

ACSC Coordinator Job Descriptions

Team Administrator – Tracie Lemmon

- Collaborates with families to maintain accounts
- Complies and processes information such as PacSwim Fees and Service Hour Fees
- Ensures that families are billed correctly
- Issues invoices and distributes them electronically
- Communicates with families to answer questions
- Requests payment of pending debts in a firm yet considerate manner
- Negotiates payment arrangements when needed
- Keeps accurate records (family information, received payments, etc.)
- Processes all membership applications, renewals, and resignations
- Assists Pool Reps with inputting families into team website as needed (should be all electronic or done by Pool Rep with family on the pool deck)
- Maintains up-to-date records
- Assists with Pool Reps if they are unable to send in Pac Swim paperwork via postal mail and communicates to Pac Swim via email for new swimmers, transfers, un-attaching
- Collaborates with families regarding questions, and complaints regarding membership
- Tracks membership revenue
- Once a month run the roster report and send it to the coaches for their review.
- Maintains and updates Team's website content
- Time commitment- ~40 hours per month

Team Coordinator

- Sourcing and recruiting volunteers through various techniques
- Collecting information on availabilities and skills
- Motivates and inspires families to volunteer
- Coordinates with Meet Director for each meet our team attends, produces job signup sheets for each meet based on team assignments
- Assigns responsibilities to appropriately equipped people for Host Meets and CVALS
- Coordinates teams of volunteers to ensure they are satisfied and well-placed
- Keeps detailed records of volunteer information, hours worked, and assignments
- Ensures the purpose of ACSC and its actions are communicated
- Communicates with coaches regularly to know which meets our team (all groups) will be attending, informs families and team of upcoming events
- Able to communicate effectively with diverse people
- Excellent organizational and team coordination abilities
- Able to attend all or most of the swim meets for the entire length and duration of the swim meet
- Checks in volunteers, fills in job gaps during meets, troubleshoots absences or problems during swim meets
- Maintains and processes gear purchases and distribution to pool reps for distribution to families
- Assists with communication between pools and relays information to the entire team
- Assists with organizing socials and team meetings
- Assists coaches with team fundraising and communication
- Organizes food responsibilities and coach communication during Team Meetings, End of Season Celebration and other events
- Time commitment- 40 hours+ per month- significantly varies based on the number of Swim Meets per month, Host Meets, and CVALS

Meet Director

- Finds and schedules venues to hold Host Meet
- Coordinates and plans event itineraries
- Prepares any equipment needed for Swim Meets- touchpads, clipboards, timers, chairs, etc.
- Problem-solving skills to manage concerns with events as they arise
- Time management skills to manage deadlines and ensure that all preparations are in place before the event
- Organizes and coordinates all meet activities
- Obtains meet sanction
- Orders awards
- Processes entries
- Distributes programs and heat sheets
- Prepares and distributes complete meet results
- Files the appropriate pre and post-meet requirements
- Completes the online submission for any accident or injuries that occur as part of the meet
- Procures potential sponsors
- Checks on any permits required for parking, tents, and concessions
- Arranges for the process of printing Psych Sheets, Heat Sheets, and Meet Programs.
- Arranges for First Aid area and supplies
- Arranges for a Lost and Found area
- Notifies any team who are refused entry
- Checks the entries- number of events per swimmer, number of relays for the club
- Plans locations for:
 - Clerk of Course, Recorder/Scorer, Announcer, Hospitality, Lost and Found, Awards, Computer, Posting Results, Concessions, First Aid, Admissions, Vendors
- Verifies the installation and set-up of the following
 - backstroke flags, lane lines, public address system, starting blocks, automatic timing system, display board, computer/printer
- Checks all supplies and equipment
 - Scotch tape, DQ slips, and relay cards, tool kit, and scissors, lap counters, paperclips, extension cords, bells, watches, duct tape, pencil sharpener, stapler and staples, surge protector, pens, masking tape, pencils, first aid kit, boxes and bags for awards, rubber bands, binders/accordion folders for printed results
- Provides for the removal of ladders, diving boards, other equipment from the deck
- Confers with Meet Referee
- Insures the Meet Marshals are in place
- Retains all financial records and meet documents including results, timing systems sheets, lane-timing sheets, relay forms, and DQ slips so that they will be available for review if requested
- Prepares a final report for ACSC on the meet
- Time Commitment – about 30 hours during meet weekend

Social Media

- Regularly attends swim meets to photograph swimmers and families
- Tries to capture every swimmer on the team either while actively swimming or participating in another way
- Provides announcements of pre-comp/lessons, events, other reminders
- Highlights activities during practice (relays, celebrations)
- Highlights other standout accomplishments of swimmers outside of the pool
- Creates engaging text, image, and video content

- Designs posts to sustain readers' curiosity and create buzz around our swim club
- Measures web traffic and monitors SEO (Search Engine Optimization)
- Stays up-to-date with changes in all social media platforms ensuring maximum effectiveness
- Works with Pool Reps to gather engaging images and video content
- Reports online feedback to other Coordinators and Head Coach
- Develops an optimal posting schedule, considering web traffic and engagement metrics
- Oversees social media accounts' layout
- Maintains Parent Facebook Community Board
- Suggests new ways to attract prospective swimmers
- Regularly post relevant and current items to the social media feed, at least 3-4 times a week
- Time Commitment- ~20 hours per month

Officials (Need 2 Officials for 2021-2022 Season)

- Attends a beginning Stroke and Turn training clinic ~4 hours
- Works at a minimum of 4 sessions at a minimum of 2 different meets "shadowing" experienced officials
- Registers as an Official (a non-athlete member of USA Swimming)
- Takes a USA Swimming Officials Test
- Must wear solid navy-blue skirt, shorts, or pants, white polo shirt, with white shoes
- Must complete a Level 2 background check every 2 years
- Completes the online Athlete Protection Training
- Requires a score of 80% or higher on the recertification test every two years
- To maintain certification, must work a minimum of 1 Open Water event every 3 years in any of the Open Water Judge positions
- Time Commitment- ~20 hours per swim season

Pool Reps (Aptos, Cabrillo, Simpkins)

- Works as a liaison between families and the Team Administrator and the Social Media Coordinator
- Holds New Parent Orientation Meetings once a quarter at their pool
- Answers questions from families (practice times, swim meet questions)
- Disseminates information packet to new families, which includes ACSC Membership form, PacSwim Membership form, ACSC Family Policy, Meet Information Sheet
- Assists families in registering onto the team website (should be all electronic or done by Pool Rep with family on the pool deck); refers to Team Administrator as needed for assistance with registering new families.
- Sends email to Team Administrator with initial check information for all new swimmers
- Distributes gear as needed from Team Coordinator
- Must attend practices and be available on the pool deck at their pool a minimum of 3 times per week for at least 15 minutes at the start of practice and 15 minutes at the end of practice to field questions and be available to parents from that pool
- Takes pictures during practice and sends them to Social Media Coordinator
- Time Commitment- ~18 hours per month