

President

The major function of the President is to be the administrator of the booster club and be responsible for its operation. The President shall also be a coordinator, delegator, and overseer to assure that the business of the boosters gets taken care of.

The President:

1. Presides at the board meetings of the boosters.
2. Schedules board meetings for each month of the year with two meetings in the months within swim season. Generally, the December meeting is cancelled.
3. Establishes the agenda for meetings and gives it to Secretary for distribution and a copy to the FEC aquatics supervisor ahead of the meeting.
4. Upholds the by-laws and decisions made by the booster board members.
5. Assists board members and swim team members in revolving issues and concerns.
6. Coordinates with the coach and handles the awards, certificates, and trophies for the swim team awards night.
7. Acts as liaison to the Fulton-El Camino Recreation and Park District.
8. This job completes the volunteer hours as outlined in the volunteer commitment for each family.
9. Supports efforts for success at swim meets and championships.

Secretary

The major responsibilities of the Secretary include taking notes during Board meetings and maintaining those minutes.

The Secretary:

1. Prepares board meeting minutes in an understandable format and requests review at the next Board meeting for approval.
2. Uploads the meeting minutes to www.fecstingrays.org under the “Documents” page or gets minutes to the webmaster
3. Keeps a running list of all motions approved by the Board so they can be put into action
4. Coordinates the agenda for each meeting with president and the FEC aquatics supervisor
5. Helps the president with communication of booster meetings.
6. This job completes the volunteer hours as outlined in the volunteer commitment for each family.
7. Supports efforts for success at swim meets and championships.

Vice President Swim – Volunteer Coordinator

1. Coordinate volunteers for all swim meets, other swim team events (i.e. Swim-a-lap, Ice Cream Social, etc.), and championships for the FEC Stingrays.
2. Utilize the online volunteer sign-up system found on the team website, www.fecstingrays.org.
3. Communicate with the team via email about team volunteer needs.
4. Uphold the volunteer commitment that each family must sign and agree to.
5. Work closely with the rest of the booster board and attend booster meetings.
6. Reconcile all volunteer hours in accordance with the volunteer commitment.
7. Report on volunteer needs, progress, and results prior to, during and at the end of the season to the boosters.
8. Contact those whose check will be cashed for not completing volunteer hours at the end of the season.
9. Additional coordination with the VP of Synchro on combined events is needed.
10. The team parent coordinator (tent parents) falls under this position in addition to other full season volunteer jobs including the website registrar.
11. Check-in all volunteers prior to events/meets and verify attendance at shift times for volunteer positions.
12. Recruit volunteers, with the help of the entire booster board, for specialty positions such as stroke and turn judge, and other positions throughout the season.

Typically, this job starts just before swim team registration (February timeframe) and runs through the final reconciliation of volunteer checks (end of July/beginning of August).

The FEC Stingray Boosters are in need of both a Treasurer and Financial Secretary. These two positions work together to manage the financial aspects of the Booster 501(C)(3) non-profit status for both Synchro and Swim. The Treasurer and Financial Secretary must be able to communicate with one another so that paperwork can be handed off to one another, using swim/synchro mailboxes is not the best option. These positions can be filled by either Synchro or Swim parents.

FEC Treasurer Responsibilities:

Job Covers All Volunteer Hours for a season and is a minimum of a 2-year commitment.

Never handles monies

Signer on Booster Bank Accounts

Attend Booster Meetings to report on Financials

Update and Reconcile QuickBooks on a bi monthly basis

 Input checks written

 Input deposits

 Input all electronic deposits (Amazon Smiles, Bevinidity (?), and Square Purchases)

 Reconcile the checking and savings accounts

Issue Checks

Create the annual budget (December)

Contact individuals as needed for returned checks

Communicates with the Booster's CPA as needed

Ensure all money handling guideline are in place

Maintain Treasurer Binder that holds all financial documents and present at Annual Audit Meeting

Does not have to be at all events

Must not live in the same household or be related to the Financial Secretary

Supports efforts for success at swim meets and championships.

