

2009 Hobson West Swim Team Board Position Descriptions

**Please note:*

All Executive Board members work Registration. All Board members work registration. Each board member casts one vote. See by-laws/code of conduct for exceptions on Executive Board.

**Please note: The President or Vice President and one of the park district representatives must be in attendance at every meet.*

Additional job assignments (during meets) are determined by the number of families on the swim team. The number of these assignments may vary from season to season.

*Because of the labor and time intensive nature of some positions, several positions will have no additional Job Board responsibilities. Any number of jobs listed is tentative, based on **projected** number of families signed up. **The projected number of work assignments for 2006 is 5 plus one championship meet.** Should fewer work assignments be needed, families will drop to 4-5 assignments in order of number of consecutive years on Hobson West Swim Team.*

Executive Board

President: (EB)

Holds off-season meetings to prepare for upcoming swim team season. Topics to address include, among others,
Team administration
Hiring a coaching staff
Filling all open board positions
Training new board members
Working with Park Representatives re: Park District rules and regulations
New purchases
Preparing registration policy and fees with Membership

Responsibilities include

1. Establishing payroll and bonus criteria (all payroll must be met by sign-up fees) for coaches
2. Working with treasurer/accountant to set up payroll for coaches (dollar amounts, withholding, pay dates, etc.)
3. Conducting new parent orientations
4. HWST representative at City Meet (includes meetings, lifeguard)(See VP description for Classic Coordinator)

Host season end board/coaches party

Does not work meets

Does not work championship meets other than as City Coordinator

Vice President: (EB)

- Assist the president as needed; shadow president in anticipation of assuming responsibilities of Presidency.
- HWST representative at Classic Meet
- Attend Park District Classic Meeting
- E-mail to park district, as requested, projected number of classic swimmers
- Coordinate and assign HWST job assignments for Classic with Job Coordinator
- Secure, confirm and pay lifeguard for classic meet swim practice
- Set up team area evening before meet
- Provide laundry basket for team awards at setup (basket clearly marked with team name)
- Work Classic meet
 - Sign in workers
 - Secure from Head Timer watches if necessary
 - Manage assigned workers (breaks, shift change, etc)
 - Pick up awards/retrieve watches after meet
- Arrange for space for award ceremony (includes recruiting assistance for chair set-up/breakdown, screens, av equipment, air conditioning)
- Order trophies, medals, plaques and rosettes (Order in June, finish in July)
- Order ribbons and DQ cards (Dec/Jan per Park District)
- Update board job descriptions prior to the August Board Meeting
- Coordinate and chair by-law revisions committee, as determined by Executive Board
- Does not work dual meets, if possible
- Does not work championship meets other than as Classic Coordinator

Secretary: EB

- Attends Executive Board meetings and takes notes.
- Prepares minutes and e-mails to Executive Board members.
- Attends General Board meetings.
- Prepares minutes and e-mails to General Board members.
- Assists Board in all administrative matters, including administration of voting procedure during by-law revision(s).
- Assists Membership at Registration
- Attempts to limit number of mass e-mails sent out by evaluating the “urgency” of e-mail requests from board members...re-route requests to Webmaster/President/Splash Flash editor.
- Does not work meets, if possible
- Does not work championship meets, if possible
- Handles Publicity
 - 1. E-mails all dual swim meet results to Naperville Sun and Naperville Herald according to Park District Guidelines.

2. Periodically submits short articles to Hobson West Newsletter or web site

January: Announce any new changes/additions/head coach/established sign up deadline

February: Tentative schedule for sign-ups/information on t-shirts (design)/new team suit, fee structure changes, etc.

March: Note from Head Coach, if possible. Last chance to post sign-up information.

April: Publish, if possible, swim meet schedule.

Summer months: Records set, general positive information on team. Encourage neighborhood to frequent concessions at meet.

Treasurer: EB

Maintain Swim Team ledger using GAAP/Quicken software program.
Prepare an annual budget and review performance against budget.
Prepare financial statements for general board meetings and as requested.

