

Descriptions of Committee Chairs/ Representatives

Meet Management Description of Responsibilities:

Work with coaching staff and meet location staff to secure dates for the home meets (Erin Block Invitational, Mid-Winter Classic, Illinois Open), work with the head coach and IL Swimming to get meets sanctioned and meet information packets submitted. They will help secure meet directors for the home meets (usually meet management and meet director are the same), and secure major subcommittee chairs for the home meets.

Subcommittee Chairs for Home Meets:

Meet Director(s) Description of Responsibilities:

Work closely with Meet Management Chair to plan and organize the major home meets and the smaller half-day or dual meets. This includes making sure sanction applications to IL Swimming are submitted, securing dates with the location hosts, overseeing the operation of the meet (coordinating the various subcommittee chairs), and submitting financial reports at conclusion of meet.

Concessions Description of Responsibilities:

Plan and organize concession sales for home meets. This includes obtaining permit from Department of Public Health (if necessary), purchasing food to be sold, arranging with area restaurants for donations or deliveries of food, and arranging for ice.

Hospitality Description of Responsibilities:

Work with concessions chair to supply food, snacks and beverages for coaches, officials and volunteers during the span of all major home meets. This is usually not necessary for the smaller duals meets etc.

Computers Description of Responsibilities:

Plan and organize (with Volunteer Coordinator) a group of parents knowledgeable in the running of the computers and the computerized timing system used at meets to work the various sessions at home meets.

Awards Description of Responsibilities:

Coordinate with meet director to order ribbons and medals for major home meets and distribute accordingly at the meets based on results.

Meet Entries Description of Responsibilities:

Work with Meet Director(s) and Head Coach to organize entries for home meets.

Volunteer Coordinator Description of Responsibilities:

Work with Meet Management chair and meet directors for home meets to develop a roster of needs for volunteer help. Also entails contacting families to solicit help and to schedule shifts for working at all home meets. They will provide check for those meets and report any non working families to the Head Coach after the meet if fines are necessary.

Equipment & Apparel Description of Responsibilities:

Work with Head Coach and Team Administrator to order apparel (e.g., t-shirts, polo shirts, swim caps) for swimmers and parents and order equipment for swimmers (e.g., fins, kickboards, paddles). This person(s) will pick up merchandise and help distribute to athletes, parents, and coaches.

Publicity Description of Responsibilities:

Work with staff (coaches, Team Administrator, webmaster) to publicize information relative to the team. This could include (but is not limited to): meet results, advertising about joining team, special articles about significant upcoming events, etc.

Social Description of Responsibilities:

Work with coaching staff to structure activities, for both swimmers and families, to develop friendships and provide opportunities for the team to get together outside of competitions. This position will help organize the spring banquet and fall kick-off cookout.

Fundraising Description of Responsibilities:

Work with YMCA staff and coaching staff to develop plans and actions for raising funds to help the competitive, equipment and social aspects of the team and meet the financial needs on an annual basis.

Website Communications Description of Responsibilities:

Work with coaching staff to develop and maintain an informative team website that is current, reflecting important information related to practices, upcoming events, and other relevant news.

Officials Description of Responsibilities:

Help develop a group of parents who are willing to become certified USA Swimming/YMCA officials and help in maintaining that certification through continuing education and training.

Training Group Representatives Description of Responsibilities:

Be the “voice” of the training group you represent (typically the group in which your child swims). This can include bringing concerns to the Board about practice issues; coach issues; or any other parental concerns, comments, or questions of which the Board should be aware.