



Wolfville Tritons Swim Club

Board of Directors Roles and Responsibilities

Updated September 2019

President

(2 year rotation on even years)

The President will:

- Represent club at Provincial Meetings.
- Submit Annual Report for Swim Nova Scotia (SNS) AGM.
- Put bid package together for following competitive season.
- Annual conference call with SNS to reveal bids for following swim season.
- Contact Acadia for pool bookings and contract for season. Contact person: Doris Sawrie, 902-585-1048. Communicate adjustments when necessary.
- Contact Acadia for booking hosted meets including tables, chairs, and officials room. Contact person: Nicole Weisner, 902-585-1236.
- Participate in regular meetings with Head Coach and Vice President. If a meeting cannot be arranged within a month, another member of the Executive can step in and meet with Head Coach and VP.
- Set agenda and Chair monthly Executive Meetings; share agenda with membership ahead of meeting when possible.
- Establish working relationship with Varsity Coach (i.e. Varsity and combined meets; mentorship).
- Meet individual members with concerns, along with Head Coach.
- Address membership concerns and bring to Executive for discussion and follow-up where necessary.
- Apply for Town of Wolfville Grant. Refer other applicable Grant information to Vice President.
- Work with Chair of Officials to organize clinics throughout the season, and ensure we have a Meet Manager for hosted meets.
- End of Year Banquet; form a committee to spread the workload for end of the year celebration.
- Work in conjunction with Fundraising Chair to secure sponsorship for meet programs for larger hosted meets (i.e. Junior Provincials, Explosion).
- Support Executive as needed.

Vice-President

(2 year rotation on odd years)

The Vice-President will:

- In the absence of the President act as the Chair at Board meeting.
- In the absence of the President act as club representative at other meeting (e.g. at swim meets).
- Provide support to the President, Meet Manager or other board members when requested.
- Act as an intermediary between the board and coaches or parents when requested.
- Participate in regular meeting with the President and the Head Coach and attempt to have all present within one month. Represent the board at these meetings in the absence of the President.
- Research and apply for grants on behalf of the WTSC (i.e. Wolfville Summer Grant, Canada Summer Jobs Grant).
- Carry out other duties assigned by the board.

Past-President

(1 year past presidency, non-voting)

The Past-President will:

- Assist the acting President with any questions regarding the President's role.

Finance Officer / Treasurer

(2 year rotation on odd/even years)

Oversee financial management and report the financial status of the Wolfville Tritons Swim Club to the board and members.

The Finance Officer / Treasurer will:

- Attend Board meetings.
- Run the bookkeeping for the WTSC.
- Carry out reconciliation of bank accounts, control accounts, payment processing etc. For example, write cheques or e-transfer payments for invoices for Swim Nova Scotia, Equipment suppliers, Coach expenses, others.
- Make bank deposits.
- Provide a monthly Income and Expense report.
- Provide a yearly balance and budget running from September 1st to August 31st for the AGM and maintain the balance and budget throughout the year, to ensure that everything stays on or under budget.
- Prepare financial statement for Registry of Joint Stock.
- Maintain payroll for the coaches, payment is once a month, timesheets are sent before the 7th of the following month to the head/lead coach for verification, copied to the finance officer. Payment is on the 15th of the month following the month worked.
- Maintain personnel records for the coaches.
- Pay CRA remittance on time! That is on or before the 15th of the month following the month in which the coaches were paid.
- Issue the T4 tax slips to the coaches and CRA by the last day of February in the year after the calendar year to which they apply.
- Issue Record of Employment when a coach's time with the club ends.

Secretary

(2 year rotation on odd years)

The Secretary will:

- Maintain records of the board and ensures effective management of the organization's records.
- Manage the minutes of board meetings including revisions and archives of minutes.
- Ensure minutes are distributed to members in a timely manner after each meeting
- Ensure sufficient and proper notification is given of director's and member's meetings.
- Be sufficiently familiar with legal documents (articles, by-laws, etc.) to note applicability during meetings.
- Book meeting rooms as needed.
- Be present at meetings with Head Coach if either the absence of the President or Vice President delays these meetings by more than one month.

Registrar

(2 year rotation on odd years)

The Registrar will:

- Register:
 - All swimmers at the start of the season, August/September.
 - Individual swimmers joining throughout the year.
 - Varsity swimmers wishing to continue training with Tritons at the end of their season.
 - Keep track of swimmers trying out: to a maximum of just one week.
- Facilitate coach Registration process
 - All coaches should generally be registered immediately after becoming active coaches with the club.
 - Refer to Swimming Canada's National Registration Procedures and Rules for first year coaches' registration procedure.
 - Register additional coaches throughout the year.
- Provide contact and e-mail lists to communications coordinator and/or maintain accurate group e-mail list.
- Provide updates about registered swimmers and coaches at board meetings.
- Document and act on changes in WTSC groups throughout the year:
 - Communicate with parents about increased fees and PPP points.
 - Communicate changes to Treasurer and PPP point manager.
 - Coordinate with Coaches and Team managers on promotions and changes.
 - Communicate with parents about increased fees and PPP points

Communication Coordinator

(2-year rotation on even years)

The Communication Coordinator will:

- Maintain and update Twitter account and Facebook page.
- Update members on meet results, club activities etc. through various social media.
- Update members about practice cancellations and changes through social media.
- Add and/or remove administrators as appropriate from Facebook page.
- Update club members and the public about club fundraisers through social media.
- Publish links to pages and articles pertaining to our club and/or swimming in Nova Scotia on social media sites.
- Keep WTSC's media activities current to increase exposure to the public.

