



# How to be an Athlete Representative

Created by and for the Athlete Committee



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# Mission Statement



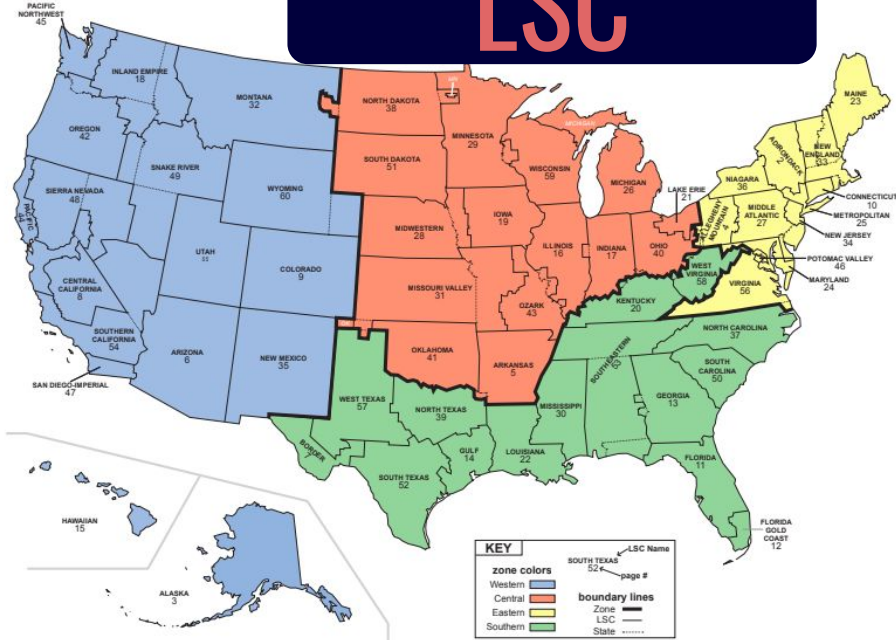
“To share knowledge, develop leaders and promote inclusivity to unify the athlete community.”

**PACIFIC**  
SWIMMING  
Developing leaders in the pool  
to promote leaders in the world *Athletes*



# Defining an LSC and Zone

## LSC



## ZONES



# Defining Leadership Roles

## Club Rep:

The Club Athlete Representative represents their swim team. They attend all athlete committee calls to share what their team is doing and take any information back to their team. They also have the option of attending Zone calls. They serve as a leader, help their coaches, and work with teammates to better their team and Pacific Swimming as a whole. They can also serve on committees of choice to further contribute to Pacific Swimming. Lastly, it is important that they take the Athlete Protection Training Course ([Link](#)).

## Zone Rep:

The Zone Athlete Representative represents their zone. While they can voice issues and opinions regarding their team, they can only carry a vote for one position. There are five zone reps, including Zone 1 North, Zone 1 South, Zone 2, Zone 3, and Zone 4. They attend all athlete committee calls, and all zone calls to share what their zone is doing and take any information back to their zone. They can also serve on committees of choice to further contribute to Pacific Swimming.

## LSC Rep:

The LSC Athlete Representatives represent the whole athlete committee to the LSC Board. There are two LSC reps: the Senior Athlete Rep and the Junior Athlete Rep. The Senior Representative is like a mentor to the Junior Rep, but ultimately, it is a partnership. The LSC Reps have the most responsibility out of all the Athlete Reps, attending all athlete committee calls, zone calls, and any additional meetings, such as the Board of Directors. LSC Reps are required to lead and write agendas for athlete committee meetings. They also serve on committees of choice, and any other committee meetings without Athlete Reps. You must be 15 years old or a sophomore to apply for this position.

# Communication Between Club Rep & Coach

As a Club Representative, one of your primary responsibilities is to communicate with your coach and teammates on a regular basis. Each month after the Athlete Committee Meetings you should share any information relevant to you teammates. You'll often be provided links to resources and surveys, email templates to share info and ideas for team interaction projects. Some examples of information to share are:

- Meet Assessment Survey
- Mental Health Resources
- Resource of the Month Articles
- Current LSC Opportunities

# Ideas for Club Rep Projects

As a club representative, there are many opportunities to work with your coach and team to improve your club, community, and LSC. Your responsibility as a representative is to communicate with your coach about project ideas you would like to accomplish in the next year. The goal of a club rep is to build team culture and better their community. Some projects you could pursue with your coach and club include:

- Creating an environmentally friendly swim meet by eliminating single use plastic
- Team Movie Night / Bowling Outing
- Water Rafting
- Team fundraisers (partnership with local restaurants)
- White elephant during the holidays
- Dryland tournaments using different sports
- Team dinners/activities after travel meets
- Design fun new team gear (pj pants, bucket hats, mask, t-shirts etc)
- Big buddy/little buddy bonding events
- Toy Drive, Food Drive, Volunteer at Local Food Bank, etc
- Partner with service organizations (ex: Kick for Kids)
- Beginning of the Season Celebration

# Mentoring Guide

**When:** As you begin your junior year of highschool, you want to begin thinking of someone to take your place as an athlete representative when you graduate. When you begin your senior year, you can begin training them (see what to do below).

