

**CUY Swim Team Parent Board
Officers & Committee Chairman
Descriptions**

Cumberland YMCA Swim Team – Parent/Officer Duties

President

1. Chairs all meetings of the Executive Committee & establishes the agenda.
2. Exercises supervision over the organization and all its activities. Encourages all officers to fulfill their duties as described. If the duties are not performed, he or she makes the arrangements to fulfill their completion.
3. Appoints committees and committee chairmen.
4. Selects meeting dates in conjunction with the members in the beginning of the year so that all members know when the meetings are held. Notifies members of Executive Committee meetings. (Usually monthly)
5. Encourages the organization to establish goals for the next season.
6. Serves as a liaison between the parents, the coach and the CEO.
7. Only votes at meetings to break a tie or complete a quorum.
8. Is a team representative to the league.
9. A parent source of information concerning the swim team program.
10. Gives parent orientation at Pasta Dinner, is the speaker at the Banquet.

Treasurer

1. Shall record and attend to all matter pertaining to the swim team finances, collections and the distribution of monies, i.e. collect money for t-shirt orders, entry fees, swim-a-thon, etc...
2. Attends board meetings and is a voting member of the board. Presents an updated account of all expenditures at each meeting.
3. Shall maintain an orderly account in the local bank of all swim team funds.
4. Shall make no distributions without the consent of the Executive committee. All disbursements should be made in the form of a check.

Winter Vice-President

1. Shall attend all board meetings and is a voting member of the board.
2. Shall prepare and execute all swim meets
 - a. Act as meet director at all swim meets or assign someone to fulfill this duty.
 - b. Organizes the team manager software during, prior to and after meets...i.e. Importing other team information and exporting ours.
 - c. Set up paper work for meet timers/ officials / 25 yard timer sheets/ 25 yard judge sheets
 - d. Maintain stop watches, two way radios
 - e. Purchase all supplies... i.e. labels, computer paper, bags/boxes for ribbons, pencils, clipboards, best time ribbons, league ribbons
 - f. Provide heat sheets for officials/volunteers, other swim team, the hallway wall and Concession stand
3. Shall be the swim team representative in regard to email contact.
 - a. Preparation for swim meets... Provide YMCA rules, swim times, format for meet entries, & inform coach of meet issues.
4. In the absence of the President, the vice president will chair the Executive committee meetings.
5. Post Meet Responsibilities
 - a. Copy information for away teams
 - b. E-mail results of swim meet to league members
 - c. E-mail results of to CUY Publicity Chairman for the newspaper
 - d. Make best time ribbons and distribute
 - e. Post best times for team
 - f. Save all 25 yard sheets, all timer sheets, and signed copy of heat sheet from the officials
 - g. Copy necessary work for the coach.
6. Shall be responsible for accuracy of swim times for team.
7. Shall maintain the swim team laptop.

Secretary

1. Shall prepare all records of business at each Executive Committee meeting and present the minutes at the next Executive Committee meeting.
2. The secretary attends all board meetings and is a voting board member.
3. Shall keep important swim team records for two years. The new season is considered to begin following the Spring Banquet.
4. Responsible for communicating to the membership any notification from the Executive Committee during the year.
5. In the event that the Treasurer cannot perform their duties, the secretary will take over their duties until a new person is found or until the treasurer returns.
6. Shall keep bulletin board near the mailboxes up to date with announcements and information.
7. Shall create and distribute telephone tree.
8. Shall prepare email/cell phone list for swim team.
9. Shall keep meet entry forms in stock in the mailbox.
10. Shall copy meet forms for away meets and Invitationals, then distribute them into mailboxes.

Chairman of Ways & Means

1. Shall be directly in charge of any and all activities of a fund raising nature, which have first been approved by the Executive Committee. (i.e. Swim-A-Thon, Action Accents, etc.)
2. Shall designate volunteers to carry out these fundraising events, with the understanding that all proceeds are to be handed over to the Treasurer.
3. Shall be responsible for organizing the Spring Banquet.