Website Administrator

(2-year rotation on even years)

The Website Administrator will:

- Do website design.
- Post updates to coaching staff, including updating biographies by October 1st.
- Update list of Board members annually; create hyperlinks for email communication.
- Receive emails through contact form on website; respond accordingly to inquiries.
- Update descriptions of training groups as directed by Head Coach.
- Update Parent Handbook annually; publish on website.
- Update Club Records as needed.
- Post Meet packages and all related meet information, including entries list as directed by Head Coach, hotel-booking information, etc.
- Create and maintain an online calendar that is linked to the website with all related club activities post registration, swim schedule information at the beginning of the season.
- Create and maintain Official's information page.
- Create and maintain Buy and Sell page for members.
- Write and/or publish articles with relevant stories about swimmers (present/past), coaches, etc.
- Remove old material from website on a regular basis.

- Collect Photo/Video waivers from all families; publish pictures to website (ensuring all content published includes only members with signed waivers)

Parents' Participation Points (PPP) Program Manager

(2-year rotation on even years)

The PPP Program Manager will:

- Update Club PPP policy as directed by the Board. <PPP.doc>
- Adjust members PPP amount on the Active system if there is more than one child in the family. Since we moved to the online registration system, this hardly happens, but sometimes it might be necessary to collect PPP cheques from a club member; organize and keep possession of the cheques for the season.
- Explain the PPP program; answer questions for all club families (registration night, email, etc.) through ppp@tritons.ca and at board meetings, Meets, events.
- Communicate with Meet managers (suejack01@hotmail.com Sue Jackson), Team Managers (agmanager@tritons.ca and ntmanager@tritons.ca), and Fundraising Coordinator (fundraising@tritons.ca) throughout the swim season to receive lists of parents who have worked so that points can be awarded.
- Set up the Volunteer events (step 1) and Volunteering for Meets (go to step 2) in the Active System:
 1. In Active on the *Volunteers* tab create a New Event, on the following page, choose Event and fill in the Event Name and choose the correct dates. Make sure you add a date in the Event Name so that you can find the correct event! Choose the applicable programs. For most events click on both the regular and the Masters Programs. Click Save and go to step 3.
 2. For Volunteering for Meets: The team managers will let the PPP manager know when the meet has been loaded into the system. Retrieve the meet information from the swimming.ca website: <https://swimming.ca/en/events-results/live-upcoming-meets> look at the meet package and set up the meet accordingly. Go to the home page of active and next to the appropriate meet click on the down arrow and go to Manage Volunteer Jobs. For Meets that we host, you will also need to set up Canteen and Officials Events - it's easiest to keep these separate from the Meet Officials, as they need a different confirmation e-mail. Start at step 1 for these volunteering positions, this can be created at any time, once we know which meets we are organizing. Go to step 3.
 3. In the Job Schedule tab of the Event/Meet either copy jobs from previous events/meets (scroll to the button on the bottom of the screen) or add jobs. Make sure time, date, place, number of volunteers needed and Points are filled out correctly. It is helpful to leave the organizing jobs *Internal* and add those people in manually.

4. In the Registration tab: click on Edit registration questions and waivers to get to the confirmation message. If necessary you can add an extra question to the form. You can skip through the Waiver for now. The confirmation Email should be edited as follows:
 - From e-mail should be ppp@tritons.ca
 - Subject should read: Thank you for volunteering for [Event/ Meet name and date]
 - Edit the e-mail message and enter the following text:
NOTE: registration to the system is for PPP point registration only - <Age group meets> this meet requires you to contact the organising body in person to secure your volunteering position Please confirm your position with <name of the head official>/ <NG meets> we will send in a list of volunteers, but cannot guarantee you will be needed on deck.*
 - Continue the text with confirming the time people are expected to turn up. For officials it's usually 45 minutes before the start of the Meet race (not before warm up) for AG meets, 30 minutes before the start of NT meets.
 - Send copies of each confirmation to ppp@tritons.ca for your records, and to anyone who asks: the VHM coordinator, the Fundraising coordinator, Sue Jackson if it is an in house meet.
 - Save and Publish.
5. Set the registration to open or scheduled.
6. The event is now open for volunteering. The NT manager will need a list of volunteers about a week before the meet to send to the organizing team. Make sure someone has a list of volunteers for each event so that they can check off the volunteers that attended.
7. After the Meet/Event - go to the Volunteers tab and set all the Volunteers that went to meet to Job completed. If all volunteers are accounted for you can go into Options and mark all as complete. Make sure you check that everyone went though. Note that sometimes people sign up through their spouse's name, you can always verify in the system, or just ask: if you click on the person's name, you get their e-mail and phone number. At times you might have to manually enter in volunteers, you will need their e-mail for that, ask the Registrar for the family's main e-mail address.
8. Note: at the start of the season it's easy to create all the Board meetings in one go, but do schedule them, as to not clutter the

Swim Portal too much, open it up about a week before the meeting. As well it's easy to set up the Board Membership events, keep that one Closed, and assign positions after the AGM, mark them off at the end of the year.

