

## **Appendix A – Strypers Parent Committee Job Descriptions**

### **Starter/Stroke and Turns/Officials**

(a) This coordinator is a USA Swimming and YMCA Official who is the liaison between the officiating community and our team.

(b) Job Description:

- Checking New England Swimming website (<http://www.neswim.com>) for upcoming Stroke and Turn Official workshops.
- Attending a workshop and become a certified meet official meeting all the necessary requirements.
- Continually informed and connected with New England officials, programs, and any other clinics or workshops that would be beneficial for the official status and to the team.
- Consistently volunteer to be a Starter or Stroke and Turn Official at meets.
- Actively recruit members of our team to become certified to officiate at meets.
- Keep a record of all SSYS parents who have become Starters and Stroke and Turn Officials, recording when each has attended a clinic, become certified, and completed internships.
- Refer current SSYS Starters and Stroke and Turn Officials to any necessary clinics and recertification needs.
- Continually renew Starter and Stroke and Turn status certification with New England Swim and make other officials aware of re-certification clinics.
- Record when all officials re-certify.

### **Construction Committee Coordinator**

(a) The Construction Committee Coordinator will organize, facilitate and chair meetings to conceptualize and plan for new natatorium at the Hanover facility.

(b) Job Description:

- Works with the Head Coach and other interested parties to conceptualize the facility and its impact on the community.
- Works with the Head Coach to present the vision to key members of the South Shore YMCA leadership and board of directors.
- Works with the Head Coach to research and collect feasibility data to cost the facility, operation costs and potential program revenue.

### **Team Photographer and Video Coordinator**

(a) The Team Photographer and Video Coordinator is responsible for capturing and recording images of the team for the Communication Coordinator and Head Coach.

(b) Job Description:

- Is present at practice, meets and team events to take pictures of the team for use in newsletters and end of season video productions.
- Is present at practice, meets and team events to record video footage for the end of season video productions.
- Provides video footage from meets for analysis by the Head Coach.

### **Volunteer Coordinator**

(a) The Volunteer Coordinator assures the effective management of parents for events hosted by the South Shore YMCA Strypers.

(b) Job Description:

- Allocates, schedules and contacts parent volunteers with specific work assignments. Team events will include meets and fund raiser initiatives.
- Is responsible for tracking the hours worked by parent volunteers and ensures the equitable distribution of work assignments over the course of the season.
- Recruits the necessary support staff to execute the role.
- Informs the Head Coach of negligent or reticent team members.

### **Fundraising Coordinator**

(a) The Fundraising and Team Event Coordinator has two roles. Firstly he/she works to organize events and secure additional funds and sponsorship that benefits the Strypers, South Shore YMCA and our community. Secondly, the coordinator (with the Head Coach plans) organizes and runs team social events.

(b) Job Description:

- Discuss with Coach Mulvihill what type of fundraising needs should be done each year to support the team.
- Develop a timetable for each fundraising project with a set date for each event.
- Begin working with a committee to discuss and brainstorm various types of fundraisers and ideas.
- Discuss proposed fundraising ideas with Coach Mulvihill, Senior Aquatics Director Dave Dornaus and Associate Executive Director Eric Snyder.
- Develop each fundraiser.
- Outline specific jobs for each person on the committee, such as donations, food, entertainment, set up/clean up etc. and discuss the possibility of developing sub committees.
- Set deadlines for each committee member and schedule additional meetings to continue the planning and preparation of each event.
- Contact committee members throughout the planning process to advise, give support, and offer assistance.
- Work with the SPC Communications Coordinator and South Shore YMCA Communication Director in supplying necessary publicity.
- Coordinate revenue and expense projections, donations, record keeping etc. with Coach Mulvihill, Senior Aquatics Director Dave Dornaus and Associate Executive Director Eric Snyder.
- Give a financial report to Coach Mulvihill based on revenue and expenses during each event.
- Follow through with any outstanding tasks that need to be done to close out each event.
- Send appropriate acknowledgements to those who offered assistance, donations, etc.
- Stays in contact with Coach Mulvihill for questions, concerns, ideas, comments, and decisions.

- Begin the preparation and planning stages for the next scheduled fundraising event.

### **Team Event and Cultural Coordinator**

(a) Plan activities and/or events which value add to the experience of being part of the Strypers.

- Liaise with the necessary SPC coordinators to plan, organize and run Stryper team social events. These events are designed to build team unity through shared experiences in fun, safe and appropriate activities.
- Organize a committee to run two end-of-season celebrations. The major focus will be the Stryper banquet at the end of the short course season.

### **Team Equipment and Attire Coordinator**

(a) The Team Apparel and Merchandise Coordinator keeps the SSYS outfitted with quality attire and appropriate merchandise.