**How:** As you begin to look, communicate with your coaches about who they have in mind and who you have in mind. You should look for an eighth-grader or a freshman so that they have plenty of time to become familiar with being an athlete representative and have the opportunity to fully participate in the Pacific Swimming community. They *do not* have to be the fastest swimmer on the team. They should be a collaborative team leader and a good communicator who works well with their coach and relates information to and from the committee. Additionally, they should be looking to better their team and LSC.

**What to Do:** As you begin to teach your buddy, have them come to athlete meetings to understand what an athlete representative does. As a mentor, it is your responsibility to send the “little buddy” the meeting information and send the Vice Chair of Program Development the swimmer’s name, grade, team, and the parents’ emails. Remind them that they can just sit and listen in the beginning. Use the Athlete Representative handbook to explain the basics of being an athlete representative, and give them your contact information for any questions they may have. Before you graduate, they should have submitted the application to officially become an athlete representative.



# How to Become an Athlete Representative

1. When you are ready to become an Athlete Rep for your team, speak to your Head Coach to get their approval. Then fill out this [application form](#).
2. Once your form has been submitted, you will receive an email confirmation within a few days along with information about the next meeting date, and an invitation to the Committee GroupMe chat.

# How to Apply for a PC Committee

1. Refer to list of committees to see if you are interested in any of them.
2. On the [Pacific Swimming Website](#), you can see all the committees and what athletes are on each committee. Contact the vice chair to be assigned to a committee of your choice.
3. You will be introduced to the Committee Chair by email and they will be asked to add you the email list.

# Index of PC Committees

**\*all committees with the exception of the Audit Committee and Administrative Review Board must have 20% athlete membership in accordance with USA Swimming bylaws**

**Age Group:** The Age Group Committee plans meets and events for swimmers under the age of 15. They make sure these meets coincide with all rules and regulations put forth by USA Swimming.

**Athletes:** The Athlete Committee is where all athlete representatives come together to discuss any new information in different clubs, zones, and committees. They also plan ways to engage athletes through social media, leadership summits, and challenges.

**Administrative Review Board:** You must be over the age of 18 to apply to this committee.

**Camps:** The Camp Committee plans camps for swimmers. They must coordinate all aspects of the camp, including a budget, time, location, marketing, etc. The camps usually help swimmers gain

skills like leadership through fun activities, water collaboration, and talks from leaders within Pacific Swimming.

**Club Development:** The Club Development Committee helps improve clubs within Pacific Swimming and helps new clubs in their process to start a new team.

**Disability, Diversity, Equity, and Inclusion:** The DDEI Committee spearheads efforts to ensure that swimmers of all abilities and backgrounds are embraced within Pacific Swimming. This committee is dedicated to fostering Disability, Diversity, Equity, and Inclusion (DDEI) within our LSC. By advocating for accessible facilities, representation, and fair treatment, the committee champions the participation of individuals with disabilities and promotes a diverse and equitable swimming community. In addition, they organize an annual DDEI camp, aimed at enhancing athletes' understanding of and appreciation for these principles, emphasizing their significance in the world of aquatics.

**Finance:** The Finance Committee reviews and approves the expenditures within Pacific Swimming. They must review and approve the yearly budget, including the supporting income and expenditure schedules for items like membership and meet income, senior travel, administrative expenses and other programs supported by the organization.

**Governance:** The Governance Committee is responsible for keeping the LSC within the rules of USA Swimming. This includes reviewing the LSC and reporting any discoveries back to Pacific Swimming.

**Investment:** The Investment Committee ensures our investments are strategically managed to meet the goals of the organization. The committee recommends investment funds expenditures and reviews the fund's performance.

**Meet Award:** Meet Awards are a subcommittee of the Scheduling Committee. They review applications from clubs who would like to host LSC meets. The subcommittee then chooses the hosts, based upon established criteria, that will best meet the needs of the LSC as a meet host for the coming year's meet schedule.

**Officials:** The Officials Committee conducts programming to recruit, educate, train and certify a diverse team of USA

Swimming officials. LSC officials provide quality and consistent officiating for athletes in the LSC and a safe swimming environment.

**Open Water:** The Open Water Committee is in charge of all swimming that pertains to the ocean. They make sure to keep it safe and fun.

