

# Hutchinson Swim Club (High Tides) Club Position Definitions



Hutchinson Swim Club is a volunteer driven organization. Participation by members in the guidance and operation of the club as board members, committee members and swim meet volunteers is vital to the success of our program. Minimum volunteer requirements are a stipulation of membership in nearly every non-profit youth organization, including High Tides. We hope you will consider going beyond the minimum requirement and become an active member of High Tides by joining the board or filling one of several sub-committee positions.

The High Tides Board of Directors and Coaches are committed to making decisions regarding club business that are in the best interest of the program as a whole, separate from individual interests. We are actively seeking members capable of committing to this philosophy to serve on the Board of Directors or as volunteers on Sub-Committees. While swimming is often thought of as an individual sport, High Tides has chosen to function as a team and to create a culture in which swimmers, coaches and families work together to build a foundation of success. It is a culture in which each swimmer, coach and parent plays an important role in supporting the efforts of the team. We travel as a team and share in the successes of our collective swimmers. In doing so, we teach our children the value of team work and sportsmanship.

If this sounds like a program you want to help support, please contact one of the current board members to learn how you can play a critical role in the success of High Tides.

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## Board of Directors

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### President

- Preside at all HSC Board meetings
- Prepare meeting agendas after consulting with HSC Head Coaches and club officers.
- Secure location for HSC Board meetings
- Lead the Board in the club's long range strategic planning process
- Act as a liaison between BOD and membership
- Negotiate and prepare contracts for salaried employees
- Attend all club meetings, functions and fundraisers when feasible
- Represent HSC at MSI House of Delegates meeting and bid on meets, in program director's absence
- Be tactful and diplomatic when dealing with HSC members, parents and coaches
- Recognize and acknowledge the efforts of Board members, Coaches and HSC volunteers
- Delegate responsibilities to HSC Board Executive Committee members and HSC volunteers
- Measure and quantify results of HSC Board initiatives
- Prepare and present program director's performance evaluation with the BOD at least once a year
- Assist Meet Director with planning of HSC home swim meets
- Answer questions from parents and coaches in a timely manner
- Mediate disputes between program direction and members, as necessary, to ensure acceptable outcome is achieved
- Actively support the mission and goals of HSC in the community and among members
- Collaborate with Program Director to recruit and offer employment offers to new staff members

### Vice President

- In the absence or disability of the President, the Vice President would fulfill all duties of the President, and when so acting have all the powers of and restrictions placed upon the President when attending all Executive Sessions of the Board
- The Vice President shall perform other duties as assigned to him/her by the President or the Board of Directors and will attend all Executive Sessions of the Board
- Act as a committee liaison of at least one committee
- Maintain close communications with the President of the Board, so as to be informed of all issues and decisions
- Actively participate in the planning, implementation or delegation of team events
- Attend all HSC Board meetings and support the mission and goals of the club while interacting with members.
- Actively support the mission and goals of HSC in the community and among members

# Hutchinson Swim Club (High Tides) Club Position Definitions



## Treasurer

- Manage HSC finances and assume ultimate fiduciary responsibility for all club accounts and assets
- Make timely deposits of HSC funds from registrations, PRCE payments, fundraiser proceeds, meet income and other sources of revenue
- Safeguard club's good standing with creditors by making timely payments of all club debts
- Contact and collect past due monies owed by non-HSC members
- Issue checks or fund transmittals for all HSC purchases
- Manage the inventory of all HSC office equipment and supplies
- Establish an annual budget, which is approved by the BOD
- Participate in HSC strategic, long range planning process
- Track coaching hours on time cards and manage all HSC payroll activities
- Coordinate with club accountant to ensure proper payment of worker's compensation and payroll taxes
- Prepare a monthly financial report to present to HSC Board of Directors
- Manage HSC scrip card program. Order and distribute cards and deposit 4% proceeds in participating members' accounts
- Attend all HSC Board meetings and support the mission and goals of the club while interacting with members
- Actively support the mission and goals of HSC in the community and among members
- Receive and give receipts for moneys due and payable or contributed to the corporation from any source whatsoever
- Prepare and issue checks for officials assigned to work at HSC hosted meets, with payment to be made by the end of the meet
- Work with Meet Entries Coordinator and Program Director to ensure payment of meet fees, for example: send check for meet fees with Program Director/Head Coach prior to departure for away meets. Work with the Head Coach/Program Director to ensure proper meet fees were written in the club checkbook
- The Treasurer may delegate duties or tasks as needed, but will retain responsibility and accountability for any such duties and tasks.

