

2025 HOX Chair Job Descriptions

Registrar/Webmaster (1)

- Works closely with the Director of Computers, the Treasurer, the Head Coach and Aquatics Director and the Membership Director of Blackhawk Country Club to ensure team rosters are accurate and all swimmers meet eligibility requirements
- Fully responsible for updating and maintaining hoxswim.com throughout the year
 - Posting relevant information in the appropriate location on the site (social events, home and away meet information)
 - Working with Board members to ensure information is up-to-date and accurate
 - Creating swim meets/meet events
 - Creating hoxswim.com email accounts for coaches and HOX Board members
 - Ensuring swim families are able to access hoxswim.com with login/password
- Create and maintain registration site/process/content for summer
- Work with the BCC Membership Services, Marketing Chair and New Family Liaison on new family acquisition
- Prepares and tracks monthly billing files to BCC with member charges for swim registration
- Works closely with the Head Coach and Aquatics Director, Treasurer and BCC Member Services to provide accurate billing information for registration
- Communicates to any families their ineligibility to participate in team program
- Provide regular report assistance as needed to Coaches and Board members
- Must possess a sense of urgency and have superior organizational skills that enable keen attention to detail and thorough follow up
- Responsible for executing the annual HOX Board elections

Computers (1)

- Learn how to seed the meet and during the meet ensure accurate timing information is updated in Meet Manager and correct information is uploaded to Meet Mobile
- Learn how to create and print:
 - Timer sheets
 - Lane Clerk program
 - Meet program for coaches
 - CTS Time Recording sheets
- Oversee the Computers volunteers, train them, partner with the Computer Desk Runner to ensure timely delivery of timer sheets, and ensure accurate/timely printing of ribbon labels
- Learn how to create top times, county, and pop time report for the for Coaches and Awards chair
- Be the backup to the Director of Computers for pre and post home meet computers reporting

Meet Jobs Coordinator (1-2)

Responsible for ensuring all meet jobs are defined, filled, and performed with accuracy and integrity. To ensure successful, well-run meets, he or she works closely with HOX families and other teams to recruit and train volunteers to perform these jobs. Job responsibilities include, but are not limited to:

- Using a variety of criteria including number of Home Meets, number of registered families, and number of jobs required per meet, determine number of jobs each family will be required to perform each season
- Recruit responsible, committed members to perform specialized jobs, including Stroke and Turn, Starter/Referee, and Announcer. Arrange training for these jobs ahead of Time Trials
- Provide training and direction from qualified parents/coaches to volunteers for all jobs at or ahead of Time Trials
- Serve as jobs contact for other teams. Understand jobs required for Away and Invitational Meets and limitations other teams may have for home meets
- Work to make adjustments to required jobs, as needed
- Clearly communicate job requirements and jobs policy to all families (including the All Fins on Deck Presentation). Ensure families are aware of the number of meets they will need to work, the policy on Last Chance/Time Trials/Invitational Meets, and the consequences for not fulfilling jobs
- Input job needs into Team Unify and ensure all jobs are filled
- Monitor and record, throughout the season, which members have fulfilled job requirements or failed to do so
- Communicate with families who have not fulfilled the required number of jobs, giving them opportunities to meet the commitment and ensuring they understand the possible consequences, including fines
- Work with the team Treasurer and President of the Board to determine appropriate action to take when families do not fulfill job requirements.
- Assist in recruiting and maintaining a list of substitutes who are willing to fulfill jobs for pay
- Promptly send any expense reimbursement, revenue (cash or check) or BCC member charges to Treasurer

CTS (1)

- In training as a potential future Director of Computers
- Learn how to set-up CTS, Computers, Printers
- Be the backup to the Director of Computers at home meets for computer equipment set up
- Oversee the CTS volunteers, train them, and ensure accurate timing is occurring in conjunction with the head timer during the home meets + last chance

Facilities & Equipment (2)

- Perform all duties usually pertaining to the start and completion of a swim meet.
- Oversee and lead operations for equipment during all home meets

- Ensure adequate equipment inventory to run meets effectively for all swim meets
- Own proper set-up and take-down of all equipment during meets in partnership with volunteers for all home meets
- Create/maintain/distribute information for all aspects of running a successful meet related to facilities and equipment
- Identify equipment and facility needs whether they need repair, replenishing, replacing or enhancing as needed
- Recruit and train new Leads for Set-Up and Take-Down as needed
- Works with Head Coach, Coaches Liaison and Fundraising to support successful Tent Set Up program, including promotion, sales and implementation of the program
- Conduct an “all-hands” annual shed cleanout prior to the season to ensure equipment is organized and in good condition
 - Report to Treasurer any items requiring repair or replacement to determine and plan for any financial impact
- Promptly send any expense reimbursement, revenue (cash or check) or BCC member charges to Treasurer