Publicity Chairman

1. Shall be responsible for collecting and presenting to the various public news media & other pertinent individuals and organizations all noteworthy information regarding the performance of the swim team and its individual members.
2. Shall work in connection with all the coaches to provide the most up to date information to the media.
3. Shall be responsible for drafting, organizing & publishing the annual Spring Banquet Program.

Social Chairman

1. Shall help plan Pasta dinner before the first home meet.
2. Shall organize the Christmas Party.
3. Shall help to organize the Spring Banquet.
4. Shall organize any other social events concerning the swim team.

Concessions Chairman

1. Shall prepare the concession stand to be held at all summer & winter swim meets. Provides water, cooler & ice needed for timers and officials during meets.
2. Shall arrange with the YMCA directors that all rules concerning food sales be followed.
3. Shall enlist volunteers to work at the concession stand. Shall organize and encourage contributions toward the concession stand,
4. Shall keep accurate records of money and turn it into the Treasurer.

Volunteer Chairman

1. Shall organize sign-up sheets for and arrange for volunteers to run the Colorado system, be officials, timers, make ribbons, be place judges, runner, etc. at home meets.
2. Shall enlist timers and officials for away meets.

Invitational Meet Director

1. Shall organize the Winter Distance Invitational and act as Meet Director.
2. Shall be Team Representative for the Invitational.

Summer Vice President

1. Assume all duties and responsibilities necessary to conduct the annual Summer Swim Team Competition.
2. Assume any necessary authority normally invested in the President, whenever such authority is necessary to successfully carry out the summer program.
3. Shall organize meet schedule with other swim teams and coaches.
4. Shall order ribbons for the summer competitions.
5. Shall chair coaches meeting before each summer swim meet.
6. Shall appoint volunteers to run the team manager software, copy programs, organize place judge sheets, and 25 yard sheets.
7. Shall supervise volunteers who will organize officials, timers & concession volunteers, place judges & runner.
8. Organize Championships
 - a. Order Trophies
 - b. Organize programs
 - c. Announce seniors
 - d. Present awards at championship picnic
9. Attends all board meetings and is a voting member of the board.

Swim Team Coach (This description was written in the original CUY Booklet. It can be approved or amended by the Parents Board as desired.)

1. Shall be responsible for training and organizing members of the Swim Team in all YMCA competitive events and other related activities.
2. Shall have the authority to designate swimmers for various events, direct swimmers to perform any and all bona fide activities in relation to practice, activities and competition.
3. Shall keep accurate records of members of the Swim Team, their ages, divisions for which they qualify in competition and other information pertinent to the orderly conduct of the swim team.
4. Shall have the authority to rule on matters directly affecting the Swim Team and or any of its members, but shall consult the President or Executive Committee on any matters that require decisions that seriously affect the team as a whole.
5. Shall exercise the authority, when necessary, to suspend from any swimming practice or event any swimmer who misbehaves, causes unnecessary interruption of the orderly progress of the event or activity, or violates the principles or rules upon which the swim team is operated.
6. Shall also have the authority to control the presence and or participation of any and all parent members at any function. The coaches' judgment shall be final, unless overruled by the Executive Committee by a majority vote.
7. Shall accompany the Swim Team to all regular meets or shall appoint a qualified person or persons to do the same.
8. Shall act as the primary administrative link between the Executive committee and the swim team members and parent members, responsibly disseminating information and enforcing all directives issued by the Executive Committee.
9. Shall be responsible for coordinating all swim team activities with the Vice President.
10. Shall conduct self in a manner at all times in the presence of the team and all other Y members to exemplify the spirit of sportsmanship, and good character, after which the team members can pattern their own conduct.
11. Shall do all other administrative work for the team such as scheduling pool and transportation, etc. as a paid employee of the YMCA.