



## **CUDA Board/Coordinator Job Descriptions**

### **President**

- Serve as the Chief Officer, Chair the Executive Board
- Preside over Board Meetings & Membership Meetings
- Ensure all orders and resolutions of the Board are carried into effect
- Sign on behalf of the team (checks, drafts, orders for payment of money, notes, other evidences of indebtedness issued in the name of the Team, co-sign on behalf of the Team all checks and promissory notes)
- Coordinate all Board Members & Events
- The President is the liaison between the Head Coach/coaching staff and the Board members
- Perform the Head Coaches review at the end of each season along with the Executive Board
- Ex-facto member of all committees
- Oversee the preparation of and voting on the annual budget & new Board Members
- Use Robert's Rules to govern meetings
- Represent the organization as the principal spokesperson (except as delegated to the Head Coach) for all team affairs
- Coordinate/solicit CUDA Sponsors
- Oversee all Board and Coordinator Committees (Spirit Wear, Team Building events, SAT, etc)
- Ensure Coordinators are promoting their events: Facebook, Website updates, membership emails
- Oversee and support the Web Admin Coordinator, Hospitality Coordinator or as delegated to a member at large

### **Vice President**

- Assist & carry out the President's duties if they are unable to perform their duties.
- Carry out duties as assigned by the President and/or Board
- Receive, investigate all grievances and complaints involving the Team and report such findings and recommendations to the Board
- Coordinate & Preside over Nominations (June/July Board Mtg) & Voting (Aug/Sept Board Mtg). Use electionbuddy.com for the Board and Budget election at the end of August if more than one person is running for an office.
- Oversee & support the Officials Coordinator, Volunteer Coordinator or as delegated to a member at large
- Report exit interview survey feedback when a family leaves the team.
- SafeSport Coordinator - coordinate and carryout all SafeSport & MAAPP policies in the best interest of the team

### **SafeSport Coordinator**

**Charge:** The purpose of the Safe Sport Chair is to identify, plan, and execute efforts to raise awareness for Safe Sport & MAAPP within the club's coaches, parents, and athletes.

#### **Requirements**

1. Be a registered non-athlete member of USA Swimming;
2. Successfully pass the required USA Swimming criminal background check ;
3. Complete the USA Swimming athlete protection training; and
4. Attend the Local Swimming Community Safe Sport Chair Workshop in the first year in the role and subsequently every other year.

**Selection and Term of Service:** Selection and Term of Service shall be dictated by each member club.

#### **Responsibilities**

1. Serve on Board of Directors
2. Be a resource for the club on how to create and foster positive Safe Sport culture.
3. Work with Club Leadership to:
  - a. Update Club Safe Sport and MAAPP website content
  - b. Include Safe Sport information/fliers in Club meet information, heat sheets, meet packets, etc.
  - c. Coordinate the successful completion of the Safe Sport Certified Club application
4. Works with new athletes and parents to:
  - a. Educate them about the Safe Sport & MAAPP Program
  - b. Encourage participation in online Athlete Protection Training
5. Organize in-person training.
  - a. Secure trainer
  - b. Coordinate logistics club members: room/location, any refreshments, communicates date/time/location
6. Solicit and receive feedback and suggestions on the Safe Sport & MAAPP policies and programs from the club's membership, and provide that feedback to the LSC's Safe Sport Chair.

### **Secretary**

- Prepare the Board Meeting agendas (get Board, Head Coach input), Attach budget, save to the “shared drive”
- Record all meeting attendees for monthly meetings
- Prepare & Maintain the Meeting Minutes with the list of attendees of all meetings held by the Board (membership and executive meetings), and board committees, save to the “Shared Drive” file permanently
- Record all votes taken in all proceedings of the members and the Board
- See that all notices are duly given in accordance to the Bylaws
- Send all monthly minutes and agendas to the Web Admin to post on-line
- Prepare correspondence and publicity for the organization as needed
- Post Board Meetings to event page
- Send previous month’s minutes and current month’s agenda to Board in advance of Board Meeting
- Create and publish monthly Newsletter - send to the web admin to post on-line
- Maintain a “photo” file on the shared drive
- Drive File Maintenance: keep the Google Drive organized, updated and appropriately accessible.
- Establish and maintain non-financial records involving Team activities (excluding swimmer performance)
- Perform such other activities as required by the Board or the President
- Oversee the coordinators for Spirit Wear/Apparel or as designated to a member at large

