ROLES & RESPONSIBILITIES OF THE SPLASH CLUB BOARD

The following list is to be administrated by all board members at one time or another.

* conduct regular monthly meetings at a time determined by the board
* approve budget and any additional expenditures with a majority vote
* present ballot of new board members
* require volunteer committees to have a written report available for each board meeting
* invite club members to attend board meetings at any time

President

As the leader of the swim board, the President utilizes the various board positions to fully execute the duties and responsibilities required for effective operation of the team.

* Conduct all board meetings
* responsible for all contractual obligations on behalf of the Splash Club
* selection of the Splash Club Full-Time Coaching Staff (co-chair with Head Coach and search committee)
* Keep a record of grievances and resolutions
* Ensure that delinquent membership is handled to a resolution
* Keep all Board positions manned
* Prepare agenda for board meetings (joint cooperation with Head Coach)
* Address club membership during all social functions, when not possible vice president to step in
* Coordinate opening ceremonies of the MOC’s

Vice-President

The Vice-President provides assistance to the President in all team matters. The primary function of the Vice-President is to promote club education and training.

* preside over monthly board meetings in the absence of the president
* when secretary isn’t present keep minutes and report findings to him/her
* conduct an educational program/meeting/gatherings for new members and involve the coaching staff when possible
* edit new member packet & board member packets
* in charge of team promotions & media relations
* handle sponsorships & fundraising
* coordinate club photos

Treasurer

The Treasurer is responsible for the accurate bookkeeping of all team accounts, payment of monies owed and receipt of team funds.

* maintain electronic accounting files for all team accounts
* in partnership with Head Coach determine budget for expected expenditures for team for appropriate budget planning
* receive receipts for reimbursement or direct payment as appropriate
* receive and process payments
* ensure payroll policies are followed
* oversee membership billing and collection
* collaborate with accountants to ensure that all state and federal paperwork is filed appropriately
* complete meet and fundraising financial reports

Secretary

The Secretary maintains board meeting minutes, receives and disseminates all information that needs to be passed along to the team members and parents.

* Maintain Club bylaws and all pertinent governance documentation
* Take and disseminate board minutes

Meet Director

The Meet Director shall be responsible for coordination of all home meets.

* Management of team meets
* Coordination of meet officials and volunteers
* Physical setup of the pool
* Coordination with hospitality for officials and coaches
* Work with the Clerk of Course desk during the meet
* upon receipt of the training timetable communicated by the Meet Director, initiate solicitation of an appropriate amount of wet deck and dry deck officials through utilization of an online signup tool (Team Unify)
* during the season, manage the signup lists for timers, runners, dry deck assistants and officials and make sure parents or community volunteers are covered for all positions for both home and away meets
* maintain an activities record book to track hours worked in correlation to the prescribed number of hours needed to work for each member

Head Coach

* serve as the YMCA rep, conduit for information and requirements passed down from YMCA senior staffers.
* attend Scheduled board meetings & meetings with the YMCA senior staff
* together with the President, prepare and submit the annual waiver request for continued participation at the YMCA facilities
* communicate summer meet schedule to YMCA
* communicate all change requests in pool agreements to the Swim Board when received/notified
* notify Coaching staff immediately of any agreement changes
* Lead Coach of Senior/National training groups
* Attend all swim meets involving Lead Coaching training groups
* Write the seasonal and daily training plan for Piranha, Barracuda and Beta Fish training groups
* Oversee/Train/Educate and manage Splash Club Staff
* Conduct annual goal setting sessions with staff
* Conduct annual performance reviews with staff (based on goals)
* Run seasonal swim camp and registration drive
* Maintain all team membership data and ensure full USA Swimming compliance
* Direct liaison between Splash Club Inc. and Phillips 66
* Liaison between visiting Phillips 66 guests
* Keep all records pertaining to membership
* Ensure team is following all rules and regulations set forth by the Board

Head Age Group Coach

* Lead Coach Platinum, Gold and Tiger Shark training Groups
* Will be a certified lifeguard and may employed as such by Phillips 66 (Will? Employed?)
* Attend all swim meets involving Lead Coaching training groups

Full Time Assistant Coach

* Lead Coach Silver and Diamond training groups
* Assistant Coach for Senior/National training groups
* Will be a certified lifeguard and may employed as such by Phillips 66 (Will? Employed?)
* Attend all swim meets involving Lead Coaching training groups

Part-Time Assistant Coaches

* Team Coach the Piranha, Barracuda and Beta Fish training groups

Member at Large:

Responsible for coordination and planning of events both in and out of season intended to strengthen team spirit. This includes the Santa/Christmas event, in season pizza parties, summer fun, picnics, bowling, team building, parties, etc. and the entertainment aspects of the end of season awards party.