## Secretary

- Attend all HSC Board meetings and record proceedings
- Minutes should include the following components:
  1. Date, time and place of meeting
  2. Name of person presiding over meeting
  3. Names of members present, excused and absent
  4. All motions including the name of mover and seconder
  5. Results of all votes
  6. List of reports or documents introduced at meeting
  7. Summary of significant points discussed
  8. Commitments on actions made by officers or other members present
  9. Time of adjournment.
- Copies of meeting minutes should be organized and forwarded to BOD members for editing before placement on the team website

# Hutchinson Swim Club (High Tides) Club Position Definitions



- Send notice of board meetings, parent meetings and club banquets to all members
- Responsible for safeguarding club records and documents
- Actively support the mission and goals of HSC in the community and among members
- Act as a committee liaison of at least one committee

## Members at Large/Directors

- Attend all HSC Board meetings and support the mission and goals of the club while interacting with members
- Assist with HSC needs and committees, as necessary
- Actively support the mission and goals of HSC in the community and among members
- Act as a committee liaison of at least one committee
- Present known member concerns to the board
- Actively participate in club meets and fundraisers
- Offer opinions on BOD motions prior to voting
- Recommend members for nomination of BOD
- Responsible for serving as a committee liaison for at least one committee

## Registration/Billing Director

- Effectively manage the registration process for all athletes, coaches, officials and USA Swimming non-athlete members
- Coordinate Spring and Fall registration; Open House events and update the club registration on Team Unify with accurate dates and fee schedules
- Accurately maintain Registration system on Team Unify to ensure only registered athletes are practicing with the club
- Enter all athlete registrations into the HSC Team Unify software system and prepare registration and payments to send to MSI
- Update club charter paperwork and file with MSI before the start of each season.
- Answer questions from parents and coaches in a timely manner
- Actively support the mission and goals of HSC in the community and among members
- Receive scholarship requests and present to executive board; award moneys as determined by that board
- Send monthly billing statements to HSC members and contact past due accounts to minimize outstanding receivables

## Website/Social Media Director

- Responsible for all content on the HSC Team Unify website
- Update the website with relevant news feeds, photos and team activities
- Ensure the accuracy of all communications and team calendar listed on the website
- Manage HSC's social media presence with an emphasis on raising awareness of the club and its benefits to non-members
- Promote HSC meets and fundraising activities to followers and friends
- Post Job sign-up to TU
- Encourage HSC coaches to post news feeds on a timely basis
- Watch MSI and USA Swimming websites for updated content to post on team's TU site
- Actively support the mission and goals of HSC in the community and among members

# Hutchinson Swim Club (High Tides) Club Position Definitions



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## *Sub-Committees/Volunteers*

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### Meet Entries Coordinator

- Create meet events in Team Unify
- Send email to families notifying that a meet is open for commitment and individual event selections should be made by the posted deadline
- Work with the head coach, post-meet, to determine final relay participants and individual swims. Reconcile to the original TU committed athletes for the event. Make corrections as necessary so billing will be accurate to the HSC family accounts
- Calculate total meet fees and email to the Treasurer and Billing Admin
- Track meet results and send report with "personal best" times, team records, and state cuts to HSC Public Relations Director and Web/Social Media Manager
- Update the TU with all personal best times for each swimmer at the conclusion of each meet
- Post team meet events on TU site
- This position is also responsible for Home Meet Entries, see description in Meet Committee information

### Fundraising Coordinator(s)

- Oversee a committee of volunteers and be responsible for coordinating all team fundraising activities
- Search for new opportunities to raise funds for HSC Short and Long course seasons in order to meet the fundraising goals and objectives. Report findings to the Board of Directors
- Plan fundraising activities and communicate event dates, times and methods to HSC members. Motivate members to participate/volunteer in team fundraisers including Swimathon, Kwik Trip Scrip, and other approved fundraising activities.
- Ensure ALL proceeds from team fundraising are turned into HSC Treasurer
- Track fundraising effectiveness and make periodic reports to the HSC Board of Directors
- Prepare grant proposals on behalf of HSC as opportunities become available

### Apparel Coordinator(s)

- Contact apparel vendors to obtain pricing quotes on selected products
- Arrange apparel fitting and ordering events as directed by HSC Board
- Work with Program Director, BOD, and HSC members to ascertain desired apparel offerings
- Distribute items upon arrival

# Hutchinson Swim Club (High Tides) Club Position Definitions



## Marketing/Public Relations Coordinator(s)

- Actively promote the club, its activities and the sport of swimming within the greater Hutchinson community
- Develop appropriate press releases for local media to maximize HSC coverage
- Maintain a good relationship with the Hutchinson Leader Sports Director to ensure coverage of HSC home, away and Finals meets
- Work closely with club Web/Social Media Manager to develop relevant content for Facebook and Team Unify
- Brainstorm on an ongoing basis to formulate new and creative methods to raise awareness of HSC and the sport of swimming
- Gather meet results from Meet Entries Coordinator and report number of "personal best" times and submit story to Hutchinson Leader
- Develop new club marketing materials, as approved by Board of Directors
- Partner with HSC Fundraising Chairperson to increase public awareness and participation in HSC fundraisers
- Solicit advertisers for Meet Programs and activities calendars

## Social Committee Coordinator(s)

- Coordinate HSC banquets at end of each season, which may include but is not limited to location, food, set-up and take down for the events
- Collaborate with BOD and Program Director for these events

