



Ellensburg Area Swim Team
Tues Nov 12, 2024 MEETING AGENDA
6 - 7 PM

Begin Meeting with approval of meeting notes from previous meeting: Vote to approve Oct 8 Meeting minutes

The board voted to approve Coach Candy into the heading coaching role NOV 5
Approving a range of \$33-36K pending discussion at the next meeting

6-630: President/ Vice President (Kelly/Jaymi)

Head Coach Position

- Sign contract
- Approval of head coach job description (see draft in Google drive)
- Sarah's list of duties- Candi will cover but needs help with transition of registration in August/Sept,

Developmental coach position

- developmental coach approval of position and pay- plan to advertise after board reviews:
<https://docs.google.com/document/d/175MScaHCEbJLxLQRSXMIKvRzrXbaSpk0ve/edit?usp=sharing&oid=104895769909191902994&rtpof=true&sd=true>
- Masters T/Th/F 6-7:30 am Moriah -which coach will take this over?
Developmental or head coach

630-635: Treasurer (Alica) - updates?

- Working on closing books for 2023-2024 fiscal year.
- Bringing budget for review - what changes, if any, need to be made?

635-645: Safesport (Megan)

- Discuss Safesport new updates

645-650: Officials (Josh)

- I should have my starter cert. done by end of week.

650- 655: Fundraising (Joy) -updates?

- Swimathon/ sponsorship form - changes/merging the fundraisers.
- What committees are needed for swimathon?
 - Food/Snacks -
 - Team provides pizza (Dominoes will donate a pizza for every pizza you buy and they charge you \$10/pizza) - Josh and Robert were able to get fabulous deals from Dominoes.
 - ~26 pizzas last year (3 people / pizza)
 - Gathering/Distributing prizes
 - USA Swimming / website stuff
 - Distributing/Collecting pledge sheets
- For action: Meeting to discuss Swimathon format
- Need separate sponsorship form for in-kind donations.
- SCRIP Raise Right is active and has raised ~\$106 in about 3 weeks with like 10 active accounts. Propose splitting 50/50 to encourage families to use (even pre-comp level that has no fundraising obligation) and provide families a way to gain dues assistance (which will hopefully encourage more meet attendance).
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List of tasks Sarah has been doing:

1. Meet Director - (Separate person could take this on)
 - a. creating meet sanction which includes reaching out to get meet admin and referee and others committed to work the meet,
 - b. organizing committees and volunteers, purchasing awards and other items needed
 - c. Communicate with CWU facilities regarding schedule and facility use needs
 - d. Process fees collection and finalize monies at end of meet
 - e. Set up meet format in Meet Manager and send out results after meet
2. Facility Liaison - communication with CWU facilities, maintenance, scheduling, athletics, contracts, etc. (KP)
3. Purchasing team supplies, awards, t-shirts, equipment, etc.

4. Budget - work with Treasurer to establish annual budget, communicate throughout swim season regarding financial status and available funds
5. Taxes - in coordination with team Treasurer, communicate with tax preparation service to file annual taxes
6. Human Resources - hiring (interview, certification, employment paperwork), supervising, scheduling and developing (professional development) coaches and lifeguards
7. Apparel orders - design, cost, etc - work closely with volunteer (currently Jaymi Williams) to prepare and finalize apparel orders, financial transactions and delivery of items
8. Program growth and development, yearly schedule of meets and events, updating TeamUnify, communicating with families, establish training schedule, communicate regarding training group assignments for swimmers, move swimmers as needed for appropriate skills and also a balanced number of group to coach ratios, monitor group numbers in relation to budget for coach pay
9. Customer Service - welcoming new families, swim tests, how to register, answering program questions/complaints/concerns, communicating program schedules and events to membership
10. Registration, updating Family Handbook and Member Dues Agreement, updating all the registration agreements for new year of registration, monitoring membership of coaches and swimmers with USA Swimming requirements, communicating issues with IES, re-register as a USA Swimming and a USMS team each year.
 - a. When a new member registers, make sure they are registered with USA Swimming, then approve their membership in our SportsEngine system. Make sure this approval is timed appropriately so the family is not double billed for monthly dues.
 - b. Create Swim School schedule and communicate class time to families. Update changes in classes as they occur.
11. I have been running Masters, Silver 1, Bronze 1, Bronze 2, Precomp 1, Precomp 2 and Saturday precomp practice sessions this year, plus overseeing Swim School program, plus getting pulled into the Silver2/Gold programming needs, and now trying to develop a dryland program. If I work all those practices, I am on the pool deck 23 hours per week, not including swim meets. Plan practices and season plans, provide individualized feedback as necessary for continued progress.
12. Attend swim meets - average one meet per month, about 12 meets per year, averages about 20 hours per month, not including travel time. Attend team events and fundraisers
13. EAST representative at IES meetings such as HOD. Receive regular IES updates and forward messages to team as appropriate. Communicate with IES Secretary regarding EAST needs, especially in relation to coach certification requirements.
14. Meet Entries, create relays, submit entries to hosting team, submit fees to hosting team (work with Treasurer to get check), submit results in our system, follow up with Treasurer to ensure meet fees are invoiced to EAST families
15. Work closely with EAST Board members, most members of the board communicate directly with me, checking in on progress of the projects they are working on. Attend Board meetings, update Board regarding status of the program
 - a. I have been very involved with all events

- i. Hosting swim meet
- ii. SwimATHon - I processed all back end financials
- iii. Swim Meets
- iv. Team banquets
- v. Team events - pictures (I process all photos and money each year), all team practices, holiday events, etc.
- vi. Rodeo Parade
- vii. Rodeo Concession sales

16. Coach certifications -

- a. Monitor status of all Board and Coach certifications
- b. Teach STSC and CPR classes to update certification requirements
- c. Help new coaches understand where to find required courses and follow up to make sure they have completed requirements

17. Constant email and text message (sometimes phone calls) regarding the program.

18. Ongoing professional development