**Treasurer (changes will be made to this before Sept 2019)**

- The Treasurer shall be the principal financial officer of the Board
- Responsibility for the oversight of the financial affairs of the Team, including but not limited to the receipt and depositing to the appropriate bank accounts all monies of the Team, the disbursement of such funds as directed by the Board or the President and maintenance of all financial records involving the Team
- As necessary, sign any written instruments, including but not limited to checks, drafts, or orders for payment of money, notes, or other evidences of indebtedness issued in the name of the Team
- Manage the annual budget process for the Team, including the process for Board review and approval of coaching compensation. Work with coaching staff and Team system administrator to prepare financial reports for Membership review, voting, and approval.
- Maintain and control the General Ledger for the Team, including: recording and categorizing all checks, EFT and other electronic transactions, and credit card transactions as needed on a monthly basis; recording and categorizing all check and electronic deposits as needed on a monthly basis; reconciling all bank accounts, credit card account, and other asset and liability accounts as needed on a monthly basis
- Prepare and present standard financial reports, comparisons to budget, and any required analysis to the Board monthly at the Board Meeting, and as requested from time to time.
- Within the Board, the Treasurer will be responsible to develop, maintain, and improve internal control systems and procedures for the Team. This includes: documenting and maintaining job responsibilities and descriptions; maintaining adequate separation of duties and access controls to reduce fraud opportunities; maintaining and communicating appropriate financial documentation requirements; ensuring secure record keeping and retention, in accordance with all legal, tax, and Team requirements.
- Manage the employee onboarding, compensation, and termination process. This includes: collecting all required employee verification information and recording in Team payroll system; collecting, reviewing, approving, and processing monthly timesheet and expense reimbursement forms; maintaining and updating all timekeeping and expense tracking forms as necessary; reconciling all payroll disbursements and reports to the General Ledger; submitting all required tax and reporting forms to IRS, State of Colorado, and employees; timely reporting of all terminated employees in Team payroll system, and ensuring successful and secure termination of employees leaving the Team, including the return or cancellation of all Team property and credit cards.
- Responsibility for the timely preparation and storage of all Team tax and compliance documents, including: IRS Annual Forms 990, 990-EZ, 990-T, as required and as prepared by independent tax professionals; Forms 941, 940, CO UTR-1, W-2, W-3, related to wage tax and withholding information; Forms 1099 and 1096, related to external 3<sup>rd</sup> party payments; and any other tax filings as per legal and Team requirements.
- Responsibility for securing, updating, and administering employee benefits, including: the accrual and usage of paid employee leave; management of employee 401(k) and/or pension plans and related, required reporting; management of employee Health and Dental insurance plans. This responsibility includes working with service providers to select appropriate benefit plans, communicate and coordinate Board review and approval, and managing all payment and reporting requirements related to these benefit plans.
- Responsibility for securing, updating and administering required Team insurance, including but not limited to: Workmen's Compensation insurance selection, payment, and completing annual audit

reports; Risk Insurance selection, payment, and submitting annual applications and reports. This responsibility includes working with service providers to select appropriate benefit plans, communicate and coordinate Board review and approval, and managing all payment and reporting requirements related to these Insurance plans.

