

Vista Diablo Swim Team						
Position	#	Responsibilities	Time	Notes	Current	2008
President	1	<p>Work with Board to set up season.</p> <p>Oversee Coach hiring, salaries, and overall employment.</p> <p>Get health permits for Dolphin Diner.</p> <p>Oversee Meets.</p> <p>Oversee Team finances.</p> <p>Help with any problems that arise during the season.</p> <p>Set up shed and kitchen clean ups.</p> <p>Assist committees when needed.</p> <p>Prepare agenda for Board Meetings.</p> <p>Assist Pres. by overseeing operations of Swim team.</p> <p>Arrange for monthly Board meetings.</p> <p>Handle Workers Compensation with State of CA.</p> <p>Communicate with Pool Manager, Edie Radtke.</p> <p>Prepare Swim Team bulletin board, update weekly.</p> <p>Inventory swim supplies and Coaches bags prior to season.</p> <p>Assist with Swim Team Registration and Workbook.</p> <p>Review swim meet job assignments.</p> <p>Be available to talk with parents regarding issues.</p> <p>Check on practices periodically.</p>	<p>8 - 10 mtgs/per yr., 2 hrs each</p> <p>Daily role - 1 hr min.</p>	<p>*Coaches bag includes: first aid kit, emergency book with copies of swimmers registration, and contact information regarding opposing teams.</p> <p>*VDOC receives all Release Liabilities, non-member fees and an up to date team list and completed work assignment book.</p>	Sara Wade	
Vice-President	1	<p>Make budget for the year and help Board stay within that budget.</p> <p>Reconcile bank statements each month.</p> <p>Bring cash box with change to each home meet.</p> <p>Take money back and deposit all earnings from the Dolphin Diner.</p> <p>Deposit all incoming checks from team for: dues, invitationals, fund raisers, etc.</p> <p>Write checks for reimbursements.</p> <p>Keep on file all registration forms and work deposit checks.</p> <p>Keep track of who has paid dues.</p> <p>Perform bi-weekly payroll for Coaches.</p>	<p>8-10 mtgs/per yr, 2 hrs each</p> <p>Daily role - 1hr min.</p>		Julie Kaufman	
Treasurer	1	<p>Take minutes at the meetings.</p> <p>Type up.</p> <p>Email to Board for review.</p> <p>Maintain hard copy.</p> <p>Prepare family file folders for the season.</p> <p>Arranges Dual Meets.</p> <p>Sends Meet confirmations to other teams.</p> <p>Oversee Meet set-up and take-down.</p> <p>Communicate with hosting teams for Invitationals.</p> <p>Make sign up sheets for each meet.</p> <p>Work with Recorder to enter team and get a check from Treasurer.</p> <p>Create work assignments for each meet.</p> <p>Post and email all info to team.</p>	<p>8-10 mtgs/per yr, 2 hrs each</p> <p>2 hrs weekly.</p>		Heidi Hastings	Heidi Hastings
Secretary	1	<p>Take minutes at the meetings.</p> <p>Type up.</p> <p>Email to Board for review.</p> <p>Maintain hard copy.</p> <p>Prepare family file folders for the season.</p> <p>Arranges Dual Meets.</p> <p>Sends Meet confirmations to other teams.</p> <p>Oversee Meet set-up and take-down.</p> <p>Communicate with hosting teams for Invitationals.</p> <p>Make sign up sheets for each meet.</p> <p>Work with Recorder to enter team and get a check from Treasurer.</p> <p>Create work assignments for each meet.</p> <p>Post and email all info to team.</p>	<p>8 - 10 mtgs/yr.</p>		Debbie Allen	Margaret Dimech
Meet Directors	4	<p>Take minutes at the meetings.</p> <p>Type up.</p> <p>Email to Board for review.</p> <p>Maintain hard copy.</p> <p>Prepare family file folders for the season.</p> <p>Arranges Dual Meets.</p> <p>Sends Meet confirmations to other teams.</p> <p>Oversee Meet set-up and take-down.</p> <p>Communicate with hosting teams for Invitationals.</p> <p>Make sign up sheets for each meet.</p> <p>Work with Recorder to enter team and get a check from Treasurer.</p> <p>Create work assignments for each meet.</p> <p>Post and email all info to team.</p>		<p>*See Meet Director worksheet.</p>	John Jensen/ Sara Wetzstein	
Invitational Meet Director	1	<p>Take minutes at the meetings.</p> <p>Type up.</p> <p>Email to Board for review.</p> <p>Maintain hard copy.</p> <p>Prepare family file folders for the season.</p> <p>Arranges Dual Meets.</p> <p>Sends Meet confirmations to other teams.</p> <p>Oversee Meet set-up and take-down.</p> <p>Communicate with hosting teams for Invitationals.</p> <p>Make sign up sheets for each meet.</p> <p>Work with Recorder to enter team and get a check from Treasurer.</p> <p>Create work assignments for each meet.</p> <p>Post and email all info to team.</p>	<p>4-5 hrs. per meet</p>	<p>Beaver Bash</p> <p>Pentathlon</p> <p>Challenge</p> <p>City Meet</p> <p>Crossings</p> <p>Woodlands</p> <p>County Meet</p>	Marian Freeman	Marian Freeman/ Jimmy Choy

