

22 WING THUNDERBIRD SWIM CLUB

Volunteer Positions

1. **President:** The President shall be of a regular member status and shall:
 - a. At all times supervise and direct activities of the Thunderbird Swim Club;
 - b. Plan and chair all Executive and General Executive meetings when required;
 - c. Ensure all orders and directives of the Canadian Forces, 22 Wing and Swim Ontario are adhered to;
 - d. Represent the Club at Base, Region and Provincial level meetings or functions as necessary;
 - e. Interact with other clubs of Swim Ontario and NEOR and any other political bodies governing the operation of this club; and
 - f. Be responsible to the Wing Fund Committee Chairperson through the Recreation Council Chairperson.
 - g. As of 2015-16 Police Record Check required for this position. (Swim Ontario Requirement)

2. **Vice-President:** The Vice President shall be of a regular member status and shall:
 - a. Assume the duties and responsibilities of the President during his/her absence; and
 - b. Assume such duties and responsibilities as assigned by the President; and
 - c. Be responsible to the Club President.
 - d. As of 2015-16 Police Record Check required for this position. (Swim Ontario Requirement)

3. **Secretary:** The secretary shall be of a regular member status and shall;
 - a. Record the minutes of meetings within the Thunderbird Swim Club and prepare all correspondence for submission through the President to external bodies;
 - b. Retain and distribute updated membership list as required; and
 - c. Assume those duties and responsibilities as assigned by the President; and
 - d. Be responsible to the Club President.
 - e. As of 2015-16 Police Record Check required for this position. (Swim Ontario Requirement)

4. **Treasurer:** The Treasurer shall be of a regular member status and shall:
 - a. Ensure payment of all accounts held by the Thunderbird Swim Club is performed in accordance with Non-Public Accounting Procedures;
 - b. Keep an accurate record of all receipts and disbursements of the club;
 - c. Prepare and present annual forecast and actual budgets for the approval in principal by Executive prior to presentation to Recreation Committee for final approval; and
 - d. Shall be responsible to the Wing Fund Committee Chairperson through the Personnel Support Program Manager, Rec Council Chair and the PSP Accounting Supervisor.
 - e. As of 2015-16 Police Record Check required for this position. (Swim Ontario Requirement)

5. **Travel Coordinator:** (formerly Team Administrator). The travel coordinator being of any status shall:
 - a. Be responsible to the Club Executive.
 - b. Bus Trips:
 - i. Organize team bus trips for out of town meets as scheduled.
 - ii. Attend team meetings, report/gather info/votes for bus decisions (cost etc.)
 - iii. Book coach bus/school bus for weekend (look at meet times to determine needs). Provide quote in advance for Exec. Meeting. Once approved have cheque cut with invoice from bus company in advance of trip.
 - iv. Ensure special food requirements are noted prior to trip and accommodate as much as possible. Communicate healthy snacks and no-nut policy as well as any allergy alerts if noted by parents.
 - v. Arrange for team catered meal (Friday night at hotel). (Invoice club – get cheque done as time permits, or expense it). Also need to buy juice/water. Bring paper products for meal (plates/utensils/napkins), serving spoons/tongs/salt/pepper. Buy dessert to bring.
 - vi. Arrange for Sunday pizza/drinks on bus as departing city. (Pay for and expense)

