



BARRACUDAS ADVISORY BOARD

Updated September 2017

- ✓ Board positions require 5-10 hours of work per week (on average) during the season.
- ✓ The board holds meetings the second week of each month (subject to change), at which your attendance is required: January, February, March, April, May, June, July, August, November and December. Board members should not miss more than two meetings.
- ✓ Board members should participate in as many team functions as possible.

PRESIDENT

- Attends monthly board meetings. Reserves location, creates and emails meeting agenda to board, and leads meeting.
- Oversees all aspects of team operations by setting goals, maintaining team philosophy and providing leadership to the board and chairs.
- Works with all board members and chairs to ensure that all team functions are organized, communicated and carried out successfully.
- Serves as a liaison between the board and the Broadstone Racquet Club (BRC) management. Communicates regularly with BRC aquatics director and club manager about team issues.
- Corresponds with and is available to coaches, swimmers and parents to help with problems and/or concerns.
- Leads open registration information meeting and new family orientation meeting.
- Attends as many swim meets as possible, including Champs, and works with league rep to resolve any issues that may arise during a meet.
- Assists with communications: Edits draft of weekly newsletter. When needed, sends emails to team, updates website, posts on Facebook and updates team handbook.
- Updates team bylaws as needed and presents to board.
- Meet of Champions: Works with computer ops on MOC entries. Handles communications to MOC families.
- Produces and manages online board elections process for voting to take place in July, before end of season.
- Performs other duties as requested or required.

COMMUNICATIONS/SECRETARY

- Attends monthly board meetings.
- Prepares board meeting minutes and emails to board on the day following the meeting.
- Writes/designs Cuda Zone News weekly newsletter (14 issues + end of season issue).
- Sends emails to team with important team information and reminders (president will assist). More than 40 emails, including the newsletter, were sent in 2017.
- Checks broadstone.barracudas@gmail.com account on a daily basis and answers emails or forwards emails to the appropriate board member.
- Updates team handbook in January/February (president will assist).
- Oversees two chair positions:
 - Media/webmaster: see description in chair section.
 - Graphic designer: see description in chair section.
- Performs other duties as requested or required.

COMPUTER OPERATIONS

- Attends monthly board meetings.
- Maintains computers, printers, Colorado timing console, etc., including updating software before the start of each season and as needed during the season.
- Trains comp ops crew on running and troubleshooting Meet Manager, Meet Mobile and Colorado Timing Systems.
- Ensures adequate staff at each home meet and Champs to run the meet.
- Keeps official times/records for each meet, including time trials, for at least one year in hard copy,
- Creates Meet Manager files at the beginning of the season for each meet, including time trials and Champs.
- Creates meets/time trials/Champs events in Team Unify and uploads appropriate files for swimmers/parents to sign up for meet attendance.
- Ensures each meet is fully seeded by the deadline; works with coaching staff to ensure any problems are resolved on time.
- Merges opposing team's swimmers, records, entries into each home meet file and runs pre-meet reports as needed.
- Sends records files, rosters and entries to away team computer ops by deadline; runs pre-meet reports as needed.
- Assists with Team Unify registration process and wait lists at the beginning of the season.
- Updates record files after each meet.
- Runs reports after every meet and posts to the Team Unify website.
- Sends out pre- and post-meet emails with links to reports and information swimmers/parents may find useful.
- Runs end of season reports for awards night.
- Maintains official time/score/records for each home meet.
- Attends pre-season league meeting with all computer ops chairs to plan season.
- Ensures required BBST computer ops/Colorado timing slots are filled for Champs.
- Answers email questions from parents that concern times, records, meet attendance, etc.
- Runs computers/Colorado at meets as needed.
- Performs other duties as requested or required.

