



Breakers Swim Team

Executive Committee, Board of Directors

And

Volunteer Positions

Position	General Duties and Responsibilities
<p>President</p> <p>Elected Position</p> <p>Executive Committee</p>	<p>Co-ordinate the activities of the Club</p> <p>Review and negotiate all Club contracts</p> <p>Review all pool bills before submitting them to the Treasurer</p> <p>Chair the Executive and Annual General Membership meetings</p> <p>Work as a liaison with the Region</p> <p>Interface with other Clubs, Swim Ontario and other political bodies</p> <p>Represent the Club at Regional, Provincial, Municipal and other meetings and functions as necessary</p> <p>Signing Officer of the Club</p> <p>Attend monthly Executive Meetings</p>
<p>Vice-President</p> <p>Elected Position</p> <p>Executive Committee</p>	<p>Preside over meetings and run affairs of the Club when the President has other commitments</p> <p>Work as a mentor for all sub-committees, providing direction and assistance as required, to all Board of Directors</p> <p>Signing Officer of the Club</p> <p>Attend monthly Executive Meetings</p>
<p>Treasure</p> <p>Elected Position</p> <p>Executive Committee</p>	<p>Handle all financial transactions of the Club</p> <p>Prepare, coordinate and monitor the budget</p> <p>Prepare and keep the financial records</p> <p>Present current financial statements at each Executive Meeting</p> <p>Collect swim meets fees as required</p> <p>Signing Officer of the Club</p> <p>Work closely with the Fundraising Coordinator to allocate volunteer credits</p> <p>Prepare accurate Children's Fitness Tax Credit Receipts</p> <p>Attend monthly Executive Meetings</p> <p>Minimum Requirement - general accounting knowledge</p>
<p>Secretary</p> <p>Elected Position</p> <p>Executive Committee</p>	<p>Keeps an organized file of minutes and correspondence</p> <p>Assists President in compiling meeting agendas</p> <p>Contacts all Executive members regarding upcoming meetings</p> <p>Records, types and circulates minutes</p> <p>Have available at each meeting all records as deemed necessary (i.e. Constitution, By-laws, past minutes, pertinent correspondence)</p> <p>Attend monthly Executive Meetings</p>

<p>Head Coach</p> <p>Appointed Position</p> <p>Board of Directors</p>	<p>To be in compliance with current Swim Ontario requirements to act as the Head Coach of a Swim Team</p> <p>Responsible for the implementation of a swim program appropriate for all athletes on the Team</p> <p>Choose an appropriate number of swim meets to attend each season to aid in the development of the swimmers</p> <p>Communicate swim meet information such as, dates, location, deadlines to the Membership</p> <p>Act as the Teams liaison to other Clubs, for all out of town meets</p> <p>Create and upload entry files for meets as required</p> <p>Work as the athletes advocate at swim meets</p> <p>Work with the Executive Committee and Board of Directors to ensure an appropriate numbers of Coaches have been secured each season</p> <p>To work with the Executive Committee and Board of Directors to develop a balanced season for Athletes and Families</p> <p>Work as the Breakers Coaches Representative to the Huriona Region</p> <p>To communicate cancelled practice times to the Town's Facility Booking Coordinator to ensure proper billing of pool times</p> <p>Attend monthly Executive Meetings</p>
<p>Officials Chair</p> <p>Appointed Position</p> <p>Board of Directors</p>	<p>Maintain a roster of qualified officials</p> <p>Promote an expanding roster of qualified officials</p> <p>Coordinate officials at all local meets</p> <p>Organize training sessions for parent members</p> <p>Liaison with parents and OSOA for on-line courses</p> <p>Liaison with officials and Senior Officials for deck evaluations</p> <p>Attend monthly Executive Meetings</p> <p>Minimum Requirement Level 1 Official (preference will be given to higher level Officials)</p>
<p>Fundraising Committee Chair</p> <p>Appointed Position</p> <p>Board of Directors</p>	<p>Establish fundraising projects for the season</p> <p>Coordinate members of all fundraising sub committees</p> <p>Assist in the preparation of an annual fundraising budget and be responsible for achieving the budget</p> <p>Keep track of all volunteer work completed by Club members</p> <p>Work closely with the Treasure to ensure all volunteer credits are awarded to members</p> <p>Attend monthly Executive Meetings</p> <p>Provide a detailed monthly report to the Executive Committee</p>
<p>Registrar</p> <p>Appointed Position</p> <p>Board of Directors</p>	<p>Liaison with Swim Ontario to comply will all rules and regulations for registering Athletes and Coaches</p> <p>Responsible for registering all Athletes and Coaches with Swim Ontario</p> <p>Provide a complete list of members to the Executive and Coaches</p> <p>Provide a current and accurate member e-mail list to the Executive</p> <p>Act as an official spokesperson for the Club at all registration activities</p> <p>Act as the primary custodian of registration data</p> <p>Ensure the maintenance, protection and archive of club registration</p> <p>Attend monthly Executive Meeting</p>