FEC Financial Secretary:

Job Covers All Volunteer Hours for a season, 2-year commitment

Fingerprinted/Credit Check (boosters to decide)

Signer on Booster Bank Accounts (Debit card needed for deposits)

Collect all monies from events, prep for deposit and deposit at the bank (Wells Fargo) as soon as possible after events

Provide proper paper work to the Treasurer for all deposits

Ensure all Money handling guidelines are in place

Needs to be available for all events where money is being Collected or work with VP's to coordinate money pickup including but not limited to ice cream social, snack bar, and spaghetti feed/swim-a-lap.

Must not live in the same household or be related to the Treasurer

Financial Secretary is not an elected position within the booster board nor do they have voting rights.

Members at Large:

Duties include:

- Coordinate special projects and work with Board members and Coaching staff to learn the positions, process, and management of the Board of Directors, the swim and synchro teams, and become familiar with the rules and regulations of for swim meets.
- Supports efforts for success at swim meets and championships.
- While this job does complete the volunteer hours as outlined in the volunteer commitment for each family, it is understood that a project or committee be chaired or supported with this role. That role may include but not be limited to Website Registrar, Team Parent Coordinator, Fundraising Chair, Meet Manager/Computer Lead, Head Stroke and Turn Judge for the team, or the like.

Synchronized Swimming Vice President

Job Description

Synchro VP (Elected/Voting member) Serves and represents the synchronized swim on the Stingray Booster Board and attends monthly meetings throughout the year; communicates and coordinates all synchronized swim information to parents; supervises coordinator positions for various job duties; has understanding and access to the Team Unify Web Site in order to send emails, update Synchro information on web site; fill volunteer positions, and communicate with coordinators. Works with District Staff and Synchro Coaches as needed; attends meets and coordinates volunteers; schedules parent orientation meeting at the beginning of season.

Synchronized Swimming VP Overview

NOTE: Please Review Parent Manual and web site for coordinator information and details.

Duties

- Sits on the FEC Booster Club Board, represents synchronized swimming and attends monthly meetings throughout the year.

Other positions related to synchronized swimming on this board:
VFCAL Rep and 2 Members at Large

- Responsible for budget for synchronized swimming.
- Communicate with Recreation Supervisor (Ryan) with the Fulton El Camino Recreation and Park District.
- Communicate with Shayne Hughs for Computer Program that is used by all teams. shayne@ucdavis.edu
- Coordinate computer program with FEC volunteers – This position will need training.
- Communicate with Synchro Coaches as needed
- Communicate with parents through emails, app, and in person. Make sure to visit the novice parents to go over any questions that they may have.
- Review and update parent handbook for synchronized swimming.
- Make sure parents understand volunteer requirements of 8 shifts and 2 shifts at Championship or parents will forgo the \$200 deposit. Sign-ups for shifts are on done online through the Team Unify website.
- Make sure Team Unify web site relating to synchronized swimming is up to date on fecstingrays.org.

All general communications to families are through this web site or app. Regular reminder emails are very important to keep families up to date.

- Parent Orientation – Use the parent handbook to highlight the synchronized swimming program, philosophy, and volunteer opportunities. Make sure to have parents read the manual.

Socials and Fundraisers – Review Parent Manual

- Ice Cream Social and Parent Orientation Day – Swim and Synchro work together to make this happen.
- Picture Day – FEC Booster Board will decide times and synchro communicates information to parents.
- Swim a lap and Spaghetti Feed – Synchro organizes the feed with sign-up volunteers to assist. One coordinator from synchro is needed for this. Swim parents help to provide supplies.
- Parade – Optional for synchronize swimming
- Aquacade – Synchronized swimming final finale and fundraiser.
- Spirit Picnic- This is a time to make t-shirts and or posters for Champs
- Awards Night –
 - Trophies ordered for swimmers. Work with coaches – see budget
 - Super Stingray Award - given by coaches
 - Retiring Swimmer – Budgeted and usually ordered by FEC Booster but make sure they have swimmers name (Ask Chris, Diane or Coaches)
 - Special Awards to give out (District prints these up)
 - Kristin Jones Award chosen by coaches to one member of the team
 - Sammie Lynne Cervantes Volunteer Award. See parent handbook for description.

