

Committee Position Descriptions

Sharks families run the team. We need your active leadership and engagement to make our team successful. In addition to your meet jobs, each family may be selected by a Committee Chair to join one of our Committees.

Note: Jobs marked with an * and team board member positions are exempt from meet work.

SHARK SHACK MANAGER*: The concessions manager is responsible for the concessions stand during home meets. This means the coordination of staffing, purchasing, inventory and sales of food and snack items during the swim meets. Provides receipts and funds to treasurer.

CONCESSIONS ASSISTANT: Support the concessions manager by purchasing all items for home meet concessions.

SHARK SHOP MANAGER*: Runs & stocks Shark Shop on Wednesdays during practice. Responsible for collecting goods donations from parents, purchasing store items as needed, and storing goods throughout the season. Oversees the Sharks punch cards and parent volunteers. Provides receipts and funds to treasurer.

SHARK SHOP WORKER: Assigned by the Manager to help run the Shark Shop on Wednesdays during the season.

HEAD STATISTICIAN*: Responsible for the operation of the head table, computer equipment and data entry during the meets. Works with coaching staff to prepare for the meets by producing meet entries and lane cards. Coordinates staffing the head table during the meets. Ensures adequate materials are available for ribbon labels and delivers meet results to the ISL League timekeeper, to the team's publicity editor/report, and to the team's webmaster.

ISL CHAMPS PLANNING REP*: Attends and represents the team at the 3 ISL meetings leading up to the Championship meet. Champs Rep is responsible for communicating information about the Champs meet to the Sharks board and fellow team members. Promotes team attendance at this meet.

VOLUNTEER COORDINATOR*: Promotes and confirms committee worker sign-up information and tracks family volunteer shifts for the season. The Coordinator provides a printed version of volunteer assignments per meet communicates with families throughout the season and before/during meets. Partners with the Vice President to check-in volunteers during each shift of the meet. The Coordinator is responsible for making sure all meet positions are covered.

PHOTOGRAPHER: Captures visual content at meets and team events, and provides to President on a timely basis.

REGISTRAR (Board Position)*: Works with coaches, board & other team coordinators/managers to promote new membership and retain current members. Provides input to parent packet coordinator on necessary paperwork to be completed for membership. Works with treasurer and the board to determine registration/membership fees. Works with the ISL to complete requirements of team registration. Provides receipts and funds to treasurer.

SOCIAL ACTIVITIES COORDINATOR(S)*: Arranges, promotes and oversees the team's social activities during the summer. Works with coaches, board & other team coordinators/managers to make sure all social and other events run smoothly. Coordinates and helps team parents to make sure that the Awards Banquet, Carbo Load Dinner, and Opening Day Kick-off Dinner is properly staffed, secure location, and set-up and clean up after the events.

- **Opening Day Kick-off:** A group of team parents organizes & plans pre-season team orientation/welcome night. Arranges location and set-up /

clean-up of event, plans for introductory meeting between coaches, parents and swimmers.

- **CHAMPS PRE-PARTY/CARB DINNER:** A group of team parents organizes & plans carbo-load dinner the night before ISL Championships. Creates flyer for email distribution to team. Arranges location and set-up / clean-up of event, plans for team spirit activities.
- **AWARDS BANQUET:** Plans, coordinates & promotes end of the year awards party. Works with the coaches, board & event MC to make sure event runs smoothly. Is responsible to help set-up, clean-up and deliver the un-claimed trophies.

CHAMPS PRE-PARTY/CARB DINNER ASSISTANTS: Assist social activities coordinator plan and execute event.

AWARDS BANQUET ASSISTANTS: Assist social activities coordinator plan and execute event.

MEET SET UP/TEAR DOWN*: Under the direction of the Meet Manager (Vice President) sets up the head table and canopies, ready bench and canopy, swimmers' pre-event chairs and timers' canopies, and PA system and assists with set up/tear down of social events.