* making sure that each swim “team” has a swim mom to coordinate activities for team building
* Organizing and coordinating activities for the Splash Club Inc. organization as a whole
* Coordinate year end awards
* Swim-a-thon
* Christmas individual team parties
* Senior Spring Fling
* Fall Awards Banquet
* Create and track volunteer opportunities as related to social events

Student/Swimmer representative (new position suggestion)

The student swimmer is elected at the beginning of the school year by the National/Senior team swimmers to act on behalf of the senior swimmers.

* Attend all Board Meetings
* Facilitate input from fellow swimmers to bring to the board
* Fulfill and be accountable for all board responsibilities
* Train the next representative

VOLUNTEERS:

Monitor equipment, inventory, quantity, condition (tom)

Request funds for replacement of equipment (head coach)

* keep track of equipment in the form of a sign-in and sign-out sheet, with appropriate name, phone number and location of equipment

Awards and Records Chair

This position is primarily responsible for the calculations of requirements for, submission of orders for and preparation of ribbons for 2-6 home meets. (Meet Directors) Also orders plaques and trophies for end of season awards. Chair shall compile all times from 66 year history of the team, determine the lowest times for each event, and maintain a database of these times for pool side records board.

Banquet & Year end awards – Social Chair

Boards records (head coach)

* maintain an accurate inventory on awards currently on hand (Tom)
* submit request through Coaching Staff to fill any deficiencies in ribbon counts based on Swim Board & Coaching Staff’s desired award plan (
* when received, affix ribbons with templated ribbon labels for Meet events (Tom)
* insure ribbon table has all needed ribbons at the start of meets (Tom)
* obtain full season records for all previous seasons and determine lowest record times for our swimmers in all events, including relays
* maintain records database as new record times are recorded
* work with Secretary to post records on website
* work with Coaching Staff & Phillips 66 liaison to post records to new records board
* insure all surplus awards are stowed airtight and handed off to Equipment Chair for placement in storage during off season
* ensure that a proper sign-in and sign-out sheet is maintained for equipment and that all equipment is returned in proper working order

Apparel/Graphic Artist (Volunteer)

The apparel chair is responsible for the proposal of ideas for apparel design, coordination of team swim suit style, the expected t-shirt amounts, and order of additional apparel, for sale or give-away to the team as part of team membership.

* work with the Coaching Staff & Swim board to come up with design and color of upcoming season t-shirts
* elicit and come up with ideas for additional apparel that can easily sold to the team without excessive residual inventory
* order swim caps when required to hand out to team members upon the start of practices. A substantial excess should be kept on hand for those team members who lose their initial cap in the course of the season
* each season doing an order for “team” swim caps that are sold to the swimmers
* work with the Coaching Staff to select the teams swimsuit style before the start of the season both male and female and insure Starting Block will order the selected style at an appropriate cost
* coordinate with Starting Block to have a rep at our registration so kids can have samples to try on for sizing purposes
* coordinate with the Fundraising Chair to make apparel available for sale at all fundraising events

Concessions/Hospitality Chair (Volunteer)

This chair is fully responsible with the help of the Concession & Hospitality committee for the acquisition, preparation, presentation and sale of refreshments at home meets and the care of all officials, coaching staff and volunteers at each home meets.

* maintain an inventory on all non-perishable or perishable stored concessions material
* review current concessions offerings and determine high vs low profit center concessions and present concession offerings list changes to Swim Board as appropriate
* work bulk discount contracts or agreements with providers of concessions offerings to insure lowest cost and maximum profit
* solicit 3-4 non team parent volunteers to assist concession/hospitality chair with meet concessions & hospitality prep
* request petty cash from Treasurer at least one day prior to meet for acquisition of supplies and change for concessions
* insure cash box is on hand with enough change to handle meet sales
* Set up concessions one hour prior to meet start
* prepare/present concession items for sale
* ensure announcer gives notice for discounted clearance of perishable and non-storable items by half way through Butterfly events
* coordinate cleanup following end of meet or at designated timetable
* return all proceeds and change to Treasurer upon completion of meet
* email Treasurer scanned or phone pix images of receipts for all items purchased for tracking or reimbursement
* store all non-perishable concession items in the location designated for storage of those item