

IASI Operations Administrator

Job Title:	IASI Operations Administrator	Organization:	IASI
Date Created:	July 2022	Status:	Non-Exempt

Responsibilities:

Essential:

1. Be the primary point person for USA swimming, the IASI charter and the IASI Board of Directors – including the General Chair. Answer questions, give advice and provide support.
2. Attend meetings as it pertains to this role (board meetings, house of delegates, Committee meetings as a non-voting non-member, USA swimming, central zone, LSC leadership meetings).
3. Coordinate IASI meetings (house of delegates, board of director, bid meetings, and any other special meetings as requested). This involves securing space or setting up zoom calls, working with General Chair, Secretary and Committee Chairs to ensure documents are compiled and distributed to members, and assist with virtual meetings (share screen, advance the PPTs).
4. Fulfill the National Time Verification responsibilities.
 - Submit all times into the USA SWIMS database after each sanctioned meet.
 - Research any time discrepancies with the host club and enter the correct time.
 - Process requests for observed meets if it meets stated requirements.
 - Input times after high school regional and state meets.
 - Entry Time Reconciliation for entries to all meets with qualifying standards to ensure proper times and seeding. Must work with the host team's entry chair when doing this.
5. Maintain and disseminate LSC records, top times, and time standards.
6. IASI Sanctioned Swim Meets – scheduling, sanctioning, post meet fines and infractions
 - Distribute meet bids' calendar by the end of January each year.
 - Collect and track bids for all meets.
 - Upload approved meet schedule on the IASI website once approved by HOD during the LSC's spring HOD meeting.
 - Update schedule with any approved changes made throughout the year.
 - IASI and host club meet liaison.
 - Work with Sanctioning Committee with processing sanction requests.
 - Collect sanction fees and process fines for late sanction requests.
 - Once meets are sanctioned by the Administrative Chair, send out sanction documentation to meet hosts.
 - Upload meet invites and meet information on IASI website once open invites and LSC Championship meets have been published by the meet host.
 - Post meet responsibilities:
 - Ensure the post meet reports are submitted to the office.
 - If not, contact meet hosts as a reminder.
 - If reports are not forward at that point, report this to the board.
 - Collect and deposit Splash Fees.
 - Send infractions letter with fine to clubs who failed for forward Splash Fees to the office within 28 days after a meet's conclusion.
 - Create and send letters of all other infractions with fines if violations occur with sanctioned meets. Letters will be signed by the Finance Chair or the General Chair.

7. Championship meet liaison.
 - Work with the TPC by providing information about past LSC Championship meets.
 - Upload championship meet time standards to the IASI website.
 - In December, support the Coaches Committee to set calendar for the following year.
 - Before January BOD meeting, obtain contracts with meet sites for the IASI Age Group Short Course Championships, the IASI Short Course Championships and the IASI Long Course Championships for Coaches Committee review and approval.
 - Work with host clubs, the Sanctioning Committee and the TPC with completing sanctioning for all the LSC's Championship meets.
 - Answer questions about the LSC's championship from coaches, meet hosts, and board members.
 - Order awards.
 - Process meet evaluation forms and collect these evaluations. Forward information to the TPC Chair.
8. Responsible for the IASI annual awards and recognition.
 - Identify new IASI records.
 - Order plaques.
 - Print certificates.
 - Work with Coaches Committee Chair to process and award Coaching of the Year Awards.
 - Processing of LSC's Top 5 award rankings – A point system is used for these awards.
9. Work with Age Group Chair and Head Team Iowa coaches with the collection and processing of all Team Iowa meet entries.
 - Attend IASI Championship meets as directed
 - Be a resource for athletes and parents who are interested in Team Iowa
 - Assist in selection of athletes as requested
 - Primary resource for processing entries for all Team Iowa events
10. Administer the IASI scholarship program.
 - Collects scholarship applications and distributes these to the Scholarship Committee Chair.
11. Process qualified athlete travel reimbursement.
 - Collects travel reimbursement requests.
 - Works with LSC Treasurer by processing check requests.
 - Verifies athlete eligibility for travel reimbursement.
 - Calculates each athlete's share of travel reimbursement.
 - Responsible for collection of disbursements if athlete was not eligible to receive reimbursement.
12. Stay current and knowledgeable on USA Swimming rules and regulations.
13. Stay current and fully understand IASI policy and procedures as well as the IASI by-laws.
14. Adhere to and follow IASI financial policies and controls as written and required.
15. Adhere to and follow IASI policies as written in the Employee Handbook.
16. Maintain and adhere to a regular work schedule as agreed upon by IASI.

Non-Essential:

1. While this job description is intended to be an accurate reflection of the job requirements, IASI leadership reserves the right to modify, add or remove duties from jobs and to assign other duties as necessary.

Essential Qualifications:

Experience:

Understanding of the SWIMS database and how to access a variety of data.

Understanding of SportsEngine's Team Unify.

Understanding of Active's Meet Manager.

Familiarity with the USA Swimming website and portals (LSC, Club, and Learn Portals), a plus.

Understanding competitive swimming – from a parent, coach, official, athlete, and volunteer perspective.

Skills

Computer skills: Word, Excel, PowerPoint, Adobe Acrobat, Zoom, Google, Constant Contact, SignUp Genius, social media sites.

Excellent communication skills (written and oral).

Strong organizational skills and attention to detail.

Physical:

Persons filling this position must have the ability to communicate via the telephone, in person and through correspondence with others.

Mental:

Ability to work under pressure of deadlines.

Ability to think independently, solve various problems and make informed, rational decisions.

Ability to stay focused despite continual interruptions.

Other:

Must be available to work scheduled hours and overtime as the employer determines is necessary or desirable to meet its business needs and to cooperate and promote goodwill in the image of IASI.

Must be available and willing to work such weekends and holidays as the employer determines are necessary or desirable to meet its business needs.

Ability and willingness to travel to such locations and with such frequency as IASI determines is necessary or desirable to meet its business need.

Acknowledgement:

I acknowledge that I have received a copy of this job description. I understand that I can discuss it and any questions that I have at any time.

Employee Signature	Date