



Ellensburg Area Swim Team
Tues OCT 1, 2024 MEETING AGENDA
6 - 7 PM

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

Attendees:

Head Coach Position

- Draft of job description (see draft in Google drive)
<https://docs.google.com/document/d/175MScaHCEbJLxLQRSXMIKvRzrXbaSpk0ve/edit?usp=sharing&oid=104895769909191902994&rtpof=true&sd=true>

- Sarah's list of duties
- Coverage for:

Masters T/Th/F 6-7:30 am **Moriah**

Bronze 2 M/W/F 3-4 pm - **Josh**

Silver M/W/F 4-5:30 pm (**Josh**) and T/Th 3:45 - 5:00 pm (**Kelly**)

Bronze 1 M/W/F 5:30 - 6:30 pm (**Jaymi**)

Precomp T/Th 5-5:45 and 5:45 - 6:30 pm (Talk to Moriah)

- Budget– What can we pay a head coach that would be a competitive salary?
 - She was \$3000/month

Banquet Planning - plan time, place and format (type of food served) for end of year celebrations. **October 23 @ 6 pm**

- Coaches will still lead what awards to give to swimmers.
- Board will determine the types of team information to distribute at these events.
- Going away celebration for Sarah - **Gift Card and sign an East shirt with a card per group**

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