

Social/Spirit Committee Volunteer Handbook

The Social/Spirit Committee is comprised of a chairperson and many team leaders...there is lots of socializing and spirit involved in a summer swim team!! If there isn't a team lead associated with an area and you are interested in providing leadership, please contact Christie Latona at 301-879-8642 or Christie@greatu.com.

This handbook is an initial attempt to list responsibilities, tasks and timelines for each social/spirit team with the contact information for each team leader. This is a work in progress. If you are a team lead, please write up and/or modify the steps involved in your position so that new volunteers and team leads know exactly what is involved for each area.

We have included lists of folks who volunteered in particular areas when they registered. Volunteers, *if you haven't heard from anyone a week prior to your scheduled task, please be in contact with your team lead to confirm.*

The social committee is responsible for the "bold" activities during the 2009 season:

Date	Time	Event & Location
Sat, 6/13/09	8:00 a.m.	Snackbar for Time Trials @ Stonegate
Fri, 6/19/09	6:00 p.m.	Pasta Potluck
Sat, 6/20/09	8:00 a.m.	Snackbar and BBQ for Westleigh @ Stonegate.
Tues, 6/23/09	TBA	Carpool from Stonegate Pool to Bowling at White Oak
Thurs, 6/25/09	each practice	Donut Breakfast
Fri, 6/26/09	5:30 p.m.	Chili Cook-Off Potluck and Pictures
Tues, 6/30/09	TBA	Tye Dying for the Fourth of July with Coaches
Weds, 7/1/09	5:00 p.m.	Snackbar for Robin Hood @ Stonegate
Thurs, 7/2/09	each practice	Donut Breakfast
Frid, 7/3/09	6:00 p.m.	Breakfast Before Bed Potluck
Sat, 7/4/09	8:00 a.m.	Snackbar for Quince Orchard @ Stonegate
Tues, 7/7/09	TBA	Trip to Kings Dominion
Thurs, 7/9/09	each practice	Donut Breakfast
Tues, 7/14/09	TBA	Movie Outing
Weds, 7/15/09	5:00 p.m.	Snack bar for Norbeck Grove @ Stonegate
Thurs, 7/16/09	each practice	Donut Breakfast
Fri, 7/17/09	6:00 p.m.	Tex Mex Potluck and Pep Rally
Sat, 7/18/09	8:00 a.m.	Snackbar and BBQ for Woodley Gardens @ Stonegate.
Tues, 7/21/09	TBA	Carpool from Stonegate Pool to Laser Tag
Sat, 7/25/09	TBA	Team Awards Banquet

Getting the Word Out

In addition to posting flyers on the swim team bulletin board, please send any publicity and attachments via email to Allie Plihal (aplihal@aol.com) by Sunday evening. She will send out an email blast each Monday afternoon to the entire team. You may write as little or as much as you want. At minimum, please send her copies of anything you post and corrections/updates to items you are responsible for. Finally, include your preferred contact information so that if she has questions, she knows where to go for answers.

Serpent Snackbar Team Leader: Trish Ott

The snack bar is open each home meet (including time trials). The responsibility of the team lead is to:

1. Keep an inventory of items for sale—identify the big money makers
2. Provide a list of items to the shopper
3. Coordinate snack bar donations
4. Set-up, staff and close the snack bar during all home events
5. Do an end of the year clean out of the shed.

This year there are different rules regulating all MCSL snack bar sales. We must provide a receipt for all goods sold. Trish will be contacting those who signed up to bring donations more details.

Here is the snackbar worker schedule for 2009. The snackbar is set up 1 hour prior to the meet and we will need people to begin working 30 minutes prior to the meet.

6/13

Terri Schipani	301-384-1395	sd4439@aol.com
Mary Ross Southworth	301-879-8704	mrsouthworth@gmail.com
Karen Coyne	301-384-2896	krncoyne@yahoo.com

6/20

Terri Schipani		
Diane Gload	301-384-3444	tdgload@comcast.net
Lynette Scaffidi	301-509-8483	rick.scaffidi@comcast.net
Mary Ross Southworth		

7/1

Lynn Lockett	301-476-9714	lockett594@aol.com
Drew Deshler	301-879-4684	adeshler@mac.com
Paula Cirincione	301-384-2018	cirincione@verizon.net
Suzanne Redman		suzanne.redman@verizon.net