(b) Job Description:

- Discuss with Coach Mulvihill items to be placed on a team attire and merchandise order form.
- Discuss what items are required and what will be optional.
- Supply equipment order forms for registration packets.
- Establish a schedule for opportunities to order attire and merchandise where applicable.
- Develop a collection/order policy and collect order forms when received.
- Place orders to TYR for items as needed, making sure to have some extra items on hand for swimmers who join throughout the year, such as t-shirts, shorts, caps, team jackets, pants and sweatshirts.
- Organize for the payment of merchandise and the collection of owed money.
- As equipment is received, separate according to swimmers and orders and label items with each swimmer's name. Any items that need to be tried on (suits, etc.) should be labeled after the swimmer accepts the size.
- Distribute attire and merchandise to swimmers at practice.
- Liaise with SPC Communications Coordinator and Team Event Coordinator to order any required awards, medals, trophies, ribbons and certificates needed for swim meets and/or team events.

### **Team Travel Coordinator**

(a) The Team Travel Coordinator organizes volunteer meet timers and all team travel requirements.

(b) Job Description:

- Discuss with Coach Mulvihill any travel plans that may be made for the team.
- Work on time frames and cross reference with school calendars.
- Make contacts with appropriate travel references such as agencies, airlines, bus companies, etc.
- Begin planning stages well in advance of dates in order to look for low rates and specials.

- Create any flyers, commitment forms, etc. needed to create publicity for the trip.
- Research various hotels within the given area of travel.
  - Recommend 3 or 4 hotels that will suit the needs of the SSYS team.
  - Outline the amenities of each hotel including cost per room and per swimmer.
- Research possibilities of transportation if necessary.
- Recommend the best value of transportation.
- Research various restaurants and attractions within the given area of travel.
  - Research possible food vouchers or meal programs within the various hotels being researched.
  - Outline the possible attractions including cost per swimmer and group rates.
  - Make and confirm reservations or purchase tickets for chosen attractions and food.
- Define travel plans and submit ideas to Coach Mulvihill, Senior Aquatics Director David Dornaus and Associate Executive Director Eric Snyder for approval.
- Once plans have been approved, make and confirm reservations on selected hotels and transportation.
- Produce a flyer and/or packet with all travel information provided for each swimmer eligible in traveling.
- Hold informative meetings as needed.
- Collect and record all money that is received as payment for each trip.
- Hold any additional informational meetings to keep communication open.
- Communicate with other travel coordinators to confirm reservations, etc.
- Create and collect any needed release forms for travel.
- Recruit required amount of chaperones as requested by Coach Mulvihill.
- Finalize any and all plans.
- Meet with chaperones and finalize plans as well as hand off any pertinent information such as medical forms, release forms, etc.

### **Communications Coordinator**

(a) The Communications Coordinator oversees all areas of public relations and communication for the South Shore YMCA Strypers swim team.

(b) Job Description:

- Oversees all areas of public relations and communications for the Stryper team.
- Continually is aware of all Stryper activities, swim meets, clinics, etc. and is aware of what needs to be done for publicity, public relations, and communication.
- Organize, develop, and layout the Stryper bulletin boards at both Quincy and Mill Pond.
- Keep the bulletin board updated monthly with upcoming news, events, meet information, pictures, etc.
- Use space on the board for fun items such as riddles, trivia, contests, etc.
- Post meet sheets, meet entry sheets, and meet results.
- Stay informed of upcoming events, especially meets, from the monthly calendars.
- Contact specific coordinators to get necessary information, flyers, pictures, etc. to be posted on the bulletin board.

- Add any extra items to make the board exciting and enthusiastic.
- Continually check board for organization and clean up.
- Become familiar with the upcoming events and swim meets that the Strypers will be participating in.
- Photograph Stryper swimmers, parents, members, etc. at the various events and meets.
- After each event, meet, etc., download pictures onto discs and label the event, meet, etc.
- Forward pictures or deliver a disc to the Coach Mulvihill.
- Set up a Stryper Team Photo twice a year.
- Send group photo to proper coordinators for publication.
- Discuss with Coach Mulvihill highlighted events that should get publicity.
- Gather contacts at local papers such as the Patriot Ledger, Brockton Enterprise, and many local papers. This can be done via email for many of the local town papers.
- Send news bulletins to all papers for upcoming events and announcements such as registration of new swimmers, stroke clinics, etc.
- Discuss with newspaper contacts about occasional news articles and/or interviews about the Strypers.
- Communicate with Coach Mulvihill when/if reporters or photographers will make appearances at practices or clinics.
- After specific swim meets, send articles to local papers for printing, including a story about the meet and some highlights of various swimmers.
- When articles appear in the paper, make copies for the team and give the original to the bulletin board coordinator for posting.
- Become familiar with the event, meet, etc. that will be video taped using the team's camcorder.
- Check on the maintenance of the camcorder including battery and discs.
- Video various events which have been marked by Coach Mulvihill.
- Label each disc with proper video footage.
- Transfer video onto discs when necessary such as individual swimming events.
- Record all swim events that are televised which are suggested by Coach Mulvihill.
- Label all video tapes including event, date, length, etc.
- Keep receipts to be reimbursed for purchases of discs, tapes, etc.
- Be responsible for creating a Stryper end of season celebration DVD twice a year.