- Primary Board member responsible for managing banking relationship and transactions with the Team bank. This includes: managing applications for opening new accounts; adding or removing authorized check signers as required; opening and closing credit cards extended to Team President, Head Coach, or other accounts as required. Included in this responsibility is securing Board review and approval for all transactions in accordance with Team policies and procedures.
- Coordinate with Fundraising Coordinator to deposit, record, and reconcile monthly scrip payments.
- Coordinate with Team Account Manager to manage swimmer accounts and activity, including: the approval and application of swimmer fee credits, due to illness or other circumstance; the processing and payment of all swimmer registrations with USA Swimming; estimating and approving charges to swimmer accounts related to travel meet expenses (flight, hotel, food, incidental expenses).
- Coordinate with Head Coach, USA Swimming, Colorado Swimming, and Meet Directors to report and reconcile hosted swim meet results. This includes reconciling all attending swim team payments with meet records; tracking and collecting outstanding amounts or issuing credits as needed; assisting Head Coach in submitting required meet reports to USA Swimming and/or Colorado Swimming, and coordinating with CSI swimming to calculate and submit all required meet fees.
- Perform such other duties as required by the Board.

## **Member-at-Large**

The Board of Directors is elected by a majority vote of the membership in an election at the end of August. The Board may consist of no less than 7 members (one being the Head Coach). Board member terms are two years. Board meetings are held monthly on the 2nd Monday. Board members are expected to participate on a committee. Please reach out to [vicepresident@teamcudas.com](mailto:vicepresident@teamcudas.com) if you are interested in becoming a board member.

# CUDA Coordinator Job Descriptions

Non-Board Member Committee Coordinators receive a \$50 credit to their team account at the end of each season as a Thank you for your hard work!

## Web Coordinator

- Reports to the President
- Update and manage the TeamCudas.com website
  - update and change as required by the Board and Head Coach
  - post meeting minutes and newsletters
- Manage the email users for the team
  - reset passwords and rename accounts as needed
- Facebook & Instagram updates

## Hospitality Coordinator(s)

- Reports to President
- Coordinate meals (breakfast, lunch, dinner) for officials and coaches during CUDA home meets at VMAC
- Coordinator(s) contact local restaurants to solicit free or discounted meals
- Organize and gather a “crew” of people that will help with Room Coordination and Pick-up & delivery of meals
- Coordinate with Hospitality “Crew” regarding pickup and delivery of meals
- Keep track of Hospitality supplies and replenish as needed - send Costco list to Andrew a couple days before the meet
- Oversee the hospitality room during a CUDA hosted VMAC swim meet.
  - Clean/setup and tear-down the hospitality room
  - setup for each meal
  - replenish drinks and snacks
  - Direct hospitality volunteers/helpers to deliver drinks and snacks to timers
- Send Thank you emails/calls after each event
- Create a nice thank you card/plaque/photo gift for donors at the end of long course season & deliver

### Meets & Meals

- CUDA Pentathlon (2 breakfast, 2 lunches) 70 people
- CUDA Classic (2 breakfast, 2 lunches, 3 dinners) 70 people
- CSI 14&U State Short Course Championships (3 breakfast, 3 lunches, 3 dinners) *\*Assuming CUDA hosts CSI 14&U State Short Course Championships* 120 people
- Steve Drozda Shotgun LC (2 breakfast, 2 lunches, 1 dinner) 60 people
- CUDA Star Long Course Open (4 meals shared with STARS.) 60 people

## **Volunteer Coordinator**

- Reports to the Vice President
- Work with Board to fill all coordinator positions
- Post the Volunteer Job-sign-ups for all hosted events and communicate open availability to members via email and facebook
- Track and document all volunteer hours in the teamcudas.com service hours admin
- Track and document Board Member and Coordinator hours in the teamcudas.com service hours admin
- Work with coaching staff to ensure all volunteer positions are covered at CUDA hosted events
- Check-in volunteers the day of the event (or have a team member check-in)
- Recruit and manage a team of people that can help in day-of-event coordination of volunteers
- Post Volunteer Job-sign-ups for meets.