7/4

Diane Gload	301-384-3444	tdgload@comcast.net
Karen Coyne	301-384-2896	krncoyne@yahoo.com

7/15

Lynn Lockett		
Myndee Kerner	301-384-1109	patmyn@verizon.net
Jeanine Batchelor	301-879-2116	jbatchelor@aol.com
Paula Cirincione		
Jill Broer	301-236-5958	broerjil@yahoo.com

Donut Breakfast Team Leader: Sarah Kessous (301-384-6565)

Donut Breakfast happens every Thursday morning practice. The responsibility of the Team Lead is to:

1. Negotiate the best price possible from area donut shops (Cloverly Safeway, Colesville Giant) each summer.
2. Set the standing order with the winning vendor.
3. Assign and manage a donut runner, juice donators, and hostesses for each donut breakfast. Posting the assignments on the bulletin board and on the web can be a useful

The standing order for a team of 150 registered swimmers is between 10-12 dozen. We recommend starting with 12 dozen at the first breakfast and then adjust for subsequent breakfasts. We have found that keeping the order simple—like $\frac{1}{4}$ glazed, $\frac{1}{4}$ sugar, $\frac{1}{4}$ vanilla frosted with sprinkles, $\frac{1}{4}$ chocolate frosted with sprinkles—is MUCH better than a wide variety of donuts.

- The donut runner is responsible for making sure the donuts are at the pool no later than 9:00 a.m. on Thursday mornings. The donut runner:
 - goes to the Cloverly Safeway bakery at 8:15 a.m. to pick up the Stonegate Swim Team donuts.
 - pays for the donuts and then
 - brings them to the pool.

The boxes of donuts should go on the tables against the bulletin board in the pavilion. Then place a completed reimbursement form and receipt for donuts in the pool treasurer's box in the guard office.

- The host/hostess(es) is responsible for setting up and managing the juice and donuts throughout the practices. Donut breakfast is served after each practice and to help kids get through the line, we have found it useful to pre-pour the juice.
 - Get juice, cups and napkins out of the pump room (the juice should be in the refrigerator.)
 - Set up the food line so kids pick up a napkin, then donut, then cup of juice. You may have to remind kids to take only one. There should be donuts left over after the last morning practice. These donuts will be distributed by coaches to kids who come to Thursday evening practice.
 - 15 minutes before the end of practice pour enough juice for the kids currently in the pool.
- The juice donator(s) is responsible for bringing 4 gallons (total) of juice for each donut breakfast.
 - Check how much juice is in the refrigerator and buy accordingly.
 - Place juice in the refrigerator in the pump room before 8:30 on Thursday morning.

Here are the volunteers for Donut Breakfast for the 2009 season. Sarah will be contacting you about which role (runner, juice donator or hostess) you are needed to play.

6/25		
Jane Anderson	301-879-2882	sja905@aol.com
Debbie Seabold	301-717-9676	debbie@glenmontdesign.com
Mollie Weikert		
Carlos Brown	301-233-0798	carlos.brown@wachovia.com
Beth Janoff	301-879-4835	BDJW16@aol.com
Mary Doyle	301-879-0020	mdoyle1225@yahoo.com
Lisa Robinson	301-384-3622	1cr92@yahoo.com
7/2		
Jane Anderson		
Jai Bloyd	301-651-8899	duangjai@comcast.net
Mollie Weikert		
Lynette Scaffidi	301-509-8483	rick.scaffidi@comcast.net
Janice Williams	301-438-3086	jmpmw1@gmail.com
Brenda Wetzal	301-438-8236	brenda.wetzal@jhuapl.edu
Lisa Caplan	301-384-4525	lisa@lawair.com
Lisa Robinson	301-384-3622	1cr92@yahoo.com
7/9		
Jane Anderson		
Myndee Kerner	301-384-1109	patmyn@verizon.net
Beth Janoff		
Colleen Roux	301-384-1155	colleen_m_roux@mcpsmd.org
Lara Hogston	301-879-4772	larahogston@aol.com
Marjie Dewey	301-384-2738	marjie.dewey@gmail.com
Jennifer Willis	301-879-4540	grantandjen@msn.com
Lisa Robinson	301-384-3622	1cr92@yahoo.com
7/16		
Carlos Brown		
Beth Janoff		
Alexis Bailey	301-384-4843	alexisbailey@comcast.net
Marjie Dewey		
Lisa Robinson	301-384-3622	1cr92@yahoo.com