**South Shore Swim League / Summer Strypers Coordinator and Assistant (seasonal)**

(a) The South Shore Swim League/Sharks Coordinator and Assistant is the liaison between the South Shore Swim League and the SSYS.

(b) Job Description:

- Attend all league meetings and keep minutes for team distribution.
- Inform Coach Mulvihill of all league decisions and requirements.
- Organize necessary forms for registration packs and handbook.
- Liaise with the Team Attire and Merchandise Coordinator for the Sharks team.
- Set dates for registration period.
- Organize volunteers and be available on registration days for questions, comments, and other information.

- Collect and process all forms and money from registration.
- Liaise with Home Swim Meet Coordinator and committee to ensure the enjoyable and successful running of dual meets.
- Staffing all swim meets.
- Ensuring all awards (ribbons, medals, certificates etc.) are distributed within one week of obtaining them.
- Organize all Sharks social functions and end of season awards ceremony including ordering of ribbons, medals, trophies etc.

## **Appendix B – Meet Job Descriptions**

### **Swim Meet Volunteer Job Descriptions**

**Assistant Meet Director:** Assist the meet coordinator and takes over in the absence. Primarily responsible for the administrative functions of the meet.

**Announcer:** Operates the public address system, announces the events and heats, announces the results, plays music, announces swimmers' names during finals and make other announcements to keep everyone informed as directed by the meet referee and meet director.

**Head Official:** Coordinates all officials during the meet and oversees all race specific decisions including disqualifications and protests.

**Starting Official:** In charge of starting each race and coordinates with the Colorado Timing Official, Hy-Tek Meet Manager Official and Head Marshall to ensure a smooth and free-flowing meet.

**Stroke & Turns Official:** In place to apply the Technical Rules as outlined by USA Swimming for all individual strokes and relays.

**Head Marshall:** Responsible for safety in the swimming venue. Supervises the marshals. Assigns area of jurisdiction to and briefs the marshals on their responsibilities. Assist the meet coordinator and/or meet referee in keeping order when required.

**Marshal:** Enforces warm-up/safety procedures and maintains order in the swimming venue. The marshal has full authority to warn or order to cease and desist and with the concurrence of the referee, to remove, or have removed from the swimming venue, anyone behaving in an unsafe manner or using profane or abusive language, or whose actions are disrupting and orderly conduct of the meet.

**Head Timer:** Supervises the timers. Responsible for assembling them, assigning them to the lanes, distributing the watches, pencils, and clipboards, and conducting the "timer's briefing." Coordinates with the timing judge and referee to make sure timers are doing their jobs. Starts two watches for every race and uses them to replace malfunctioning watches on the lanes. Ensures timers get water and bathroom breaks.

**Timers:** Ensures the right swimmer swims in the right event, the right heat, and the right lane. Operates timing devices (watches or semi-automatic timing systems – buttons) and records the time for the swimmer in their lane.

**Colorado Timing Official:** Is responsible for setting up and running the Colorado electronic timing system and working closely with the Hy-Tek Meet Manager official, starter Marshal and Head Timer to ensure the meet runs smoothly.

**Hy-Tek Meet Manager Official:** Ensures the efficient and effective gathering of race data via the Colorado Timing System and Hy-Tek Meet Manager software. Coordinates with the Colorado Timing Official, Head Timer, Starting Official and Marshal. Is responsible for exporting meet results to all teams in a timely manner.

**Runner:** Picks up the cards or lane timer slips from each lane after each heat or event, respectively, and delivers them (in lane order) to the timing judge. Posts the results of each event in the designated location. Also, assists the meet director/meet referee when required.

**Clerk of Course Helper:** Assists the clerk of course in assembling, lining up, and leading the younger swimmers to the starting area/blocks for their races. Helps maintain order in the starting area.

**Locker Room Supervisor:** Supervises locker rooms throughout the meet to ensure that South Shore YMCA Rules are being maintained. Also, check for general maintenance such as paper towels, etc.

**Medals / Ribbons Preparer:** Separates the medals/ribbons, sticks on the labels, and prepares them for presentation or puts them in the team bags.

**Heat/Final Winner Presenter:** Presents 'Heat Winner' awards to race winners at the completion of each heat/final.

**Concession/Hospitality Coordinator:** Organizes both the concession stand and the hospitality room. Develops food menu idea and quantities needed for the entire swim meet. Purchases all necessary food and accompanying items. Recruits volunteers to work the hospitality room and the concession stand. Is available throughout the meet to assist workers when necessary.

**Hospitality Worker:** Sets up and manages the hospitality room for coaches and officials. Keeps food and drinks replenished during breakfast and lunch. Also, keeps the water coolers in the pool full with water and ice for timers.

**Concessions Worker:** Sets up the Concessions Stand and sells snacks and drinks. Also, keeps track of the money until turned over to the Meet Director.

**Meet Programs:** Sells the Meet Programs (for all meets) and keeps track of the money until turned over to the Meet Director.