

- Balloon Arch will be set up for the day.
- ELAPO will deliver senior gifts to the pool deck.
- ELAPO will also deliver 4 tablecloths for the film room
- Coach will have reserved the Film Room for the treat set-up.
- Coach Katie will make a digital program for parents to scan at the admissions table

Email to Senior Parents Before Senior Night:

Tomorrow is Senior Night for our girls! You've all likely seen this done a few times, but just in case, here are a few things:

- 1) Please reply and confirm who is accompanying the swimmer/diver for the introductions. It's often both parents but sometimes it's one parent or another important adult. If you can just send us the names, we will put them in the script (You may want to include phonetic spelling for the announcers.)
- 2) The parents walk across the bulkhead and meet the athlete while they're being introduced.
- 3) There will be a balloon arch for pictures and someone taking pictures of the parents and swimmers.
- 4) After the meet, we do have cake for everyone in the film room if you would like to join for a slice.

Please make your way down to the hallway by the pool (where the glass windows are)

Once diving ends

After the first polo game

so we can line everyone up. We will line up in order of the program.

Program Blurb For Senior Night

Welcome to Senior Night! Tonight, we take a moment and honor the (*water polo athletes*) of the class of 2023, along with their parents. We are excited to celebrate our seniors and their past and future accomplishments. (*If boy's polo: We are also honored to celebrate senior athletes from tonight's opponent, Okemos.*)

5. End-of-Season Banquet

- **Do a collection for end of season coaches Gifts**
 - Cards for coaches' gifts. (Swim: Madi, Katie, Tom. Polo: Madi, Katie.)
- **Do a Sign up for End of Season Banquet: Sweets & Celebrations**

6. Do a collection for end of season coaches Gifts