**Safe Sport:** This committee works to ensure that all members within the LSC can feel safe around the pool, fostering a fun and healthy environment for all members. It promotes programs and classes that educate swimmers, coaches, parents, and volunteers on the prevention of misconduct and abuse within the sport of swimming.

**Scheduling:** The Scheduling Committee plans a schedule of all LSC meets throughout the year which is the framework for the LSC wide meet schedule. They are committed to ensuring all meets are held strategically in accordance to other meets.

**Senior:** The Senior Committee plans all senior swimmer events, or all 15 and up events. This includes the development of senior meets such as Sectionals and Senior Open meets.

# Working and Leading in a Virtual Setting

As an athlete rep, all of your meetings will be held on Zoom, with the exception of the October House of Delegates. This virtual setting can create unique challenges that you may not come across in person. Here are some tips to make the most of your virtual environment.

## Common Virtual Platforms for Pacific Swimming Athlete's Committee

- Zoom
- Email
- GroupMe
- Instagram
- Google Drive

### **-General Tips-**

**Limit Distractions:** Make sure to place your computer on “Do Not Disturb,” and put away your phone and other unnecessary distractions. You may turn off your Zoom camera, but be aware that this will make it easier to be less engaged.

**Be Prepared:** Prior to the athlete committee meeting, be sure to read the minutes of the previous meeting and read over notes from any subcommittee and/or zone meetings you may have attended since the last athlete committee meeting.

**Communication:** Clear messaging is the key to working effectively. Tone can be interpreted differently on a virtual platform-when in doubt, go for positive tone. Neutral tone is often interpreted as negative and positive tone is interpreted as neutral.

## **-General Tips (continued)-**

**Don't Be Afraid to Reach Out:** Feel free to maximize different virtual platforms to ask questions/for help from the more experienced athlete reps. The end of athlete committee meetings are a great time to ask questions!

**Be Inclusive and Supportive:** The virtual setting can often discourage athletes from speaking up (especially newer athlete reps). Make sure to do your part in ensuring that everyone feels included and comfortable. Bring athletes into the conversation (ie: "Hey so & so, what do you think about this idea?"), and if you are new, don't be discouraged if you don't feel comfortable speaking in the first meeting! We are all here to help each other and celebrate everyone's ideas and successes.

**Be Respectful:** Please do not take screenshots or screen recordings of meetings or individuals within meetings without their explicit consent.

## **-Subcommittee/PacSwim Committee Tips-**

**Be Proactive:** Take initiative on these committees! Please don't be afraid to do something that you see needs to be done. In meetings you can designate a person (or a few people) to take initiative on administrative tasks such as note taking, scheduling, and writing the minutes.

**Maintain Communication:** Especially in a virtual setting it can be hard to stay in contact with other committee members. Always make sure to "Reply All" in committee thread emails so that everyone stays in the loop.

**MAAPP Rules:** Per Safe Sport Rules, if you are in communication with an adult, only email them between the hours of **6am - 10pm**. Please remember to **always** copy a parent, guardian, or another adult on emails in these communications.

# Having a Voice and Advocating for Yourself

As an Athlete Representative, you have many duties. **You** are representing Pacific Swimming as an **athlete**, therefore, you have a say in what is to occur in committee meetings. The adults are here to observe the wishes of the athletes, so it is crucial that the athletes use their voice. As an athlete rep, you will be stating ideas, sharing your opinion on different topics, and listening to important details that pertain to the subject.

All ideas are valid, and we want to ensure you feel comfortable voicing your ideas because they could be implemented. This part of being an Athlete Rep is crucial since you will be voicing your opinions on different topics/ideas from an athlete perspective. Since we are athletes, we know what would be best for us and what would work well for our fellow swimmers.

For instance, at Convention, there was an Eastern Zone meeting where the adults wanted to host their senior meet at a college that has an openly discriminatory climate. Because the athlete representatives did not want this, they walked out, discussed it, and came back to pass a motion that any swim meet venue must comply with the USA Swimming Code of Conduct. Their voices were heard, further proving how powerful our perspectives on everything is.

Sequentially, as a participant in athlete and/or committee meetings, you are always welcome to state your ideas and opinions on the topic being discussed because even the slightest detail will be appreciated. Advocate for yourself, and speak up when you feel comfortable or when you feel it is needed.

## Questions and Contact Info

If you have any questions, please don't hesitate to ask:

[srathleterep@pacswim.org](mailto:srathleterep@pacswim.org) - Senior Athlete Representative

[jrathleterep@pacswim.org](mailto:jrathleterep@pacswim.org) - Junior Athlete Representative

[vhernandez@pacswim.org](mailto:vhernandez@pacswim.org) - Pacific Swimming Vice Chair