Audit expenditures of committees/chairpersons.

Receive and deposit money from concession/special events/registration/other events.

Prepare checks as requested by Chairpersons for concessions/social/park district expenses/homeowners' reimbursements and any other.

Reconcile bank statements.

Prepare and deliver petty cash for concessions at home swim meets.

Deliver concession change to concession manager *prior* to each home meet start

Assist concessions in controlling shrinkage and inventory

Advise on financial matters as they arise.

Does not work meets, if possible

Does not work championship meets, if possible

Membership: EB

Organize and conduct registration.

Schedule Photographer and help with photo date.

Distribute photos when in. (Refer photo related problems to photographer.)

Pick 2-year swimsuit (new in even years)

Design team t-shirt and order.

Design team spirit wear, order and deliver within the first week.

Compile and put into a database all swimmer information.

Compile a wait list for age groups.

Verify birth dates and eligibility of new swimmers (returning

swimmers “grandfathered”, exempt from requirement).

Make sure all swimmers have signed a waiver BEFORE the season starts.

Assist in all matters relating to membership and registration.

Deliver waivers to Park District and pool by the due date

Monitor tally of non-resident swimmers during registration (as of 12/1/97 up to 40 non-resident swimmers are allowed on the swim team. At no time shall the total non-resident membership be more than 40% of the total team. Any exception must be approved by HW HOA.)

Have meeting with HW HOA Pool representative to determine the number of non-resident memberships available, fees and requirements. Communicate information via website prior to sign-ups and at registration to all non-residents.

Notify HOA of any non-resident swim team drops.

Does not work meets, if possible

Does not work championship meets, if possible

Park District Representative: EB

Attend every meet.

Maintain order. (Marshall) This includes acting as a liaison, when requested by President, in swim team matters between parent/team, child/team, team/park district, team/team or parent/parent which require a third or neutral party.

Attend Park District meetings monthly ~represent HWST to other teams (one HWST Park District required at every meeting)(fines to swim team for no representation)

Coordinate Swim Team practices with requirements of Park District

1. Background checks on coaches
2. Volunteer worker requirements for City and Classic
3. Resolve scoring or eligibility questions

Participate in Park District Committee assignment

Establish weather related cancellations/delays/early completions for dual meets

Assist in all matters between Park District and Swim Team.

Work City and Classic Meets as assigned by Park District

Does not have a job assignment assigned by team for championship meets.

Does not work meets, if possible

General Board

**Please note:*

All board members work Registration.

Each board member casts one vote.

*The number of meet related job duties (Job Board) will depend of number of families signed up. Number listed is tentative, based on **projected** number of families signed up.*

Because of the labor and time intensive nature of some positions, several positions will have no additional Job Board responsibilities.

Concessions: (2-3 persons)

Plans, coordinates and makes purchases for five or six home meets

Have knowledge of and satisfies Health Department requirements

Attend Health Department meeting in the spring.

Obtains Temporary Food Service Permit

Contracts with vendors for pizza and other as decided upon.

At registration, manages concession donation sign up

At registration, identifies potential workers

After registration, works with Treasurer to determine projected profit from concession donation.

Trains concession workers including possible grill assignments

Makes price board

Calls and reminds swim team members of their donation.

At meet, maintains check list of for member donation.

Makes reminder sheets to be given at registration.

Supervises set-up and clean-up at each home meet.

Handles petty cash received from Treasurer prior to each meet

Delivers cash box to Treasurer immediately following Swim Meet

Stores concession purchases at home during summer (Refrigeration available at pool)

Confers with EB regarding un-returnable concessions after last meet to decide whether to sell at water polo matches, use for pasta parties, year end party, etc.

Returns any returnable, unopened items to stores and refunds monies to treasurer.

Works with treasurer to monitor shrinkage/shortages.

Submits itemized receipts for reimbursement to treasurer

Secures 1-2 trustworthy volunteers to be head cashier

Holds a brief meeting at each meet for concession workers to remind of health department rules, no free food, etc.