FINANCE MANAGER

- Attends monthly board meetings.
- Prepares short, medium and long-term financial plan/goals for the team.
- Works with aquatics director on all phases of budget.
- Maintains a detailed budget spreadsheet, to be updated on a weekly basis. Updated budget should be available at monthly board meetings.
- Communicates with any board members/chairs/volunteers that are spending team money to ensure ongoing accounting and financial guidance.
- Sends emails to board members/chairs/volunteers to make sure receipts are turned in on a weekly basis.
- Works closely with fundraising/sponsorships board member regarding money raised.
- Serves as liaison between the board and BRC bookkeeper regarding financial matters: deposits, check requests and reimbursements.
- Performs other duties as requested or required.

FUNDRAISING/SPONSORSHIPS

- Attends monthly board meetings.
- Oversees and works with volunteers (number TBD) to organize and carry out the following fundraisers:
 - Swim-a-Thon: Sets up fundraising page on team website. Sends emails to team about donations. With board input, determines and orders prize(s) for swimmers. Coordinates sponsors and raffle prizes. Works with meet ops to set up equipment for event. Provides list of sponsors and raffle prize contributors for Cuda Zone News. Maintains list of most laps by age group/gender. Coordinates pizza party with coaches for those swimmers who met specific fundraising goal. Works with parent volunteer coordinator to determine parent volunteers and hours spent on Swim-a-Thon.
 - Sponsorships: Communicates with former sponsors about renewing sponsorship. Solicits new sponsors. Ensures that sponsor signage is ordered and placed on pop up tents before time trials. Ensures sponsor payments are collected and submitted to finance manager prior to sponsor banners being printed or installed on deck.
- Performs other duties as requested or required.

LEAGUE REPRESENTATIVE

- Attends monthly board meetings.
- Represents the Barracudas on the Suburban Swim League (SSL) board and acts as a liaison between the team and SSL.
- Attends SSL board meetings during the year and shall vote on important league decisions consistent with team philosophy.
- Communicates SSL news and decisions to Barracudas board.
- Communicates Champs information to Barracudas board and Champs/Spirit Week chair.
- Attends as many swim meets as possible and resolves any issues that may arise between teams during a meet.
- Champs: Must attend all three days and attend any meetings during the event. On site point person during the weekend to handle any issues that may arise.
- Performs other duties as requested or required.

MEET OPERATIONS

- Attends monthly board meetings.
- Responsible for swim meet operations and equipment (tents, chairs, benches, speakers, microphones, timing system, scoreboard, ropes, etc.) at home meets.
- Oversees and assists crew for set up, tear down and storage of all team equipment for all home meets.
- Oversees and assists crew for set up, tear down and storage of all team equipment needed for Champs.
- Ensures all team equipment is properly maintained, functional, in excellent working condition and available for all team meets and activities.
- Develops schedule of equipment that needs replacing, updating or new licensing.
- Coordinates with other board members to ensure team activities are properly resourced (speakers, etc.).
- Maintains storage sheds.
- Performs other duties as requested or required.

PARENT VOLUNTEER COORDINATOR (PVC)

- Attends monthly board meetings.
- PVC has a volunteer (shadow) who assists with duties and serves as a backup in case PVC is unable to attend a meet. The shadow can also be a potential successor for the position.
- Responds to parent emails/calls regarding volunteering in a timely manner. Resolves any disputes that may arise.
- Identifies and confirms all chair positions (starting in January and ensuring all chairs jobs are filled by end of April) and ensures those parents are fulfilling their jobs.
- Dual meets: Sets up all volunteer jobs on the team website and ensures all jobs are filled prior to the meet.
- Champs: Sets up all volunteer jobs on the team website and ensures all jobs are filled prior to Champs and fills in league job matrix per the SSL requirements.
- Champs: Per the SSL, each team is required to provide a volunteer coordinator on site for the weekend to ensure volunteer positions are filled.
- Monitors family volunteering to ensure that all families are fulfilling their volunteer responsibilities. If a family is not fulfilling their obligation and the situation is not resolved, the issue will be referred the advisory board. Further action may be needed via BRC management.
- Performs other duties as requested or required.