Assistant Meet Director/Meet Facilitators (2-3)

- Arrive in advance of warm-ups and complete set-up for all materials for Timers, Stroke & Turn, Starter/Referee, Announcer, National Anthem and Set-Up Table.
- Oversee swimmer/job check in at all home and away meets.
- Serve as point of contact for visiting teams for Home Meets and represents HOX at away meets.
 - Before home meets, contact the visiting team to determine coaches meal needs and create meal tickets.
 - Ensure Coaches Liaison manages coaches meals and cooler are handled for away meets.
- Lead development of Announcer script for each home meet. Work with Board & Chairs to update content. Print and bring to each home meet.
- Ensure there is a plan for each Home Meet for the National Anthem, including who will sing or what version will be played and who will hold the flag.
- Responsible for collecting and vetting appropriate music to be played at all home meets. Purchased and uploaded music to be stored and shared for future use.
- Purchase water and otter pops (freeze 2-3 days in advance) in advance of the meet and ensure there is a cooler stocked and full of water for Coaches and volunteers filling jobs.
- Organizes and replenishes meet facilitator supplies regularly
- Cleans up and returns meet supplies to bins after meets
- Promptly send any expense reimbursement, revenue (cash or check) or BCC member charges to Treasurer

Coaches Liaison (1)

- Meet regularly with the Aquatics Director/Head Coach and President to identify and resolve concerns to/from the Board and to/from swim families

- Work closely with the coaching team to establish practice and meet policies (e.g., relays, requests, lessons). Effectively communicate established policies to swim families (including in the All Fins On Deck presentation) and work to resolve any issues or concerns
- Work with the Treasurer and Apparel Chair to establish coaching apparel budget and with coaching team to determine apparel needs that will enable the coaches to present as a team throughout the swim season.
- Prior to the beginning of the swim season, identify the coaching team's "favorite things," communicate these to swim families and use during Coach Appreciation Week
- Promptly send any expense reimbursement, revenue (cash or check) or BCC member charges to Treasurer
- Leads with Head Coach, Fundraising and Equipment & Facilities to ensure Tent Set Up Program is clearly outlined, and the tent set up team is established, maintained and connected appropriately throughout the season to families that paid for tent set up
- Ensure the coaching team has food, beverage and other needs met during all away swim meets. Work with Treasurer on budget for coaching team meals.
- Serve as lead and design activities for Coaches Appreciation Week in July
 - Stages and stores Coaches Gift Bins daily
 - Recruits team of volunteers to stage the Hawk in preparation of Hike to the Hawk event
- Effectively manage questions, comments, and concerns sent to coachesliaison@gmail.com

Fun Chairs --Traditions, Events & Graphics (4)

- Collects theme submissions and leads the annual theme development/tactical execution across HOX assets (logos, posters, patches banners, apparel, supplemental images, swag etc.)
- Runs point on Key Traditions (Time Trials, Senior/Alumni Night, Atuahawku deliveries, Spirit Week, etc.)
- Sets the vibe and the fun throughout the season, celebrates high achievements and works with Apparel, awards, and Marketing
- Assist Board in various capacities across the season
- Helps finalize details of events such as location, date, time, food/beverage offerings for events with appropriate pricing for audience various events throughout the season working closely with HOX Board and BCC.
 - These events may include, but are not limited to Home Swim Meets, Kick-Off, All-Fins, Photo/Spirit Day, Pre & Post Time Trials activities, Parent Party/Auction, Mom's Night Out, Dad's Day event, Age Group Parties, Lip Sync, Hike to the Hawk, Post-VSA gathering, Awards Banquet, County Breakfast..
- Includes but not limited to organizing, planning, set-up, clean-up, decor, entertainment, check-in at events
- Ensures sufficient lead-times for sign-ups and complies with BCC deadlines

- Creates social media content and provides current information across Facebook and Instagram platforms. (Other Board members will have appropriate access for posting, but the majority will be done by Events and Traditions Board and Coaching Staff.)
- Promptly send any expense reimbursement, revenue (cash or check) or BCC member charges to Treasurer

Apparel (1)

- Selects spirit clothing, team suit/caps and equipment options for purchase at Kick-Off and at various points throughout the season
- Works with Graphics to finalize graphic design options and manages production with chosen vendor(s)
- Provides timely and accurate distribution of apparel to team; recruits Board help when needed
- Promptly send any expense reimbursement, revenue (cash or check) or BCC member charges to Treasurer

Marketing (1)