Coordinator Positions – Review Parent Manual

- **Costume Library:** Organizes costumes and head pieces. Check in and out for costumes Collects \$25/swimmer/season for season. This fee gets deposited with Swim Treasure COSTUMES LOCATED IN CUPBOARD AT POOL
- **Snack Bar Coordinator** – works with swim snack bar person
- **Photo Coordinator** – takes pictures and provides a yearbook at the end of the season. Updates photos posted on bulletin board on deck.
- **Judge/Referee Coordinator** (Head or Lead judge Ref.)
- **Ribbon Coordinator and End of Season Trophy Orders**
- **Spaghetti Feed Coordinator**
- **Special Events Coordinator** – Ice Cream Social, Fourth of July, Spirit Picnic
- **Aquacade Coordinator** – Raffle prize coordination, flyer, dinner and dessert, set up, etc...
- **Merchandise and Championship Booth Coordinator** – Sells synchro items such as license plate frames, decals, etc... THIS HAS NOT HAPPENED IN THE PAST FEW YEARS - We still have items available - see Tracy Kerth tracy@kerth.us

Parent Volunteer Meet Jobs –Review Parent Manual or Web site

- **Computer worker** – make sure computer person has supplies, charges computer, download swimmers from all teams, extension cord for meet on deck, printer (make sure

this is working prior to event) forms, labels, and table set up near pump room.

- **Prompter**
- **Reader**
- **Recorder**
- **Runner**
- **Ribbon Table Worker**
- **Announcer**
- **Figure and Routine Judge** – remind lead judge to have all forms for scoring and that large roll black case in storage has updated supplies such as clip board, pencils, names of figures,
- **Meet Referee**

Figures Novice and Intermediate

1 ref needed and 4 judges

Routines Novice and Intermediate

1 ref and 4 judges and 3 judges away meet

There is a black roller box at pool that has all the score sheets and tools needed for home meets . Make sure this is updated with current information.

FEC District staff gets the ribbons.

Other Information

- Signing up for Volunteer Shifts for Parents – See Parent Handbook for details
- Synchro Team Facts – See Parent Handbook for details
- Judges and Referee Clinics (MAY) – This is a clinic held to train new judges which are needed every season. VP needs to make sure information gets out to parents and parents sign up. We always need judges for continuing the synchro programs
- Synchronized Swimming Meet Schedule – FEC District Staff will provide dates. Need to update web site - SEE PARENT HANDBOOK FOR DETAILS AND WEB SITE
- Make sure to bring the printed sign up sheet from the web site to check off volunteers in positions at all meets.
- Update Synchro bulletin board on pool deck with schedules and pictures. Photo Coordinator
- Update synchro box (kept in storage) with fliers and other communications such as distribution of pictures. Last names of families. DID NOT GET USED MUCH IN 2018...MAYBE RETHINK THIS AND SEND ALL INFO THROUGH TEAM UNIFY AND APP.
- Hair gel is for Aquacade and Champs only. Make sure some parents are bringing supplies so that they can help the new parents.
- Morning Practices set by Coaches. Send out emails to inform parents of time.

- Champ Ads – Usually this request comes from another club asking parents if they want to put encouraging words in the Champs program flyer. This information must be emailed out to parents.
- Synchro VFCCAL shirts – Usually this is alternated from one club to another to design, print, distribute, and collect monies.
- Sleep Over – Usually a parent volunteers to have swimmers for end of season sleep over.
- Champs – Logging the information into the computer for sign ups – read over champs sheet and information when provided by District. Make sure to bring sign up sheets on the days of Champs, bring 2 tents and water in ice for volunteers.
- **Money handling guidelines need to be followed.** See parent handbook and get forms from swim or on web site