- vii. Distribute & collect waivers for trip. To be collected day before departure and stored (not on bus)
 - viii. Arrange for chaperoning if required.
 - ix. Create parent and bus driver itinerary (hand out on departure)- include all days/times of departure, breaks/location, any other pertinent info.
 - x. Create attendance list with names of parents/swimmers/extras on bus with contact information.
 - xi. Coordinate any schedule changes with parents and bus drivers.
 - xii. Create role call lists (unless using attendance list) for each time bus makes stop/need to ensure all passengers present and accounted for.
 - xiii. Ensure each swimmer has completed/updated medical form. Keep on bus.
 - xiv. Book hotel room for bus driver (pay and get reimbursed).
 - xv. Collect money from parents (cash) for bus driver tip.
 - xvi. Maintain cell phone contact with bus driver to check in/change pickup or departure times.
 - xvii. Invite bus driver to Friday dinner/Sunday pizza on bus.
 - xviii. Clean bus after trip.
- c. As of 2015-16 Police Record Check required for this position. (Swim Ontario Requirement)
6. **Room Booking Coordinator:** The Room Booking Coordinator being of any status shall:
- a. Arrange and coordinate block of room reservation for hotels for out-of-town meets
 - b. Send out an email with the reservation information and deadlines to all parents/coaches
 - c. Check in with hotel a week before deadline to see if rooms have been booked
 - d. Send out reminder email to parent/coaches prior to deadline (if very few rooms have been booked)
7. **Meet Manager:** The Meet Manager being of any status shall:
- a. Prepare final preparation of meet packages
 - b. Attend meet manager clinic and successfully complete to qualify
 - c. Establish committee (parent volunteers, outside volunteers) to run meet – officials, canteen, office staff (office staff needs 2 working on Hy-tech program)
 - d. Prepare invitation package and upload to swim Canada as per their regulations/rules
 - e. Prepare and print heat sheets and swimmer cards (close to start of meet in case of changes)
 - f. Utilize Hy-Tech software to input teams /events registered when coaches upload files.
 - g. Oversee running of the meet, volunteers, overall ‘management’ of sessions to ensure officials/positions working well
 - h. As of 2015-16 Police Record Check required for this position. (Swim Ontario Requirement)
8. **Fund Raiser Coordinator:** The Fundraiser Coordinator being of any status shall:
- a. Plan and organize all fund raising within the club;
 - b. May form sub-committees for major fund raising events; and
 - c. Be responsible to the Club Executive.
 - d. Act as Swim A Thon Coordinator (can be delegated)
 - i. Liaison between Swim Ontario and parents to get swimmers and team website setup and swim dates;
 - ii. Contact CFB pool administrators to book dates for event;
 - iii. Set fundraising goals for swimmers;
 - iv. Monitor website during event to make sure swimmers are logged on and have activated their accounts; and
 - v. Plan event date (day swimmers will swim, rules, food, amount of laps required)
 - vi. Once site is closed finalize reporting with Swim Ontario and process donation receipts reports and documentation for final payment to our swim club for event.
 - e. As of 2015-16 Police Record Check required for this position. (Swim Ontario Requirement)
9. **Social Coordinator:** The Social Coordinator being of any status shall:
- a. Plan and organize all social events for the club; and

- b. Be responsible to the Club Executive.
- c. As of 2015-16 Vulnerable Sector Check required for this position for person over 18. (Swim Ontario Requirement)

10. Officials Coordinator: The Officials Coordinator being of any status shall:

- a. Coordinate officials for every swimming competition and organize local official clinics; and
- b. Maintains record of officials: Parental responsibility spreadsheet kept up to date, and given to webmaster for uploading to team website.
- c. Be responsible to the Club Executive and Swim Ontario.
- d. As of 2015-16 Police Record Check required for this position. (Swim Ontario Requirement)

11. Equipment Manager: The Equipment Manager being of any status shall:

- a. Coordinate team equipment; and
- b. Be responsible to the Club Executive.
- c. Keep track of inventory in Equipment room - order caps/goggles
- d. Send email to parents re: Speedo orders... keep catalogue at pool/online
- e. Place orders as needed, collect monies from parents as equipment comes in
- f. Team Champs "outfit" order and delivery
- g. Promo Sports order night, collection and delivery
- h. Keep enough inventory on hand (more suits required in stock this year)
- i. As of 2015-16 Police Record Check required for this position. (Swim Ontario Requirement)