# Hutchinson Swim Club (High Tides) Club Position Definitions



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## **Meet Committee**

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### **Meet Director**

- Responsible for planning and organizing the home meets
- Conduct meet planning meetings with volunteers and HSC Board of Directors
- Work with concessions, awards, marketing and hospitality to ensure that all necessary orders are placed
- Answer inquiries from other clubs planning to attend a HSC hosted meet
- Responsible for all staff and volunteers and will be at the pool from 7am-6pm or longer on the days we host home meets
- More detailed information is available if you are interested in this critically important position
- Delegate a member to pick up the meet packet from MSI one week prior to the meet start date

### **Meet Entries Coordinator** (this person is also the Club's Meet Entry Coordinator)

- Set up the meet with HyTek Meet Manager software once the order of events is received from MSI
- Send out Sanctioned Meet information and the Meet Manager event files to all teams invited or eligible to attend the meet
- As entries are received from teams, import the files into Meet Manager, entries from teams are typically due 10 days prior to the meet
- Once all entries are imported into Meet Manager, the files will be sent to MSI and the Entries Coordinator will work with the Meet Referee to establish a meet timeline
- Final meet entries are due the Monday before the meet and will need to be imported to finalize the meet
- Send the finalized meet document to the printer and determine a set number of programs to print. Other items that will need to be pre-printed include coaches programs, lane timer sheets, relay cards and positive check-in sheets.
- Work with Marketing coordinator on program design and layout
- This position is critically important to the hosting of an organized and successful meet
- An eye for detail and ability to work under tight deadlines is required

### **Meet Safety Director**

- Be on deck at all home swim meets
- Must be a non-athlete registered member of USA Swimming
- Maintain the club's first aid kit and attend to any injuries sustained throughout the duration of the meet
- Must file an incident report for all injuries reported by athletes or visitors
- Keep a cooler at the safety station on deck and ensure it is filled with ice and bags for treating injuries
- First Aid/CPR training is beneficial in this position

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- Collaborate with Assistant Safety Directors at the meet
- Direct flow of traffic and also respond to non-first aid emergencies, as well as those requiring first aid

## **Meet Marshall**

- Responsible for facility management throughout the duration of the meet
- This includes monitoring the locker rooms (with assistant of opposite gender), hallways, cafeteria and other commons areas
- Discourage horseplay by athletes and keep all walking areas unobstructed and free of clutter. Alert the Head Referee of any deck areas deemed to be overly slippery and squeegee the area if necessary.
- Notify a custodian if trash receptacles become overfull anywhere in the facility
- Ensure the deck areas are occupied only by coaches, swimmers, officials and authorized personnel
- Wear an orange safety vest while serving in this role

## **Meet Concessions Coordinator**

- Plan the concessions menu for all home meets and submit to the HSC Board for approval
- Price compare cost on items to achieve the best per item cost basis
- Create a menu of concession items and send to Meet Director for inclusion in the meet program
- Organize the concessions area during the designated pre-meet set-up time
- Supervise concession volunteers and timely restocking of menu items
- Arrange with HSC Treasurer to get starting monies and a cash box
- Assist in tearing down the concession stand at the conclusion of meets and will need to return or store leftover items
- Keep itemized receipts for all purchases and turn over to HSC Treasurer for timely reimbursement

## **Meet Hospitality Coordinator**

- Plan the menu for the hospitality suite
- Solicit food donations from HSC member families
- With BOD approval, purchase and coordinate delivery of supplies and food for the hospitality room
- Maintain the offering of items at the suite throughout the course of the meet
- Supervise two or three suite volunteers
- Responsible for cleaning the suite at the conclusion of the meet
- Work with Marketing Coordinator to solicit product donations for use in the hospitality room

## **Meet Volunteer Coordinator**

- Coordinate volunteers for home meets
- Contact members to ensure all families sign up to volunteer
- Cold call members after the sign up date has closed to recruit members to fill remaining spots



# Hutchinson Swim Club (High Tides) Club Position Definitions



## **Meet Program Coordinator**

- Sell ads for meet program
- Organize printing of meet programs

## **Meet Awards Coordinator**

- Determine number of awards to be ordered for a meet and place the order
- Post the race result sheets, tag, organize awards and distribute awards to the proper recipients
- Responsible for storing and keeping an itemized inventory of swim meet awards. The counting of remaining awards after each meet is critical so the club may restock award shortages prior to the next home meet.
- Assist award volunteers on the process for awarding swimmers from meet race results to corresponding medals, ribbons and certificates
- Prepare and sign new time standards achievement certificates

## **Meet Head Timer**

- Review the volunteer sign-up sheet for timing positions and recruit additional timers as needed to fill mandatory positions
- Run a back-up stopwatch during each timed heat of the meet
- Sub for lane timers as needed
- Testing all timing equipment prior to the start of the meet will be critical to the smooth operation of the event
- Facilitate the Timer's Meeting and field questions from volunteers
- Work directly with order of finish (OOF) volunteer for each timed race

## **Meet Timing system/Console coordinator**

- Set up and test the Colorado timing system during the meet set-up and again the morning of the meet
- Collaborate with the Meet Head Timer to ensure systems are functioning before and during the meet