REGISTRAR

- Attends monthly board meetings.
- Most of the hours for this position will be during the registration period between January and April.
- Works with computer ops to set up registration on team website.
- Oversees distribution/collection of team banners promoting team registration that are placed at local schools.
- Coordinates banner signage/message with board/president.
- Attends open registration information meeting.
- Receives and responds to calls/emails from returning and new swimmers regarding registration and cancellations.
- Ensures all returning and new swimmers are properly registered and families are signed up as BRC members.

- Communicates regularly with BRC aquatics director and club manager about any registration issues.
- Maintains folder with emergency forms for swimmers.
- Performs other duties as requested or required.

SOCIAL/SPIRIT COORDINATOR

- Attends monthly board meetings.
- Oversees and works with a committee (number of volunteers TBD) that organizes the following team activities. Provides details, instructions and budget for each event to volunteers. Works with parent volunteer coordinator to identify parent volunteers and determine hours spent on social/spirit activities. Provides promotional information to communications/secretary for newsletter and website.
 - Friday Treats: Determines and organizes treats, including pancake days, for the season.
 - Sac State Aquatic Center teambuilding activity: Works with center staff on date options, obtains waivers (to be posted online), creates and sends Evite to swim families, and coordinates payment from swimmers.
 - Slip-n-Slide Kickball: Works with BRC staff to reserve back lawn area, coordinates and sets up items needed for event, sends Evite to swim families and buys treats for participants.
 - Bowling (or other activity TBD)
 - Sunsplash: Works with Sunsplash staff on date options, creates registration flyer, coordinates payment from swimmers, provides event wristbands.
 - Cuda Prom: Reserves aerobics room through BRC, gathers RSVPs, purchases/sets up decorations and snacks for participants.
 - Coach Appreciation Days: Responsible for appreciation posters (signed by swimmers) and other decorations, snacks and beverages for coaches, collecting donations from families, purchasing coaches' gifts, and promoting the week to swimmers/families.
 - On-deck Cuda spirit tent (home and away meets): TBD
- Performs other duties as requested or required.

SPECIAL EVENTS COORDINATOR

- Attends monthly board meetings.
- Oversees and works with a committee (number of volunteers TBD) to organize the following team events.
 - Kick off the Season Fiesta: Coordinates dinner specials with Seasons Café at BRC, works with team graphic designer to create flyer, works with meet ops for event equipment, sets up fiesta photo station. Promotes this event via team website, newsletter and email to encourage team participation.
 - Spirit Week: Assists Champs/Spirit Week chair to organize all aspects of Spirit Week and Champs rally and pasta feed event.
 - Champs: Helps promote Champs from beginning of season to Champs signup deadline to increase swimmer participation. Coordinates food for coaches at Champs. Works with team store manager to coordinate, order and distribute Champs theme/parade shirts and accessories.
 - Awards Night: Works with computer ops to determine participation award recipients and record breakers. Ensures voting on swimmer and parent awards is completed 1-2 weeks prior to banquet. Coordinates awards night, including 1) pricing and ordering participation medals, awards, trophies/plaques, 100 Grand candy bars, etc.; 2) requesting table set-up on lawn area; 3) working with meet or computer ops on screen and projector for video.
- Performs other duties as requested or required.

TEAM STORE MANAGER

- Attends monthly board meetings.
- Oversees team suit, caps, apparel and any other items for sale. A parent volunteer will serve as assistant.
 - Swimsuit: Identifies options for swimsuit styles and vendors and presents to board. Coordinates with vendor to determine ordering process. Handles any issues that may arise.
 - Caps: Identifies and works with vendor to determine ordering process.
 - Apparel: Determines team apparel items and presents to board. Coordinates with vendor regarding designs, orders and distribution. Sets up team store tent at home meets to sell apparel and other items.
 - Champs t-shirt and accessories: Assists special events coordinator.
 - Other items: Determines if any other team items should be sold during the season.
- Performs other duties as requested or required.