## **Officials Coordinator**

- Reports to the Vice President
- Help recruit new officials either directly or at parent meetings at the start of each new season.
- Arrange clinics at VMAC or BCC with the Zone 1 Official Rep when we can gather enough interest.
- Coordinate trainee hours worked at clinics and home sessions with Volunteer Coordinator to make sure hours are credited towards volunteer hours obligation per season.
- Mentor trainees about the process of becoming an official including background check (ASAP) and reimbursement from the CUDA Treasurer as well as CSI registration.
- Manage the CUDA's "home" officials' equipment (radios, headsets, chargers, DQ slips, bells) including charging before every home meet and bringing to every home meet.
- Track and Log officials' hours and sessions for internal volunteer credit.
- Organize and order Officials' shirts toward the end of LC.
- Write Officials Section for monthly newsletter.
- Collect completed CSI applications and send to Treasurer for mass mailing and payment.
- Update officials' corner on website.
- Send out "call for officials" to Zone 1 and Zone 2 for each home meet. Include reimbursement attachment for meets with a reimbursement incentive.
- Tabulate and inform Meet Ref for each home meet the potential officials along with special requests for training.
- After home meets, coordinate with Meet Ref a copy of the Meet Report.
- Collect and Scan all reimbursement forms, send internal forms to CUDA Account Manager for credit and send external forms to Treasurer for reimbursement check.
- For away meets, collect names of potential volunteer officials and email Meet Ref a few days prior.
- Encourage and explain officials' progressions to officials on achieving next certification.

## **Spirit Wear/Apparel Coordinator**

- Reports to Secretary
- Create new spirit wear seasonally and for state, championship meets, and travel meets or as designated to another person
- Sell and take orders for spirit wear as needed and report charges to the Account Manager
- Set up a “team store” with MI Sports

## **Team Graphic Designer**

- Responsible for creating graphics that will be used on CUDA apparel.
- Designs can include Short course season shirt, short course state championships, long course season shirt, long course state championships, and other meets as directed by the Apparel Coordinator.

## **Spirit/Fundraising Coordinator**

- Responsible for overseeing Free Money Coordinator (King Soopers, Scrip), Swim-a-thon Coordinator and the Event Coordinator
- Ensure the Coordinators that report to you are promoting their events: Facebook, Website updates, emails and newsletters
- Oversee and manage all fundraising efforts
  - Free Money (KS, Safeway, Scrip)
  - Fundraisers (SAT, apparel profits)
- Team Pictures
- Plan and coordinate Team Spirit Events
  - Broomfield Days Parade
  - Team get-togethers - schedule quarterly
- Assist group coaches in planning/scheduling group specific events.
- Research and present/recommend new fundraising opportunities to the fundraising committee/Board. Implement accordingly.
- Community Service Coordinator - or as delegated



## **Free Money (King Sooper, Safeway, Scrip)**

- Reports to the Spirit/Fundraising Coordinator
- Purchase KS & Safeway cards and sell them at team events or as needed
- Coordinator is responsible for card inventory including ordering, pickup, accounting and distribution.
- Reconcile the number of cards you have and how much you are collecting. This should be break-even.
- Deliver \$\$ collected to Treasurer
- Promote your programs by sending the information to the Spirit/Fundraising Coordinator - they will post it on: Facebook, website, email and newsletter
- Interact with parents and coaches via in-person, phone and email. Response should be within 36 hours of initial inquiry and make yourself available to sell cards as needed
- Create correspondence templates
- Create articles or advertisement for team newsletter
- Create signage
- Reconcile cards and swimmer accounts at the end of each season. Provide report to Spirit/Fundraising Chair. Chair will present report at monthly board meeting
- Attend team meet/functions listed below

### **Team meet/Functions**

- Annual meeting
- Red and Black Relay Meet
- CUDA Pentathlon
- CUDA Classic
- Steve Drozda Shotgun LC
- CUDA Star Long Course Open

## Swim-a-thon Coordinator

The Swim-A-Thon Coordinator is responsible for planning and executing the annual CUDA Swim-A-Thon. This event is CUDAs largest fundraising effort of the year and is typically held in May.

