



# Steiner Ranch *Stars* Swim Team

## Swim Team Board and Committee Chair Job Descriptions

### President

- Set and carry out the strategic vision of the Stars Swim Team organization to establish the purpose and value of the swim team to its members and the community
- Set the board meeting calendar and conduct monthly board meetings beginning in September
- Work closely with Taylor Woodrow (Steiner Ranch developer) to ensure good relations between the Stars and the HOA (Home Owner's Association)
- Ensure that there is a satisfactory facilities usage contract in place with the developer for the Stars team to hold necessary practices and swim meets
- Oversee the budget, to include strategic planning with forecasting of expenses and income
- Responsible to ensure that a qualified coaching staff is hired, retained and performs to the board's expectations
- Meet with board members and committee chair persons to ensure that they understand and meet their commitments for a successful swim season
- Represent Stars team at the monthly facility committee meeting
- Function as a spokesperson for the team within the community
- Ensure that new parent orientation meetings are conducted at the start of each season
- Attend and oversee all key Stars team events: Registration, New Parent Meetings, Meets, etc.
- Function as point of contact and/or escalation for committee chairs during swim meet planning and on the day of meets
- Work closely with Stars coach following registration to maximize numbers in each age group
- Ensure the running of successful home swim meets
- Establish a nominating committee each June to recommend board members for the next swim season (new board is set at the end of each swim season)
- Function as a daily point of contact for the swim team coach for any issues that may arise regarding weather, discipline, etc.
- Resolve discipline issues with swim families
- Retain a photographer and organize team pictures yearly

## **Vice President**

- Function as an assistant to the president
- Prepare to assume the job of president when the president's term expires
- Perform the duties of the president in his/her absence
- Attend all board meetings
- Attend and assist at all key Stars team events: Registration, New Parent Meetings, Meets, etc.

## **Treasurer**

- Collect all monies for the Stars swim team
- Deposit Stars funds in a bank account approved by the executive committee
- Keep an accurate record of the receipts and disbursements of Stars funds
- Attend Board meetings and present current financial status to the board
- Collect timecards from the coaching staff and provide payment to staff weekly
- Reimburse expenses of Stars committee chairs and board members as needed
- Attend registration event to collect family dues
- Ensure that the Stars team accounting complies with applicable tax laws

## **Secretary**

- Maintain documented minutes of all Board/Team Meetings
- Oversee all team communications including Newsletter and Website
- Maintain Yahoo Group required for team communications
- Issue all yahoo communications or coordinate communications.
- Assist with administrative components of all swim team events (i.e. time trials, registration, volunteers, home meets)
- Monitor Absence Reports to ensure consistent list is held by both coaches and volunteers
- Assist at meets and/or practices as needed

## **Equipment**

- Oversee maintenance and purchase of all facilities equipment for the Stars
- Function as a point of contact for coaches for equipment

- Maintain inventory of equipment and provide to Treasurer annually
- Attend board meetings
- Price and purchase equipment with approval from the swim board
- Assist at meets and/or practices as needed
- Coordinate with meet director on pool set-up for meets
- Ensure that the equipment room is organized and orderly

### **Meet Coordinator**

- Coordinate activities for all home meets, to include parking, concessions, volunteers, starters, announcers, equipment
- Coordinate schedules and any other issues for home meet weekends with the HOA representative.
- Conduct walk-through on the Wednesday night prior to home meets with all concerned parties (see list above)
- Oversee set-up and clean-up during home meets.
- Address issues at home meets that are outside of the scope of the general meet director (i.e. not swim-related)
- Correspond with other swim clubs each week to coordinate meet times, locations, constraints, issues and rain outs/delays if necessary.

### **Apparel**

### **Circuit Representative**

- Responsible for all communications between the Stars and the Northwest Swim Circuit
- Represents the Stars swim team at the circuit meetings
- Brings forth questions or concerns on the Stars behalf to the circuit
- Attend board meetings and provide circuit updates, if applicable

### **Fund Raising Chair**

### **Social Chair**

- Coordinate time trial concessions
- Arrange weekly team outings during swim season
- Work with venues to arrive at the best possible group price
- Advertise outings to the swim team
- Pay for outings that require pre-payment and obtain reimbursement from the Treasurer
- Arrange social outings and rewards for the coach to award for special recognition to swimmers

- Assist at meets and/or practices as needed
- Attend board meetings as needed
- Plan and run the end of season party (food, fun, DJ, Awards Ceremony)
- Coordinate with other social chairperson, if applicable

## **Volunteer Coordinator**

### **Registration Chair**

- Attend Board Meetings
- Update Registration Packet yearly with input from swim board members
- Send finalized registration packet electronically to Web site coordinator
- Arrange for copying of registration materials
  - Provide registration packets to HOA office
  - Make registration packets available at your home for pickup
- Collect registration packets during pre-registration period
  - Maintain list of registered returning families
  - Send out confirmation notices to registered returning families
  - Request more information on incomplete packets
- Provide resulting swimmer numbers and data to the board members at the end of Returning Family registration
- Register new families at New Family Registration
  - Log families in line upon arrival (if necessary)
  - Ensure packet information is complete
- Update family folder boxes for the new swim year
  - Obtain list of swim family names from Treasurer
  - Obtain Code of conduct documents and include in folder boxes
  - Insert new family folders and discard folders no longer in use
  - Place all Emergency Medical Forms in waterproof container and provide to Coach
- Provide information regarding the swim team and registration in response to emails and calls
- Coordinate with other registration chairperson, if applicable
- Assist at meets and/or practices as needed

## Website

### **Beginning of Season:**

- Update the About Us page to reflect new position assignments (update all email links).
- Update the Calendar page for the new season.
- Update the Practice Schedule.
- Update the Coaches page and the Private Swim Lesson Info page.
- Update the Report a Meet Absence link to reflect the appropriate volunteers.
- Update the Sponsor page and the rotating sponsor link on the Home Page.
- Update the Swim Team 101 page.
- Confirm the link on the Home page for the new season invitational times is current.
- Post registration info.
- Update the Meet page with the new season schedule. Move past season meet results to Meet History page.
- Update the Resources page if necessary (e.g. Bylaw, Code of Conduct, Handbook changes).

### **Weekly Basis:**

- Update the home page with current meet info and notices for the week (e.g. social events, important reminders). Keep in contact with the Secretary, Social Event coordinator and Volunteer coordinator.
- Post rainout updates for practices and meet day.
- Post newsletter provided by the Newsletter volunteer (usually available on Wednesday morning) – link is on home page and Newsletter page.
- Post volunteer schedule provided by the Volunteer Coordinator to Home and Meets page (1<sup>st</sup> draft usually available on Wednesday morning, 2<sup>nd</sup> draft usually available on Friday morning).
- Post heat sheets provided by the Computer volunteer – individual meet entries, Steiner only heat sheet and combined heat sheet (Thursday evening).
- Post meet results provided by Computer volunteer (Saturday after the meet). On the Meet page, this includes the team results, relay results, individual results by event, new individual records and new relay records. On the Home page, this includes invitational qualifiers and team records.
- Update the Map page if necessary with updated meet directions.
- Note: Web volunteer no longer has to update photos as this is handled by the Photography volunteer.