

Nepean Synchro Volunteer Positions

President, Executive Member

- Oversee the operations of the club
- Liaise with Synchro Ontario

Vice President, Executive Member

- Work with President on club issues
- Act as Meet Manager (or act as executive liaison with Meet Manager) when the club hosts a meet
- Act as executive liaison for National Stream swimmers and parents
- In the event of the President's prolonged absence, assume role of Acting President.

Co-Treasurers (2) Executive Members

- Create the budget at the start of the new fiscal year (work with Head Coach and Club Executive)
- Calculate & collect swimmers fees for Rec. & Masters Program
- Calculate & collect swimmers fees for Comp. Programs
- Calculate & collect swimmers fees for Summer Synchro
- Finalize the budget
- Issue Child Fitness Tax Credit Receipts
- Prepare monthly cheques to be paid to comp and rec coaches and pool contracts
- Reconcile bank statement each month
- Prepare cheques for club expenses when needed
- Deposit all revenues received
- Using Quickbooks, track all cash in and out and budget performance and report to Club Executive
- Calculate & collect swimmers fees for meet travel expenses
- Prepare fiscal yearend statements
- Prepare and submit all required Provincial and Federal Taxation documentation
- Monitor Cash Flow

Registrar/Secretary, Executive Member

- Register all Comp., Rec. & Masters swimmers into the club
- Register all Comp., Rec. & Masters swimmers with Synchro Ontario
- Preparation of registration forms (Competitive, Rec, Masters & Summer)
- Prepare team lists and contacts
- Preparation of Travel Permission Form, Team Commitment, Interview/video forms
- Book Hall for registration in Fall
- Take minutes at executive meetings
 - Book rooms for meetings

- Work with the head coach on the following:
 - Prepare entry forms for meets
 - Pronunciation forms for meets
 - Forward to head coach any changes to the Synchro Ontario Operating guidelines
 - Prepare information package regarding competitive try-outs to be sent to prospective competitive swimmers in April each year. Speak with rec program coordinator and head coach to determine potential candidates who will be mailed these packages.

Recreational Program Coordinator

- Work with the Head Coach
- Early July: liaise with the President, Competitive Head Coach and Treasurer to organize the program for the upcoming season.
- Ensure that Rec. Registration package is finalized and posted on the website by mid-summer.
- Ensure that Masters Registration package is finalized
- Work with Registrar in arranging Registration Day in late August
- Create the Rec. program calendar for the entire year, to be posted on the website; and update it as required
- Organize the routine suit fitting and star testing
- Relay program changes or updates to parents on behalf of the Rec. Coaches by way of email or handouts
- Deal with parent concerns

Pool Administrator

- Apply for Pool Time and maintain pool contracts
- Prepare master calendars for entire season for head coach to use(input data from pool contracts)
- Weekly Communication with Head Coach
- Confirm that pool contracts are correct before payment made
- Keep regular contact with Pool Coordinators
- Have Pool schedules updated and passed along to Parents and Website

Banquet & Events Committee

- Organize Christmas Brunch
- Organize the year-End Watershow
- Organize the end of year banquet which includes:
 - Booking venue, planning menu and setting cost of tickets
 - Arranging trophies for “overall swimmer” awards
 - Arranging senior swimmers to do a slide show
 - Organizing coach awards
- Round up Volunteers to help at each of the events

Advertising

- Obtain approval at area pools to put up posters and supply brochures advertising Summer Synchro, Recreational Program and Competitive Tryouts for the Summer & Fall.
- Contact local community papers with competition results and special fundraising initiatives. All material sent to media sources to be reviewed/approved by President prior to being distributed.
- At the end of the season, update and print brochures and/or posters, as required.
- Arrange for, and set up, a complimentary display case at Nepean Sportsplex, at the beginning of the season, and around any major synchro events being held at the pool.
- Other ideas are always welcome but must be approved by the President and Treasurer before acting on them

Travel Coordinator

Coordinate all away competitions which includes:

- Booking bus and/or making carpool arrangements for swimmers, coaches and chaperones
- Reserving hotel or other residence accommodation for swimmers, coaches and chaperones
- Scheduling the bus itinerary with the Head Coach
- Coordinating a club dinner, if planned, while away
- Preparing team specific chaperone binders which will include itinerary, contact information, names and numbers of restaurants nearby pool and hotel/residence, swimmer travel and health permission forms.
- Organizing and moderating a meeting with parents (and occasionally swimmers) to discuss schedule and all travel details before competition.

Equipment Coordinator

- In charge of all equipment at both pools – sound systems, video cameras, tv's and boom boxes
- Arrange for transportation of sound equipment to other pools such as Carleton Univ.
- Purchase new equipment when needed with the guidance of the President and Treasurer
- Organize regular maintenance on equipment
- Purchase supplies – DVD's, CD's, tapes for cameras, batteries, locks etc.

Fundraising Coordinator

- Decide and organize fundraising

Website Manager

- Run all aspects of the website
- Update website with current information

Club Clothing Coordinator

- Find supplier for all club apparel
- Arrange all orders for club apparel
- Arrange to have nose plugs and bathing caps on hand at both pools at all times
- Collect money from sale of nose plugs and bathing caps and give to the treasurer

Routine Bathing Suit Coordinator

- Confirm with Head Coach the use of TaggerWear company for production of Routine suits
- Book first fitting for first Sunday the Sportsplex is available (last week of Sept/first week of Oct. Sizes must be signed off by assigned coach(es) and must be double checked.
- Ensure all coaches have submitted suit design to Tagger within the given deadline.
- Ensure all coaches have met with Tagger and have chosen appropriate fabrics.
- Ensure all designs and fabric layouts produced by Tagger, have been approved (signed off) by the coach by the given deadline and that the costs of each suit is within budget given by the Club.
- Take receipt of suits and plan Club fitting day (*suggestion: try to have Tagger there that day if possible)
- Fitting Day - Record any fit problems identified by the coach(es). Instruct parents how to arrange for alterations and provide info as to what needs to be done.
- Consult with Executive/Head coach to negotiate any fit issues between parents/Tagger/Club or any other issues that may arise

Club Merchandise Contact

- Organize club orders (take and place orders, collect money, etc) for pre-ordered merchandise/clothing prior to meets or offered through Synchro Ontario (ie. Christmas Synchro Ornaments).

Team Moms (1 per team)

- Chosen by team coaches and executive after teams have been assigned
- Responsible for communication between team, coach and executive
- Forward e-mails, collects money and distributes merchandise
- Assist coach with swimmer supervision, meals, hair and make-up at in town competitions
- Act as team chaperone for out of town competitions (if available)