<p>Meet Manager</p> <p>Appointed Position</p> <p>Board of Directors</p>	<p>Successful completion of OSOA Meet Manager Course</p> <p>Make all necessary preparations for the Optimist Meet (consult with Swim Ontario SNC list of duties)</p> <p>Work with Official's Chairperson to recruit officials</p> <p>Work with Equipment/Set Up Coordinator</p> <p>Work with Food Coordinator</p> <p>Work with Publicity Representative</p> <p>Complete meet report forms and return to Swim Ontario within seven days of the meet</p> <p>Attend monthly Executive Meetings</p> <p>Preference will be given to someone with previous experience</p>
<p>Coach</p>	<p>To be in compliance with current Swim Ontario requirements to work independently on deck at any practice or swim meet</p>
<p>Publicity Representative</p>	<p>Publicize Club events and Swim Meets through the media</p> <p>Work with the Executive to develop an advertising budget</p> <p>Prepare and place advertisements as required</p> <p>Send thank-you letters to organizations as directed by the President</p>
<p>Hy-Tek</p>	<p>Work closely with the Meet Manager and Head Coach to develop event lists for meets</p> <p>Correspond with all Clubs attending our local meets</p> <p>Prepare all necessary paperwork for each meet</p> <p>Operate the computer system to ensure proper times and awards are recorded at each meet</p> <p>Upload Event Results to Swim Canada website</p> <p>Archive and maintain all HyTek files.</p> <p>Update checklists and procedures for operating the Hy-Tek System.</p> <p>Encourage new Hy-Tek Users for mentoring and training for improved redundancy</p> <p>Responsible to provide laptop (Swim Team does not provide computer)</p> <p>Responsible for Hy-Tek related print paper and printer. (Costs for these are covered by Swim Team)</p> <p>Responsible for managing Hy-Tek related bins and stapler, pencils, paper clips etc.</p> <p>Preference will be given to someone with previous experience</p>
<p>Fall Fundraiser</p> <p>Spring Fundraiser</p>	<p>To work closely with the Fund Raising Coordinator</p> <p>Manage all communications with fundraising companies</p> <p>Provide all necessary information to parents to run a successful fundraiser</p> <p>Explain to families how profits will be divided between families and the Club</p> <p>Track family participation and funds raised</p>

