

Head Coach supplies the vision and direction of the Club, sets the program, oversees coaching staff.

Executive and Board of Directors ensures that the Not-for-profit status is maintained, and oversees the administration of the Club.

Committee Chairs are parent volunteers who help with the day to day operations and the special events (meets, fundraisers, community events) of the Club

EXECUTIVE BOARD POSITIONS

1. President and Director

- Overseeing the business side of the club (with input from Head Coach)
- Chairing monthly meetings with the board of directors.
- Ensuring tax returns are filed properly
- Ensuring updated information (form 1) supplied to Ontario Government as required (whenever there is a change to the Board)
- Ensure that the administration requirements (registration) of the Club are being met
- Ensure that the contractual obligations of the Club (coaches' contracts, municipal contracts, dryland training)
- Ensures that memberships with SO, MSO and SNC are maintained
- Ensure that all available grant applications are made and followed up on.

2. Vice president and Director

- Assists President as directed, takes over of the President in their absence.

3. Treasurer and Director

- Responsible for the accuracy and integrity of all club financials
- Oversees the bookkeepers work.
- Ensures that the income tax returns are completed and filed every year with the Ontario Government.

4. Secretary and Director

- Registers Club with SO, MSO and SNC as required
- Record & distribute minutes of meetings.
- Communications to membership.
- Arranging and booking of facilities for monthly board of director meetings and sending out agendas

5. Voting Director -

- Sits on the board of directors assisting in board business

COMMITTEE CHAIR POSITIONS (two or more of these positions can be combined and served by one person)

1. Bookkeeper -

- Completes the data entry into quick books.
- Receiving and depositing of all payments.
- Informs head coach re overdue accounts.
- **Must be committed to approximately 10-20 hours a week.**
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2. Officials chair -

- Keep track of all club officials' qualifications and ensure all members are notified of upcoming training sessions.
- Arrange for a Meet Manager and assist in developing a budget, meet package, arrange officiating & other associated positions.

3. Registrar -

- Register swimmers in appropriate level (with input from head coach) and communicate with Bookkeeper and Head Coach, inform both promptly of any changes to registration
- Register all swimmers in the appropriate level with SNC
- Answer all email inquiries about the Club promptly
- Answer all phone inquiries about the Club promptly
- Provide accurate membership list to Committee Chairs as required
- Maintain up-to-date email addresses for all members

4. SF Registrar/coordinator

- Administer and coordinate Swim Fundamental coaches and members
- Coordinating with coaches and membership to ensure attendance is correct and billed accordingly
- Scheduling of SF and keeping spreadsheet current, responding to emails/phone calls regarding program – min 1 hour daily

5. Meet manager -

The overall role focuses on managing meets, not performing specific tasks: Delegate. They should have completed the Meet manager clinic provided by OSOA.

Book facility for meets at the start of each season (coordinate with head coach)

Create meet package and hytek event file and get both approved by SNC

Create official's sign up with OSOA, ensure that the meet has the proper number of qualified officials

Promote the meet with other Clubs

Data entry prior to meet, produce meet psych sheets and programs

6. Equipment Manager -

- Coordinate with head coach and select team uniform for a given season.
- Create order form for membership use and distribute.
- Take orders and money for same and place with supplier, 3 times per season.
- Collect and distribute orders.
- Copy information to bookkeeper for invoicing.

7. Fundraising -

- Select fundraisers for the Club for a given season at the beginning of each season
- Secure a chair from membership for each fundraiser. This person will coordinate the volunteers for each fundraiser and be responsible for the security of the funds raised.
- Ensure that all facility bookings and licensing for each fundraiser is complete.
- Promote the fundraisers.
- Help secure volunteers for fundraisers.

8. Public relations/Advertising Chair -

- Write articles outlining Roc swimmer's achievements, both local and National
- Distribute articles to local news media
- Post articles and meet reports to website, Facebook and Twitter
- Design advertisements and arrange placement in appropriate publications as needed
- Write articles for the Newsletter
- Maintain, monitor (daily) and update ROC Facebook and Twitter pages.
- Coordinating public events such as Apple Fest
- Attending and coordinating public events such as Sports Night Leisure Fair
- Ensure that bulletin boards at pools are up to date

9. Office Administrator/Club manager

- Answer Club phone return calls and relay messages to appropriate Chairs/Directors/Coaches.
- Receive Club email and answer all but registration inquiries (these are answered by registrar)
- Works directly with the registrar with registrations (this position can be held by the same person)
- File club affiliation/insurance papers yearly
- Order office supplies
- Ordering/obtaining equipment as per Head Coach
- Retrieve/distribute mail from post office
- **Must be committed to 10-20 hrs plus a week**

10. Travel Coordinator -

- Coordinate with the Coaches & Board, a budget for all Team Travel meets, or other travel as required including chaperon(s), transportation, accommodations' and food. Pass on notification of costs to all relevant members and finalize arrangements
- Prepare itinerary for driver, and maintain contact with driver for last minute changes to thus itinerary
- Arrange overnight parking for parents if needed with the MOC for overnight bussed meets
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11. Training Camp coordinator -

- Coordinate with the Head Coach a training camp for the upcoming season
- book and confirm coaching, transportation, accommodations, training facilities and any other needs required for a successful training camp.

12. SO Swim-a-thon administrator – (the Club has not run an Swim Ontario Swimathon in a couple of years)

Organize all aspects required to run a Swim-a-thon including:

- Abide by all Swim-a-thon rules as indicated by Swim Ontario (SO)
- Arrange date & time for event (usually in the spring)
- Obtain & file all documents required by SO
- Maintain a database of all registered swimmers
- Distribute to membership, swim-a-thon packages as provided by SO
- Distribute tax receipts as provided by SO
- Arrange prizes for top achievers
- Provide to the Board, a final report of all pertinent information

13. Web master

- Maintain, post and keep up to date, in a timely manner, materials as provided by the Board, Coaches & Committees of the site www.clairingtonswimclub.ca
- Resolve issues/problems with the website and email programs when needed.
- Freedom to improve and develop the site will be given, following presentation to and approval by the Board and Coaches. (if it's not broken, don't fix it)

14. Events Coordinator -

- Coordinate non-revenue generating events such as Annual Banquet, BBQ's, Pancake Breakfast, Maplefest, Applefest
- Organize and purchase awards/prizes/supplies

15. Camping Event coordinator –

- Coordinate with the Coaches & Board, a budget for all camping meets, also coordinating travel as required including chaperon(s), transportation, accommodations' and food. Pass on notification of costs to all relevant members and finalize arrangements

16. Parent Liaison -

- To communicate information from the board of directors and head coach to the membership.
- To relay questions from the membership to the appropriate source to find a resolution.
- Help secure volunteers to run fundraisers and delegating responsibilities working with events coordinator and other official positions like meet manger to complete the tasks assigned by the board. (rally the troops)
- Put out fires - monitor complaints and help members to find successful solutions

17. Sponsorship Director -

- Solicit corporate, business, and personal sponsorship from the Clarington community.
- Maintain a positive relationship with existing sponsors.
- Develop win-win situations for our sponsors, determine how we can show our appreciation and ensure continued support