



## **Parent Advisory Teams**

Behind the scenes at ADT & ADTF are the parent volunteers. ADT & ADTF is both known for their energy and excitement on the pool deck and for the well-run, nationally-recognized diving events.

### **Social Team**

- Coordinates with coaches on social events Atlantic Diving team.
- 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 2020-2021 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 Atlantic Diving Team 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 Aquatic Center and Pito's schedule
- Coordinates the food for the event (by all ADT Diving parents).
- Works with the Aquatic Center 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 Rip10 Invitational, Nexgen Diving Invitational, Michele Mitchell Invitational, and any other diving events ADT hosts throughout the year.
- Stuff the bags prior to the respective meet.
- Creates personalized athlete stars for 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, Rip10 Invitational, Nexgen Diving Invitational, Michele Mitchell Invitational, 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 ADT in writing that they cannot be photographed.
- Photography goals at every meet include capturing each ADT diver competing at least one dive and a team photo for each meet.
- Photographs will be used by Atlantic Diving Team 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 (T.B.A , 2021-2022)**

- 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 ADT 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 ADT Diving.
- Coordinate team apparel choice using input from 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, Rip10 Invitational, Nexgen Diving Invitational, Michele Mitchell Invitational, and any other events hosted by ADT Diving.
- Oversee completion of volunteer requirements by athlete and/or family.

### **Parent Advisory Team Treasurer (T.B.A, 2021-2022)**

- 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, Osvaldo Pito Alberty.
- You are a Parent or friend of a current or past athlete of the Atlantic Diving Team.