12. Webmaster: The Webmaster being of any status shall:

- a. Develop and maintain team website
- b. Upload information/documents/links
- c. Maintain practice schedule and updating any changes to times/cancellations etc.
- d. Maintain events calendar (social events & details, swim meets – times/location/ link to map/ changes as communicated, hotel info, booking deadlines)
- e. Maintenance of membership of website (current members, removing past members)
- f. Privacy/security of website – locking private pages so no public access. Limiting full membership to parents and swimmers only.
- g. Upload photos from social events/swim meets etc. Ensure appropriateness of photos before uploading. Remove photos of non-current swimmers. Maintain privacy requests for swimmers' photographs (disseminate and keep photography consent to determine if swimmers can have photo taken, with/without name showing)
- h. Upload media releases as shared by media liaison via email.
- i. Share miscellaneous communications as requested (pot luck items, attendance lists for social events)
- j. Upload/share team documents for registration and FYI documents
- k. Communicate executive and sub executive committee members /emails
- l. Welcome new team members, and register them onto website, give tutorial.
- m. Encouragement and spreading news of swimmers/meets/achievements (home page announcements)
- n. Research and upload interesting reads/ articles for athletes, swim videos/tutorials etc.
- o. Maintain site domain (www.northbaythunderbirds.com) with Domain Registry of Canada. Maintain membership with Webs (annual payment due in summer – pay and expense this)
- p. As of 2015-16 Police Record Check required for this position. (Swim Ontario Requirement)

13. Team Photographer: The Team Photographer being of any status shall:

- a. Be responsible for meet & social photos, providing photos to webmaster for website.
- b. Coordinate photo taking from other parents at meets not attended.
- c. Provide photo for media release.
- d. Team picture plaque coordination.
- e. End of year slideshow/ CD presentation.

- f. Update bulletin board
- g. Team Photo: Arrange for team photo (date/location/details with photographer – pricing, order forms, coach plaques). Assist photographer with logistics/payment etc. as needed. Distribute photos.
- h. As of 2015-16 Vulnerable Sector Check required for this position for person over 18. (Swim Ontario Requirement)

14. Media Liaison: The Media Liaison being of any status shall:

- a. Provide copy for the local press.
- b. Liaise with executive, coaches, parents, and local media.
- c. Write and issue press releases following swim meets. Issue reports on club events to the media.
- d. Coordinate the publicity of all team special events organized by the Swim Club.

15. Head Coach: The Head Coach being of any status shall:

- a. Be responsible for the upgrade and development of the swimming program of the registered swimmers of the Thunderbird Swim Club; and
- b. Be responsible to the Club Executive, Swim Ontario and the OSCA.
- c. Vulnerable Sector Check required for this position

16. Age Group Coach: The Age Group Coach being of any status shall:

- a. Be responsible for the upgrade and development of the swimming program of the registered swimmers of the Thunderbird Swim Club; and
- b. If attending swim meet ensure an attending coach brings the "Team's Emergency Bag" (Formerly "Chaperone Bag", which will contain the following items:
 - i. Information Binder
 - ii. Team First Aid Kit
 - iii. Team Medical Forms - Team Medical Forms **MUST BE PRESENT at ALL SWIM MEETS!!!**
 - iv. Completed Permission Forms
 - v. Disposable Latex Gloves
 - vi. Pencils / Pens / Highlighters / Tape / Zip Lock Bags for swimmers valuables / Garbage Bags
 - vii. Team Swim Caps / Men's - Women's Swim Goggles (Equipment acquired by a swimmer must be either replenished)
- c. Be responsible to the Club Executive, Head Coach, Swim Ontario and the OSCA.
- d. Vulnerable Sector Check required for this position

17. Registrar: The Registrar being of any status shall:

- a. Responsible to collect all team member forms for the swim year including copy of birth certificate of all swimmers;
- b. Liaise with Swim Ontario with matters pertaining to membership, registrations, swim programs and meets;
- c. The Registrar will get a log in page from Swim Ontario at the beginning of September in order to start the official registration for the upcoming year;
- d. All swimmers must be registered with Swim Ontario for insurance purposes;
- e. The registrar takes all the registration forms from swimmers and enters the swimmers on the Swim Ontario website;
- f. The Registrar is responsible for contacting previous clubs if a new swimmer is transferring from a different club;
- g. It is the responsibility of the registrar to input the correct information on Swim Ontario website for example the swimmers date of birth;
- h. Correct name, address and email address of the swimmers parents;
- i. Once registration is completed there is an invoice generated from Swim Ontario in which the registrar gives to the Treasurer for payment to be processed;
- j. As of 2015-16 Police Record Check required for this position. (Swim Ontario Requirement)