Recorder	2	Set up team roster in computer system. Create meets in Team Manager Program. At conclusion of season calculate high point, most improved, and best times count for awards. Print for each swimmer.	3-5 hours per meet. In 2007 we had 17 meets (51-85 hrs).	See Recorder on worksheet.	Becky Heindel/ Chris McCracken	Becky Heindel/ Chris McCracken
Desk	1	Order ribbons for the season. Make sure desk supplies are available. For away meets bring home the ribbon box from the ribbon desk. File ribbons in folders. Make City Meet Participation Ribbons. Keep Diner stocked with basics. Create product list to be purchased for each home meet. Coordinate shopping. Manage Diner jobs for home meets - cooking and distribution.	3 hrs prep. 1 hr per meet. 5-7 hrs for Participation Ribbons.		Diane Cordova	
Dolphin Diner Coordinators	2	Set date with Board. Organize and Communicate to Team. Reserve camp sight. Collect permission slips. Buy Food. Supervise campers over weekend. Contact apparel vendor and decide on apparel choices. Create order sheet and distribute to team. Collect orders, give vendor a master order. Distribute orders when they are available.	2 hrs./prep & shopping 2 hrs./meet for set up 1-2 hrs./meet clean-up	*recommended we have 2 in charge to split the job.	Lisa Max	Lisa Max
Teen Camping Coordinators	2	Organize and Communicate to Team. Reserve camp sight. Collect permission slips. Buy Food. Supervise campers over weekend. Contact apparel vendor and decide on apparel choices. Create order sheet and distribute to team. Collect orders, give vendor a master order. Distribute orders when they are available.	5 hrs prep. Weekend trip.		Becky Heindel / Chris McCracken	
Apparel	1 or 2	Organize and Communicate to Team. Reserve camp sight. Collect permission slips. Buy Food. Supervise campers over weekend. Contact apparel vendor and decide on apparel choices. Create order sheet and distribute to team. Collect orders, give vendor a master order. Distribute orders when they are available.	5 hrs prep. Weekend trip.		Becky Heindel / Chris McCracken	
Swim-a-Thon Fundraiser Coordinator	1	Work with team to set date for event. Distribute pledge forms. Collect pledges. Set date with Board. Coach appreciation thank you's. Organize and communicate breakfast and lunch sign-ups. Collect money from team families for coach gifts. Purchase gifts and present to the Coaches. Interview candidates for coaching positions. Give recommendations to the board on choices. Sets up swim schedule for year. Contact other teams to organize. Contact League Reps to coordinate Meet Schedule.	3 hrs prep. 5 hrs day of event 3-5 hrs collection and accounting.	*It's recommended this event be mandatory with an option to buy out at the beginning of the season. *recommended laps be counted during family fun night or another event to make more exciting.	Lucy Giannini	Sarah Helton
Coaches Appreciation Coordinator	1	Organize and communicate breakfast and lunch sign-ups. Collect money from team families for coach gifts. Purchase gifts and present to the Coaches. Interview candidates for coaching positions. Give recommendations to the board on choices. Sets up swim schedule for year. Contact other teams to organize. Contact League Reps to coordinate Meet Schedule.	3 hrs prep. 5 hrs during the week		Jamilah Barksdale	
Coaching Committee	4	Interview candidates for coaching positions. Give recommendations to the board on choices. Sets up swim schedule for year. Contact other teams to organize. Contact League Reps to coordinate Meet Schedule.			Greg McCurdy	Dale Barksdale
Meet Scheduler						
League Representative						Gill Wright

		<p>Set up date and time. Create flier to promote and distribute to neighborhood and schools. Prepare registration packet. Have it printed. Put labels on them. Reserve Cabana Club for event. Send invitations to returning swimmers for registration. Set-up, work and tear-down. Prepare and distribute team fliers in early Spring.</p>	2-4 hrs prep. 3-5 hrs day of event.			