- Work with Fundraising Committee or CUDA Board to ensure a realistic fundraising goal is identified & How will we get there:
  - Should we add any additional activities as fundraising opportunities for Swim-A-Thon?
  - Set up incentive structure to entice greater membership participation in total
  - Work with Group coaches on incentives for Group participation. Possibly rework to reflect participation rates, rather than total \$\$ raised.
  - Identify ways we can get prizes donated so more \$\$ stays with CUDA.
- Work with Head Coach to identify date and time of event.
- Ensure facility is scheduled accordingly.
- Setup the Swim-A-Thon Event on the Teamcudas.com website.
  - Ensure job sign ups are posted for volunteers: Counters, Snack helpers, Snack contributors
- Setup Swim-A-Thon within Team Unify, “Turn On” and manage the online process.
  - Work with USA Swimming and Team Unify contacts as necessary to ensure seamless process.
  - Ensure contract is “signed”
- Promote event
  - Create postings for the newsletter, FB page and membership emails
  - Respond to membership inquiries within 24 hours.
  - Post USA Swimming posters with Team goal in practice facilities as a visual for families and update weekly.
  - Post Group updates on posters in practice facilities weekly.
- Oversee the online donation process.
  - Ensure all donations are applied to a swimmers account.
    - Follow-up with donors for unassigned donations.
    - Work with TU to reclassify these unassigned donations as necessary. Note that CUDA Team Manager must approve these reclassifications.
  - Run reports as necessary to be able to provide membership with status updates.
    - Provide weekly status updates to membership via email, FB and other as requested/approved by CUDA Board.
- Responsible for Cash Collections/Accounting of Event.
  - Coordinate meet-ups with members to collect cash donations throughout the donation period.
  - Ensure regular meet-up times are scheduled during the last week of the event.
  - “Post” cash collected in the TU system.
  - Keep a regular reconciliation of cash collected vs. cash posted to ensure no discrepancies at the end.
- Secure prizes
  - If prizes are donated, ensure Donors receive recognition on the FB page and in the newsletter.
  - If prizes are to be purchased:
    - Identify what and how many.
    - Obtain approval prior to purchasing.

- Submit receipts to CUDA Treasurer for reimbursement.
  - Obtain USA Swimming prizes and have available for the party.
- Event wrap-up
  - Provide end of event accounting to CUDA Treasurer, along with any cash collected.
  - Ensure USA Swimming is paid
    - Obtain and distribute prizes if not available in advance of Swim-A-Thon party.
  - Coordinate with CUDA Event Planner to ensure Swim-A-Thon Party is scheduled and assist with logistics where necessary.
- Reports to the Spirit/Fundraising Coordinator

## **Team Events Coordinator**

- Reports to the Spirit/Fundraising Coordinator
- Responsible for planning and overseeing team events
- Responsible for the timely planning and implementation of CUDA team events, including liaison with other CUDA committees.
- Logistics include identifying location of event, scheduling the event with the venue, identifying costs, creating communications for email and website about the event, working with Team Account Manager for billing
- Schedule events with Head Coach to fit with swim practice and meet and schedule
- Coordination of the event posting, email communication to the team and follow up email
- Coordinate with restaurants and reserve all venues like water world, midway park and the bay. Payment must be coordinated with Treasurer. Send all billing required for event costs in a spreadsheet with billable amounts to Account Manager to charge swimmer accounts.
- Attend all events, set up, clean up and help guide volunteers.

### **Short Course Events**

- Red & Black Meet Pizza Coordination
- Short Course State Qualifiers Team Dinner

### **Long Course Events**

- Swim-A-Thon Prize Party
- Water World Day
- End of Season Party
- Long Course State Qualifiers Team Dinner/Breakfast
- End of Season Party