Outing Team Leader: Kala Surprenant 301-598-4248 kala.surprenant@ed.gov

The team lead is responsible for coordinating smooth and fun weekly outings for the team. Components include:

1. Select outings with coaches (indoor places are best)
2. Reserve space at the places for the desired dates/times
3. Find a coordinator for each outing. Coordinators:
 - a. Advertise the outings in the e-news, web and bulletin board. Please include the following information in your ad:
 - i. destination,
 - ii. meeting place,
 - iii. when (day, date, time),
 - iv. cost AND how/when to pay,
 - v. other (e.g., laser tag requires a permission slip)
 - vi. directions from the pool) and additional information. Typically we caravan from the SG pool parking lot.
 - b. Monitor the sign-up/payment process. We often will put a signup form attached to a large envelope to collect payment.
 - c. Bring extra copies of the directions to the meeting place.
 - d. Are the liason for the group at the outing place as needed. For example, at laser tag they like one person to interface with instead of the crowd!

The Terrific Tuesdays for 2009 include:

Event	Pre-Work and Notes
BOWLING 6/23/09	We traditionally have carpooled from Stonegate Pool to Bowling at White Oak. This is a great first outing as it promotes interaction. Pre-work: reserve 9-10 lanes, send information to Allie Plihal to post in newsletter, put up flyer on bulletin board, collect names, shoe sizes and \$\$ to get an accurate count, confirm with bowling alley final count.
TYE DYING 6/30/09	Tye Dying for the Fourth of July with Coaches. Pre-work: talk with coach Anna about the help she'll need in publicizing or preparing for this event.
KINGS DOMINION TRIP 7/7/09	We like to meet at the Eiffel Tower at a pre-determined time and then set a time to meet in the water park area. Pre-work: confirm that MCRD discount tickets are available for desired date, collect money, get MCRD discount tickets, sending information to Allie to post in newsletter (event and ticket order deadline), putting up flyers on bulletin board, collecting money, getting the tickets from the MCRD, distributing the tickets
MOVIES 7/14/09	G or PG movies only. We tend to go to Rockville Regal. Pre-work: pick a movie and time, set meeting time in lobby of the theatre, send information to Allie to post in newsletter, put up flyer on bulletin board.
LASER TAG 7/21/09	We tend to carpool from Stonegate Pool to Shadowland in Columbia. Pre-work: call Shadowland and reserve space for 50, send information to Allie to post in newsletter—including link to waiver—and put up flyer on bulletin board, confirm count with Shadowland.

Friday Pep & Potluck Team: Ann McCartin (301-774-0106)

The coaches have a pep rally each Friday evening at 6:00 p.m. Most of these are accompanied by food of some sort. The responsibility of the Team Lead is to send communications a reminder to post in the newsletter, post signups, and line up a host/hostesses for each Friday night.

The theme for the dinners is coordinated with the meet themes for the week.

- Posting Sign Ups. If the Friday food is a dinner, each family who is sending even one swimmer to eat, is expected to provide a dish to share. We have found it really helpful to make these Friday evenings a BYOB so that the amount of food is maximized.
 - Design a flyer that helps promote the theme. In general, you want to have twice as main dishes as any other category (ie, 2/5 main, 1/5 sides, 1/5 salads, 1/5 desserts). Sign-ups are optional.
 - Based on the theme provide suggested main dishes and sides.
 - Remind people to bring their own drink.
- Serving the Food. The host/hostess is responsible for setting up and managing the food line. Set up involves:
 - Pull out the folding tables so there is room to stand behind them.
 - Wipe down the serving tables and place a tablecloth on them.
 - Get plates, forks, napkins and serving spoons out of the pump room and put at the front of the line.
 - As people come in with their dish, arrange the food so people pick up a napkin/silverware then main dish, then sides, then dessert.
 - After the team cheers and swims, they line up to eat. You'll need about 4-6 servers to make sure that there is plenty of everything to go around. If you schedule 2 it is really easy for them to recruit others.
 - Once everyone has finished eating,
 - Wipe down table clothes
 - Return supplies to the closet in the pump room
 - Push tables back against the wall

Here's the schedule and volunteers for the Friday Pep & Potluck 2008 season:

June 19 @ 6 pm	Leslie Brown		
Pasta Potluck	Karl & Triny Klett	301-598-5910	Klett5@juno.com
June 26 @ 5:30	Piedad Jacome	301-989-1162	rumbero1963@yahoo.com
Chili Cook-Off (judging happens while team pictures are being taken)	Debbie Seabold	301-717-9676	debbie@glenmontdesign.com
	Karl & Triny Klett	301-598-5910	Klett5@juno.com
July 3 @ 6 Breakfast Before Bed	Liz McCullough	301-281-8467	ecmccullough@mmm.com
	Christie Latona	301-879-8642	christie@greatu.com
July 17 @ 6 Tex Mex	Christie Latona	301-879-8643	christie@greatu.com
	Suraya Mohamed	301-370-6737	surayamo@yahoo.com

OPTIONAL SPIRIT TEAM LEAD

Many Friday's have a theme associated with them that carry through the Saturday and Wednesday meets throughout the week. If it is a home meet on Saturday, kids decorate the sidewalk and parking lot with chalk. Any ideas you have (eg making posters, painting nails, etc.) to get the house of the serpents in order for the meet—go for it. Other Friday's have a theme. This year it is Wild West, Hawaiian, and Superheros. Ideally, after we eat, we provide an economical and easy project that kids can wear to the meet so that they are dressed up for the theme. For example, for the Wild West, you might bring in an old sheet, some sharpies and have the kids make a bandana.

Spirit Wear Team Leader: Selene Altobelli (301-879-1116)

The Spirit Wear Leader is responsible for coordinating the design, ordering and selling of spirit wear that helps promote team spirit while raising money for the team.

Here's the spirit wear salesforce for 2009:

Photo-journalist Team Lead: Marcel Vaughn

The team lead is responsible for collecting photos and video of the team throughout the season, presenting a compilation of the season at the banquet, and offering copies of the DVD/CD to the team.

The photographers who signed up for the 2009 season include:

Jackie Stock	301-384-8315	jackie.stock@jhuapl.edu
Lynn Lockett	301-476-9714	lockett594@aol.com
Lynette & Rick Scaffidi	301-236-4124	lynette.scaffidi@comcast.net

Saturday Home Meet BBQ Coordinator: TBD

The BBQ coordinator has to coordinate the shopping, preparing, cooking, ticket sales and clean up for the Home Meet BBQs. Following each Saturday home meet we have a team BBQ for \$4/person. The BBQ includes:

- Hamburgers, veggie burgers and hotdogs (all with buns)
- Fixings: sliced tomatoes, lettuce, onion, relish, ketchup, mustard,
- Nachos (tortilla chips with cheese)
- Potato chips
- Watermelon
- Cookies

Usually, the tables are prepared at the break in the meet and some fathers are recruited to man the grills. Meat should go on the grill following the 8 & under butterfly events.

Tracy McGowan	301-879-3180	mcgowan_tracy@hotmail.com
Lisa Caplan	301-384-4525	lisa@lawair.com
Brian Doyle	301-460-1839	magconley@verizon.net

OPTIONAL: Home Meet Party Team Lead

This team lead is responsible for helping to make our home meets feel festive through legal gambling (Raffle) and music. The music coordinator plays music that gets swimmers and fans alike pumped for the meet. The music plays:

- During warmups (60 minutes during warmups)
- When timers walk from one end of the pool to the next (switching from 25s to 50s) approx 3-5 minutes per walk
- During the break (10 minutes)

End of the Year Banquet Team Leader: Jackie Stock and Terri Schipani

The team lead is responsible for throwing a great end of the year party. Components include:

1. Selecting & confirming a caterer
2. Reserving a DJ
3. Advertising
4. Getting payment and an accurate count
5. Decorating
6. Set-up
7. Clean-up

Here's the crew that has signed up to help with the Swim Team Banquet on July 25, 2009:

Terri Schipani	301-384-1395	sd4439@aol.com
Jackie Stock	301-602-7500	jackie.stock@jhuapl.edu
Diane Gload	301-384-3444	tdgload@comcast.net
Lynn Lockett	301-476-9714	lockett594@aol.com
Mollie Weikert	301-388-0139	molliesings@verizon.net
Tracy McGowan	301-879-3180	mcgowan_tracy@hotmail.com
Lisa Caplan	301-384-4525	lisa@lawair.com