- Conducts annual Depth of Bench Analysis at the end of July season to inform year-round marketing/recruitment strategies to ensure HOX has a strong bench of swimmers across age/gender subsets.
- Identifies marketing opportunities within and beyond the team comms (may include partnering with BCC Membership and other Blackhawk related communications)
- Creates relevant content that celebrates the unique HOX culture and drive awareness and relevance of HOX in the greater community (includes website, FB and BCC monthly newsletter and other media outlets such as Danville and local newspapers, schools)
- Showcases Bios of the Coaching staff, Board members and Chairs
- Serves as a liaison between Fun Operations and Board Secretary to manage year-round communications planning. Works with Secretary to map out milestones and deadlines to ensure enough time is allotted to promote/execute key initiatives. Ensures all communications (email and digital), links/forms/sign-ups and billing are on track and in compliance with BCC. Calendar and dates provided by the Board and Club.
- Promptly send any expense reimbursement, revenue (cash or check) or BCC member charges to Treasurer

Awards (1)

- Manages ribbon inventory, family file maintenance, County banner updates and plans/executes the end of season Awards Banquet with Events, Coaches and Computer Director
 - Puts together certificates for all swimmers with top times and achieved stars and appropriate patches
 - Orders all trophies and face plates

- Orders and puts up all record-breaker faceplates at the Hawks Nest at the end of the season
 - Orders healthy inventory of Pop Time medals (Gold, Silver and Bronze)
- Sets up/takes down ribbon station at all home swim meets
- Ensures meet job workers complete the job at every home meet
- Handles award sorting after Invitationals and in the event the job worker(s) do not complete the work
- Promptly send any expense reimbursement, revenue (cash or check) or BCC member charges to Treasurer

New Family Liaison (1)

- Serves as main point-of-contact welcoming New Families onto the team and orienting them on all things HOX (meet details, tent sign up, jobs assistance, etc.)
- Should be a hands-on and energetic person with ability to be present on the pool deck to help drive introductions and inclusion - no family left behind!
- Goal is to provide a smooth transition for new families so they want to join the team again the following year
- Develops and maintains master contact sheet with parent and swimmer contact information
- Translates all email comms into digestible pieces to enhance context and understanding
- Organizes and runs the Annual Welcome to Our Nest meeting prior to Time Trials including selected Board/Chair members to provide a 101 of how meets are run.
- Promptly send any expense reimbursement, revenue (cash or check) or BCC member charges to Treasurer
- Promotes and assists with 8U party

Mini HOX Liaison (1)

- Acts as a pipeline manager to bring eligible Mini HOX onto HOX
- Should have a Mini HOX swimmer and be present on the pool deck to encourage connection and drive interest among young families
- Leads Mini HOX Time Trials including promotion, meet prep/execution
- Places spirit orders (separate from or in coordination with Spirit Chairs) and distributes to swimmers
- Promptly send any expense reimbursement, revenue (cash or check) or BCC member charges to Treasurer
- Promotes and assists with 8U party

Fundraising Chair (1)

- Responsible for raising funds for the team to help support the annual budget.
- Successfully plan and execute the annual HOX Parent Party and Auction with a goal of meeting or exceeding budget
 - Solicit donations from vendors, local businesses, Blackhawk Country Club, BCC and Swim families, and others in support of raising funds or donation items for the Auction.
 - Establish the pricing of cabanas and VIP parking spaces and determine and execute the process for auctioning them.
 - Execute or ensure execution/delivery/understanding of all auction items. For example, establish how VIP parking spaces will be reserved at meets, which meets cabanas and parking will be available to winners, when and how coaches will deliver donated lessons and S'mores, etc.
- Establish the price of and sell Backstroke Flags and Block Flags. Work with the Spirit Chair and the selected vendor to design and deliver the flags ahead of Time Trials
 - Work with the Aquatics Director to schedule installation and take down of the flags. Lead the execution set up and take down and distribution of flags to families.
- Work with the Treasurer to select and manage appropriate vendors to sell items in which swim families would be interested, with a negotiated portion of proceeds coming back to the team
- Work with BCC to ensure set-up needs for vendors are met ahead of meets
- Work with BCC to communicate required information (e.g., restricted parking) to non-swim clubs (e.g., Bocce & Fitness Center impact) ahead of Home Swim Meets
- Works with Coaches Liaison, Equipment & Facilities and Head Coach to support successful Tent Set Up program, including promotion, sales and implementation of the program
- Promptly sending any expense reimbursement, revenue (cash or check) or BCC member charges to Treasurer
- Identify and execute new potential income streams

Last Chance Meet Chair (1)

- Lead the planning and execution of HOX's annual Last Chance Meet, our 2nd largest fundraiser
- Leads an integrated team of HOX Board & Chair members to promote, staff and run the meet
- Determines various ways to monetize the event to meet fundraising goals
- Detailed briefing available upon request. Only serious inquiries.