Registration Day/Night Event	1					
Welcoming Captain	1	<p>Introduce families to the team. Coordinate New Family social at the beginning of the summer. "Come meet the coaches" and ask questions. Collect registration packets with work assignment page requests. Input assignments. Prepare work assignment book. Take to printer.</p>				
Work Assignment Book Coordinator	2	<p>Attend VDCC Board Meetings. Communicate upcoming events to and from Cabana Club. Attend and communicate with VDCC Board at meetings. Communicate VDD information with coaches. Organize vacation schedules. Contact for Families and Board. Keep calendar of pre-season Coaches/Swimmer Coaches. Update and maintain website with current information. Communicate with Board to get up to date information.</p>	approx 5 hrs.			
VDCC Liaison						
Coaches Liaison	1	<p>Set up date with Yary Photography. Communicate with swim team. Prepare flier with information. Come 1/2 hr early to meet photographer. Order Swimmer of the Week apparel. Meet with coaches on Monday to determine a boy & girl swimmer of the week. Maintain list to ensure duplications are avoided. Take digital photo. Interview swimmer. Create flier and post on bulletin board. Distribute apparel.</p>				Dale Barksdale Tom Posz
Web-site Coordinator	1					
Team Photo Coordinator	1					
Swimmer of the Week Coordinator	1	<p>Coordinate and schedule Awards Night date with Board/Coaches and prepare flier and inform swim team. Schedule with Cabana Club. Confirm awards budget with Treasurer. Prepares organized lists of names to be given to Alpine Awards (or other). Select and orders all awards: Participation - all swimmers, High Point, Most Improved, and Coaches - each age group boys/girls, Best Times Medals - based on number of best times, Most Inspirational - chosen by teammates. Provide ballot and voting box for kids to vote for Most Inspirational.</p>				
Awards	1					Nancy Tugco

Slide Show at Awards	1	Coordinate picture retrieval from team families. Organize pictures into slideshow. Arrange for the projector and screen to be set up at Awards Night. Set-up and tear-down. Communicate with VDD Board upcoming activities. Reserve and coordinate events. Communicate events to team for sign-ups. Oversee activities. Overseer: 2 Buddy Nights, Qzar Day, Bowling Day, Pool Party with Coaches, Talent Show and Spirit Week.	2-4 hrs prep. 3-5 hrs day of event.			
Social Coordinator	1	Set up dates with Board. Select Movie/Board Games for the kids. Communicate dates and event with team families. Arrive early to event to set-up and clean-up. Set up date with Board. Contact Qzar to arrange the group outing. Communicate ticket prices and organize sign-up. Arrive 15 minutes early to help organize. Set up date with Board. Coordinate date and fee with Monument Alley. Communicate details to team through email and bulletin board. Organize teams prior to event in sets of 4. Arrive early at the alley to help set-up. Invite 12 and unders to the party through email and bulletin board. Put sign up list on the board. Also ask for help along with snack donations. Come to the event and help supervise 15 minutes early. Set date with Board. Communicate date and event with team families. Put sign up sheet on the bulletin board. Arrange to have boom box and microphone at the pool for event. Arrive early to set up and tear down. Get theme from City Meet organizers. Communicate details with Board. Organize weekly team building activities and breakfasts. Put help sign-up on bulletin board and email. Order supplies. Set-up and tear-down of events. Organize theme and put together relays for swimmers and families (best time and fun). Organize pot-luck. Organize cake contest. Organize auction. Organize set-up and tear-down.	2 - 4 migs per year 3-5 hrs. per event. 2 hrs prep. 4 hrs night of events. 1 hr prep. 3 hrs day of event. 3 hrs prep. 4 hrs day of event.	See Social Coordinator on worksheet.	Lori Gillaspie/ Monica Medina- Campos	Lori Gillaspie
- Buddy Night Coordinator	1					
- Qzar Event Coordinator	1					
- Bowling Event Coordinator	1			It's recommended to bring a snack (chex mix) to the alley for the kids. They get hungry and food is very expensive.		
- Coaches Pool Party Coordinator	1			Usually this event is paired with the Talent Show. Party during the a.m. and talent in the p.m.		
- Talent Show Coordinator	1					Lisa Reddam
- Spirit Week Coordinators	2					
- Family Fun Night Coordinator	1					