

Sailfish Board Roles

President

- Presides at Board Meetings
- Calls for meetings
- Coach selection committee
- Tie-breaking vote
- Advertise and recruit coaching staff
- Oversees coaching operations
- Procure guards
- Procure club house for activities
- Act as liason to HOA, Pool Manager, and Pool Committee
- Respond to emails coming through the Sailfish website
- Set up new parent meeting before season
- Reviews and signs MOU with HOA annually
- Assures attendance at monthly ODSL meetings

1st Vice President

- Fulfills the role of president should that position be absent
- Nominating committee
- Meet Operations (Deck Boss)...starter, timers, runners, set-up, clean-up
- Liaison with various committee chairpersons
- Keep track of official requirements and certifications
- Make sure officials attend trainings
- Keep track of coach certificates and background checks

Treasurer

- Budget (January)
- Update sponsor form (January)
- File e-postcard/990 (February)

- Provide proof of insurance to HOA (end of May)
- Pay Officer's and Director's Insurance / Bollinger Liability (May)
- Pay ODSL dues (May)
- Get W9s from all coaches and lifeguards (May)
- Get signed contracts for editors to file (May)
- Checking account / Get bank records monthly (all year)
- Oversee fundraising
- Work out concessions change/money for each meet / be in communication with concessions (June-July)
- Payroll / pay checks written and delivered to coaches (June-July)
- Collect and deposit cash at end of home meets; deposit next day (June-July)
- Collect receipts and check request forms, Write and deliver checks-only if check request form is completed (June-July)
- Communicate budget for social events
- Approval of necessary equipment and other expenditures
- Off season paperwork (proof of insurance / application for lane rental) for swim clinics; pay coach for swim clinics (Oct.-April)

Registrar / Co-Treasurer

- Registration activities
- Input data into Quicken and run reports through the summer
- Work with treasurer to collect receipts, paperwork, etc... to file
- List of registered families to HOA for approval (May)
- Balance Statements
- Provide roster
- Identify recipients of Ten-Year Towels and communicate to the Spiritwear Coordinator

Secretary

- Take and record board meeting minutes
- Negotiate, draft, and review contracts
- Keep duties and responsibilities document updated on website
- Update website content and announcements
- Fill calendar for practices, social events, meets, etc...
- Update Sailfish handbook
- Post documents to website
- Send out email blasts
- Mentor logs / letters

Team Rep

- Organize spirit events
- Attend ODSL meetings and keep track of ODSL activity
- Send emails to teams prior to meets
- Bulletin Board (swimmer of the week, upcoming events, team photo, coach notes, etc..)
- Arrange Fundraising (Spirit nights / Swim-a-thon)
- Pancake Breakfast (with help of board)
- Pep Rallies
- Act as a parent liaison
- Act as a coach liaison

Spirit wear / Awards Coordinator

- Talk to sponsors about raising money, collect and give to treasurer – sole sponsorship (if not, Sponsorship will be an Auxiliary position)
- Print all sponsor material and displays (display banner)
- Work with team social event coordinator
- Order spirit wear and coordinate team store
- Arrange for team photos, photographer, and slide show
- Present team logo changes for board approval

- Awards
- Swim suits / team apparel – arrange for swim suit try-on
- Plaque (thank you) for sponsors

Non-Voting Sailfish Auxiliary Board Members

Volunteer Coordinator

- Update detailed definition of each volunteer position and post online
- Add volunteer sign-ups to events and meets
- Document volunteer service hours worked and maintain balance
- Enter volunteer positions for meets, coordinate volunteers
- Send updates to team members about available positions that need to be filled
- Conduct pre-season volunteer work session (potentially at pre-season meeting)

Computer Operations

- Assure there are enough people for entering data at meets (2 operators)
- Create home meets and “invite” opposing teams
- Accept invitation to away meets
- Sync meet sheets between teams (run by coach before syncing)
- Make changes to swimmer entries as needed after syncing
- Print swimmer list, meet sheets, relay entries
- Post meet results to website
- Bring computer / printer to home meets

Concessions Coordinator

- Create menu of food and drink to sell (spreadsheet)
- Check inventory after home meets (weekly)

- Make list of items and amount to be purchased
- Give list to volunteer coordinator for volunteer shopping OR concessions coordinator does shopping
- Confer prices of items prior to sales
- Manage and run concessions at home meets
- Help as needed with grill nights
- Count cash, fill out deposit slip, give to treasurer
- Post website and social media announcements for non-swim meet concessions and sales (Grill Nights)
- Be in communication with treasurer in regard to sales

Sponsorship Coordinator (in the case of no sole sponsor)

- Procure sponsors to raise money
- Collect money from sponsors and give to treasurer
- Give sponsor information to spirit wear coordinator to include on t-shirts, banner, and thank you plaques
- Deliver thank you plaques

Board (as a whole)

- Year-end party
- Nominating committee
- Coordinate swim evaluations