Hotel Booking	<p>Arrange hotels for all away meets throughout the season (approximately 6 meets per season)</p> <p>Provide all necessary information to families attending the meets</p>
Apparel	<p>Arrange for new team suits, caps, t-shirts, jackets throughout the season</p> <p>New team suits and caps to be available at the beginning of the season</p> <p>T-shirts and Jackets to be available in the fall</p>
Banquet 2 positions	<p>Work with the Executive to choose a date and location for the annual banquet</p> <p>Liaison with the Location for set-up and contracts</p> <p>Work with the Executive to develop a budget</p> <p>Responsible for all food, awards and gifts within the set budget</p> <p>Collection of all attendance fees</p> <p>Attend Spring Executive Meetings</p>
Swim-a-thon	<p>Work closely with Swim Ontario to ensure all legal rules and regulations are being met</p> <p>Ensure that parents understand the donation eligibility requirements</p> <p>Prepare swim-a-thon website information</p> <p>Promote Swim-a-thon as a valuable fundraiser for the Club</p> <p>Keep track of funds and provide weekly feedback / prizes to swimmers</p> <p>Work with the Executive to develop an incentive program for the swimmers</p> <p>Organize and run the wrap-up party</p> <p>Finalize all reports with Swim Ontario</p> <p>Communicate with the Banquet Coordinator, awards and presentations</p> <p>Keep records from previous years, for reference</p> <p>Attend and report progress at Executive Meetings</p>
Optimist Meet Food-Co-ordinator	<p>Work closely with the Hy-Tek manager to order/plan appropriate amounts of food required for swimmers and officials</p> <p>Prepare list of food required for the Optimist Meet</p> <p>Keep track of all food donated by families</p> <p>Organize location of canteen and Officials lunch</p> <p>Purchase all required fresh food required</p> <p>Work with Treasurer to have an appropriate float ready</p> <p>Keep track of all volunteers working shifts throughout the meet</p> <p>Provide the Fundraising Coordinator accurate documentation of all volunteer participation</p>
Optimist Meet Silent Auction Co-ordinator	<p>Provide a list of all local businesses for families to approach for donations</p> <p>Maintain a list of all businesses that have been contacted</p> <p>Provide a current donation request letter on behalf of the Breakers Swim Team</p> <p>Coordinate silent auctions set up and delivery of donated items</p> <p>Prepare all paperwork required to display silent action items</p> <p>Ensure proper bid open and close times are communicated</p>

	<p>Keep detailed results of all sold items</p> <p>Ensure that all items have been paid for, by the end of the auction</p> <p>Attend and report progress at Executive Meetings</p>
<p>Optimist Meet Equipment Set up and Take Down Co-ordinator</p>	<p>Work closely with the Meet Manager to organize complete set up and take down of all areas necessary to run the meet</p> <p>Move tables, chairs, run AV equipment as required</p> <p>Organize suitable AV to provide a display at the canteen</p> <p>Organize volunteers to assist in set-up and take down of all equipment</p> <p>Provide an accurate report of volunteers to the Fundraising Coordinator</p>
<p>Mini-Meet Canteen</p> <p>Fall Mini-Meet</p> <p>Winter Mini-Meet</p> <p>Spring Mini-Meet</p>	<p>Work closely with the Hy-Tek Manager order appropriate amounts of pizza and juice</p> <p>Sell pizza and juice at the end of mini-meet</p> <p>Work with the Treasure to have an appropriate float ready</p> <p>Clean-up canteen area on completion</p> <p>Store appropriate items for next meet</p>
<p>Mini-Meet Meet Manager</p> <p>Fall Mini-Meet</p> <p>Winter Mini-Meet</p> <p>Spring Mini-Meet</p>	<p>Successful completion of OSOA Meet Manager Course</p> <p>Work under the guidance of the current Optimist Meet Manager</p> <p>Make all necessary preparations for the Mini- Meet (consult with Swim Ontario SNC list of duties)</p> <p>Complete meet report forms and return to Swim Ontario within seven days of the meet</p>
<p>Team Photo</p>	<p>Work with the Executive to choose a date to have a Team Photo taken</p> <p>Communicate with parents the date of the Team Photo</p> <p>Secure photographer for the date agreed upon at the Executive meeting</p> <p>Attend the photo session to help facilitate the process</p> <p>Arrange to pick up photos from photographer</p> <p>Distribute photos to Team Members</p> <p>Provide the Treasure with the invoice to be paid</p>