

Washingtonville Seahawks Committee Positions

Directors: The Directors shall be the executive heads of the organization. Duties shall include; conducting the annual meeting of the members, calling and conducting special meetings as required, coordinating and negotiating coaching contracts and pool time agreements, representing the organization with the Empire State Swim League, Metropolitan Swimming, Inc and the USA Swimming, and such other duties as are typical of the chief executives of an organization. No Director shall be authorized to enter into contracts and or agreements without the approval of the majority of the Board.

Treasurer: Responsible for keeping the team's financial records and maintaining the team accounts of the organization. Duties shall include the transfer of funds to appropriate accounts, signing of checks in payment of authorized expenses, responding to the requests of members with respect to expenditures of the organization, creating and maintaining a line item budget, preparing quarterly tax returns and reviewing those with the club's accounting firm. The Treasurer is an Officer of the team, and a voting member at Board meetings.

Secretary: Responsible for keeping minutes and records of the organization's activities as well as receiving and keeping reports from the Directors. The Secretary is an Officer of the team, and a voting member at Board meetings.

Food Concession: Responsible for the coordination and supervision of the food and beverage sales at the home meets. Duties shall include coordinating with Directors the obtaining of the needed permits, organizing and scheduling volunteers to run the concession stand, directing purchases of needed items and delivery to the Treasurer or Directors of the proceeds received by the concession stand.

Fund-Raising Committee: Recruit a committee to help decide upon and organize the various fund-raisers the team runs each year and oversee and coordinate the committee's efforts. Organize and oversee the selling of 50/50 raffles at home meets. Recruit a committee to help with the planning and preparation for the team's Annual Awards Banquet, which is usually held sometime after the end of the ESSL season, usually in April.

Locker Room Monitors (Part of Swimmer Supervision Committee) Be responsible for regularly checking locker rooms before, during, and after meets.

Meet Coordinator:

This person shall be responsible for all equipment, any fees that need to be collected for invitational meets from each swimmer participating in the invitational for each meet, whether home or away, and other swimming needs for each home meet. Duties shall include the responsibility of coordinating with the following persons that need staffing will be available; Officials Coordinator, Score Keeper/Ribbons Coordinator, Statistician Coordinator, Swimmer Coordinator, and Timer Coordinator; set up for each meet so that the pool is ready (Conforming to League standards) prior to warm ups; and clearing pool area and locker rooms at the end of each met.

Meet Entry Coordinator : Meet Entry Coordinator, posts meets to the website, sets opening and deadlines for registering for these meets. Receives and reviews entries for accuracy. Sends and receives files as necessary; pulls and posts results of the meets.

Meet Marshal (Part of Scoring committee): The meet marshal wears a yellow ‘meet marshal’ tee-shirt or vest. The Meet Marshal ensures that the warm-up period and the meet runs safely.

Meet Set-up/Clean up: For home meets, someone needs to see that the pool is ready for the meet (bleachers correctly placed, scorer’s tables set up and supplied with chairs, timing pads in place, lane lines in place concession stocked, etc.) and the necessary clean up following the meet.

Newspaper Results: The Orange County Post is happy to print Seahawk results from swim meets. The results are in electronic form and need only to be e-mailed to the O.C. Post.

Officials Committee: Responsible for confirming the attendance of the required number of officials at each meet. Duties shall include contacting officials and confirming their intent to be present at meets, training of all officials and disseminating information regarding the time, date and place of training classes.

Open Swim Coordinators: Responsible for the coordination of the open swim schedule. Duties shall include scheduling families for their required open swim work dates, collecting open swim fees and ensuring the safety of all in attendance.

Ribbons/Trophies: Work with the coaches to choose and order the ribbons the team hands out at all dual meets and the trophies that every participant receives at the end of the season.

Runners (Part of Scoring Committee): Runners are responsible for collecting the timer sheets and posting scored event results at various locations at the pool for swimmers and parents review.

Scoring Committee: Scoring committee is responsible for the setting up, operating, breakdown and maintenance of all equipment pertaining to scoring (ie touchpad's, timer buttons, cables, starting gun, computers, console, printers, router, etc..) Scoring works with the officials to run the meet smoothly and on time. The team operates the computers, printers and console and reviews and records the meet to assure accuracy. The scoring committee also handles the meet's paperwork, including warm up assignments, heat and lane sheets, and results. They take scratches, entries, relays and race changes. Result posting is part of the scoring team's responsibility.

Statistician: Responsible for seeing that a record of times for all swimmers at every meet is maintained. Duties include the maintaining and updating of team statistics and delivering to the appropriate League officials as required, and an updated version of these statistics to the Coaching staff not less than ten days prior to a dual meet for the purpose of aiding in the seeding process.

Swimmer Supervision: Responsible for volunteers for the supervision of the swimmers. Duties shall include providing the swimmers events, seeing that the swimmers arrive at the appropriate diving blocks in sufficient time for the events, keeping the swimmers in their designated areas between events, supervising conduct of the swimmers to guarantee that they act in a proper and sportsman-like manner and the reporting to the Coaching staff of any swimmers who do not follow directions.

Team Gear/Clothing Committee: Take orders and collect money for team apparel and merchandise (sweat suits, bags, tee shirts, etc.) Work with a vendor (who will supply sample try-on suits) to order female and male swim suits. Work with a vendor on team swim caps. Take orders and collect money for the orders.

Team Photographer: Take photos at meets and other team events. Try to photograph every swimmer at least once during the season so that every swimmer will appear on the website photo link, with parental permission.

Team Social Events: Organize social events, which might include pizza parties, poster parties (for Championships) among many other possibilities.

Timing Committee: The head timer is responsible for recruiting and coordinating the timers the team must supply at each meet in which we participate. This person is responsible to train the timers in their duties and to oversee the timing equipment (stopwatches, clipboards, etc.).

USA Swimming Registration Coordinator: Distribute USA Swimming registration forms and collect completed forms and payments from all participating swimmers. Distribute USA Swimming cards when they arrive.

Web Master: The web master is responsible for the overall running of the website. This includes keeping the web site updated, sending team emails, posting information from the Coaches and Board of Directors, and assisting members with website/account issues.