Devise a system whereby the coaches and wave runners get (1) complimentary meal (one 1 slice of pizza, 1 hotdog, hamburger, or chicken sandwich or equivalent) and 1 drink per meet.

Works 5-6 home meets.

Does not work championship meet

Timer: (2)

Attends Board meetings to convey concerns specific to the timing at meets

Maintains, distributes, collects and stores stop watches and clipboards for Swim Team.

Conducts orientation meeting (short) 15 minutes prior to each dual meet. (including coordinating/clarifying lane assignments).

Distributes, stopwatches, clipboard, timesheets and pencils.

Supervises and provides relief to timers.

Inventories stop watches, clipboards, supplies at season's conclusion.

Distributes stop watches to Classic/City meet coordinators.

Each timer chairperson (up to 2 families) to work 5 meets each.

Assists in all matters relating to timing at all meets.

Confer with staff at pool at home meet to provide a dance music CD to be played during down time, before meet, during timers walk between 25 and 50 meter races.

Does not work championship meets, if possible

Splash Flash: (1)

Edits and posts newsletter to website. See handout for issue dates/topics.

Compiles current e-mail addresses for all Swim Team families.

Delivers copies of newsletter to families without e-mail to the youngest swimmer's mailbox.

Send mass e-mail advising when newsletter is on website.

Posts copy of newsletter at pool if space is available.

Attempts to limit number of mass e-mails sent out by evaluating the "urgency" of e-mail requests from board members...re-route requests to Webmaster/President/**Splash Flash**.

Assists in all matters relating to communications to Swim Team.

Splash Flash editor works 3 meets

Cannot work city championship meet as the final edition of **Splash Flash**, including results, has a less than 24 hour turnaround time.

If child is eligible for Classic, work Classic meet.

Photographer: 2 (includes producer of year end show)

The main goal of the photographer is to take at least two photos of every swimmer and coach on HWST.

Get a checklist of swimmers from membership to make sure every swimmer is in the slide show.

Attends as many swim meets and social events as possible to photograph swimmers.

Attends a small number of practices to photograph swimmers.

Arranges a substitute if unable to attend an event that takes place only once (water park, luau, kick off, city, classic, etc.) during the season.

Prepares a year end slide/power point presentation no longer than 20 minutes.***

Work 3 meets each

Does not work championship meets, if possible

***The slide show coordinator is a non-voting position although welcome to Board Meetings and Board Social Events.

Officials: (1)

Maintains Starting System.

Conducts Official Meeting prior to each home meet.

Works all home meets as starter, referee, or turn/stroke judge

Coordinates Official Training (prior to season's start)

Coordinates DQ cards

Trains and recruits others to train for official positions ~ starter, referee, stroke and turn judge.

Assists in all matters relating to recruitment, training and assignment of officials.

Additional meets 0

Does not work championship meets, if possible

Computer (2)

Handle all computer issues pertaining to swim team.

Advise on updating computer equipment

Attend software clinics provided by the Park District

Works with head coach and age group coaches to establish appropriate deadlines for line-ups preparedness, both at home and away meets.

Works with head coach to make sure as many heats as possible have filled lanes.

See manual for more details

Assist coaches in paper line-up conversion to software so webmaster can post on line.

Works at computers at all home meets.

Additional Meet Job Assignments: 0

Does not work championship meets, if possible

Clerk(s) of Course: (3)

Focus is providing event line-up to younger swimmers

Younger swimmers identified as 6/under~7/8~9/10.

Brings supplies to pool deck/bull pen area.

Arrives at 8:00 AM on Saturday meets/5:00 PM on weekday meets

Obtains heat/line-up sheets from coaches

Hang heat sheets with markers/highlighters on fence for swimmer sign in.

Line up and guide younger swimmers to correct event, heat and lane.

Coordinate younger swimmer relays.

Update *Get Ready* and *Current Event* signs during meet.

At meet conclusion, stores supplies.

