**NOTES FROM PARENT MEETING 12/1/15**

We need to continually refill positions to keep our club healthy. We are growing and need more volunteers. Many people have approached us asking "What can I do to help?" The purpose of this meeting is to celebrate our growth and ask for more help to keep our club moving forward.   
  
We are focusing on the longevity of our club and making sure we consistently move forward. This fall is the busiest season we have ever had. The major setback we are trying to avert is the cancellation of most of our home meet opportunities.   
  
In 2002, we had 108 year-round athletes, 3 coaches, and we offered 1 swim meet per year. Now we have 192 swimmers, 16 coaches, and offer 8 home swim meets each year. 62% of our group is under 12 (38% over 12) and our retention rate is 71%. 5 years ago, the staff felt it was important to bring more meets to Casper. This is how we started the Thursday night meets. They are convenient, inexpensive, and fun meets to celebrate kids work in the pool. Teams all over the state are trying to emulate our model, but it takes a lot of manpower.   
  
We need to fill the roles of our club. If we don't fill these beginning now, the only meets we will be able to offer are our sprint pentathlon and our January meet. We would like to see multiple people in multiple roles. We will compile lists as a board and will contact people toward filling the roles we need filled.

Here is a list of the roles we need in order for our club to run, along with descriptions of their jobs:  
  
Administrative roles:  
President - oversees and manages the club through delegation of duties, facilitate monthly board meeting, and contact point for parents and for Wyoming swimming.   
VP - club registrar - complete annual sanctioning of the club, register athletes and non-athletes,   
Secretary - written documentation of meetings, newsletter, club correspondence  
Treasurer - billing and collection of dues and fees, pay bills, works with accountant to keep books in order. We have an accountant, so this person does not need to be a CPA.  
Meet director - responsible for getting meets sanctioned and directs home meets  
Safety - meet marshal for all home meets.  
Head coach - oversees "wet" issues, voting member of the board, hired by the board.  
  
All administrative roles are elected for a 2-year term. The spots that will open for election this year are president, meet director, and secretary.  
  
Swim meet roles:  
Apparel - consignment sales for swimwear at club events  
Awards - obtain awards we give out and coordinate that  
Concessions - coordinate for home meets  
Crow's nest - someone to run meet manager software and timing console, and administrative official to verify times for meets  
Head timer - coordinate lane timers for home meets  
Hospitality - coordinate room for coaches and visiting officials  
Safety marshal - people willing to serve as safety marshal for home meets so one person doesn't have to do it all.  
  
Officiating:  
Without these roles, we can't offer meets. It takes time to train people to officiate.  
Stroke and turn officials - must apprentice 7 sessions to be certified in this  
Starter position – after becoming a stroke and turn official, people can apprentice to be a starter  
Referee - we need more of these. Again, they must be apprenticed, and it takes time to learn it. These officials have full authority over running swim meets  
  
Community:  
Communication - help promote the club in the community through various media  
Fundraising - help raise money for the club  
LSC liaison - connects our club to the local swimming committee. This person may also want to serve on WY swimming board of directors. Casper has no one on the board of directors right now.  
Outreach - review and recommends scholarships needs and diversity topics and presents to the board  
Team apparel - helps determine and coordinate the team's apparel  
USA programs - group that would investigate the programs available and present those options to the board to see if we want to offer them.  
  
Filling these roles is what we need to keep our club healthy. People interested in helping can contact any of the board members to express interest and find out next steps.