Depending on number of Clerks on Board, coordinate assignments so that clerks do not work an excessive number of meets.

At season end, inventory supplies, request new.

Assists in all matters relating to meet line-up.

Additional Meet Job Assignments: 0 with no more than 3

Chairpersons.

Does not work championship meets, if possible

Special Events: (2-3)

Recruits volunteers to assist at HWST social events (asking for one hour commitment). Recruitment conducted at Registration.

Plans, prepares, and runs all swimmer social events for season including kickoff pizza party, luau, breakfast for 13 and older, 2 pasta parties, water park, season end party.

Works within budget

Additional Meet Job Assignments 0 when there are no more than 2 Chairpersons.

Does not work championship meets, if possible

Ribbons: (1-2)

By November, inventory current ribbon stock
By November, contact VP HWST with ribbon order
When ready, pick up Ribbon order at Park District Office
After Registration/Team Roster Completed, make new labels for individual swimmer mailboxes/files. (Boy/Girl; Age Group)
Fifteen minutes prior to every dual meet, have ribbon box and swimmer files at the Ribbon table. Meet Ribbon Job Workers to explain job.
After each meet, retrieve Ribbon Box and Swimmer Mailboxes/Files and have delivered to Pool Deck to Head or Asst. Coach at early practice.
Train Ribbon Job Workers ~
First volunteer proofreads each ribbon for accuracy (check times against time sheets)
Second/possibly third volunteer (depends on number of swim team families) files each ribbon according in swimmer mailbox/files.
In late July, obtain from Coach names of City Swimmers, Classic Swimmers, and other swimmers. Prepare year end award envelopes according to classifications/groupings.
After last dual meet, file any ribbons, etc. from mailboxes in year end award envelopes.
Obtain from President/VP Classic and City awards and file.
Ribbons chairpersons are encouraged but not required to work ribbons as part of their family job assignment.
With 2 ribbons chair persons – they each work 5 jobs, if one ribbons person – they will work no jobs.
Does not work either championship meet as they have several hours of work both weekends, sorting and filing.

Job Coordinator: (2)

Evaluates prior season's effectiveness in terms of job scheduling for meets
Recommends personnel placement for jobs at meets: specific positions/number of positions
Creates and maintains Job Board (sign-up, reminder calls, sign-in)
Creates job reminder notices for registration
Coordinates Job Sign Up at Registration
Calls (e-mails) to families with work assignments reminders
Prepares worker nametags for all meets
Keeps records as to each family's job fulfillment/ notifies President of non-compliance with agreement (fines)
Assists in any matter relating to work assignments.
Coordinates workers for both championship meets
Coordinates with President and Vice President on numbers of workers

required for Classic and City; which families have swimmers at which event, available assignments and times.

Check in workers at Classic and City.

Additional Meet Job Assignments 0 when there are no more than 2 Chairpersons.

Work 3 additional jobs

Works Classic and City Championships as worker check-in only.

Webmaster: (1)

Updates/generally maintains HWST website as requested by Executive Board, Special Events and/or Head Coach.

All material posted on website to be approved by President prior to posting.

Posts new records on Record Board at Pool.

Works 3 meets as well as one championship meet.

Auxiliary Board (non-voting)

Fundraiser: (Open)

Unique opportunity for one year position.

Coordinate 3-4 fundraisers pre-season and during meets.

No "product" selling involved ~

1. Family/Corporate sponsorships (year round)
2. The Viewing Sofa complete with shade and beverages (\$\$ vouchers for dinner at concessions) at 5 home meets (arrange in May)
3. Coaches' services auction (arrange in May)
4. Concessions at the band shell (apply in January)
5. Car wash at Sam's or Costco (apply in January)
6. Clean-up crew at Ribfest (apply in January)

(Families working clean up crew at Ribfest will receive a TBD \$\$ credit against their swimmer fees).

Non voting position although welcome at Board Meetings/Board Social Events.

Works 3 meets as well as one championship meet, fewer if band shell, car wash, clean up crew at Ribfest are arranged.