- Maintain an ongoing, accurate spreadsheet with record of all points for all families:
 - At the start of the season or whenever a new family joins, make sure the total points are correct. You will need to communicate with the Registrar on this and get a list of membership, with squad they are in and their parents to be able to match up families - the swimmers that are siblings don't always have the same last name. The Active system only allots the highest number of points in a family. The additional swimmer's points need to be added.
 - At intervals throughout the year, provide an overview of Worked off and remaining points:
 - Go to Reports on the Active system
 - Go to Volunteer Points
 - Select the current program and click apply
 - Export in Excel format.
 - I find it helpful to make the table into an Excel table, so that I can sort it by numbers and to put totals at the bottom.
 - Use this to report how we are doing by giving total worked points and outstanding points, for item 3 below.
 - Update families throughout the year on where their accounts stand (points worked off, upcoming opportunities to work off points) - December, March and May. Families can see this in the swim portal, so I don't really send out personal e-mails for this anymore. I would suggest a regular item in the weekly's for families to check your outstanding points and the upcoming opportunities to Volunteers.
- Attend board meetings; create attendance list for each meeting to award points and/or use the list the Secretary provides in his or her minutes.
- Finalize all accounts prior to July 15th each year, verify outstanding PPP points with families, and let them know that their accounts will be charged with the outstanding amount; create list for financial officer who to invoice for points not worked off.
- Communicate with parents about concerns regarding the program.
- Analyze data each July and make recommendations for changes to the program to ensure parent engagement with the club.

Age Group Team Manager

(2-year rotation on even years)

The general role of the Age Group Manager is to manage information regarding upcoming swim meets and time trials for Age Group swimmers and their parents as well as to help organize Triton hosted swim meets.

The Age Group Manager will:

- Send email to Age Group parents introducing self at the beginning of the season and what to expect over the coming year.
- Check the Swim Canada website regularly for meet packages of upcoming meets. When available, upload meet packages into the Active system and publish meet invitation. Confer with coach to set a response deadline. Advise communication person to include reminder in the weekly update.
- Check meet responses on the deadline date and contact any parents who have not responded. Ensure a response is present for every swimmer and provide a list to the lead coach. Also, let parents know the name of the contact person to volunteer for the meet.
- Work with Communications person to include relevant information in the weekly update.
- Work with the lead coach to send information to parents as it arises.
- Inform PPP Manager when parents volunteer for PPP points (e.g., age group swim meets, time trials, etc.).
- Communicate with Registrar when swimmers are changing training groups.
 - For away meets:
 - About three months prior to a meet that is farther away than Halifax, contact a local hotel and book a block of rooms at a reduced rate for the Tritons. Typically, a block of 20 rooms is best.
 - If the Tritons would like to have a team lunch or dinner, reserve space at a local restaurant or work with Swimmer Reps to organize a team meal.
 - For Tritons hosted meets:
 - If requested by the Meet Manager, reserve blocks of rooms at local hotels for swimmers

- For Time Trials:
- Work with the referee to coordinate timers and officials for the time trial.

Nova Tech Team Manager

(2-year rotation on even years)

The general role of the Nova Tech Group Manager is to manage information regarding upcoming swim meets and time trials for Nova Tech Group swimmers as well as to act as a liaison between the parents, the board and the coaching staff.

The Nova Tech Team Manager will:

- Send email to Nova Tech parents introducing self at the beginning of the season and what to expect over the coming year.
- Check the Swim Canada website regularly for meet packages of upcoming meets. When available, upload meet packages into the Active system and publish meet invitation. Confer with coach to set a response deadline. Advise communication person to include reminder in the weekly update.
- Check meet responses on the deadline date and contact any parents who have not responded. Ensure a response is present for every swimmer and provide a list to the lead coach. Also, let parents know the name of the contact person to volunteer for the meet.
- Work with Communications person to include relevant information in the weekly update.
- Work with the lead coach to send information to parents as it arises.
- Work with PPP coordinator for a list of volunteers at meets.
- Communicate with Registrar when swimmers are changing training groups.
 - For away meets:
 - About three months prior to a meet that is farther away than Halifax, contact a local hotel and book a block of rooms at a reduced rate for the Tritons. Typically, a block of 20 rooms is best.

- If the Tritons would like to have a team lunch or dinner, reserve space at a local restaurant or work with Swimmer Reps to organize a team meal.
 - For Tritons hosted meets:
- If requested by the Meet Manager, reserve blocks of rooms at local hotels for swimmers.
- For Time Trials:
- Work with the referee to coordinate timers and officials for the time trial.

Equipment Manager

(2 year rotation on odd years)

The Equipment Manager will:

- Commence pricing with distributors in July/August for swimsuit costs. Make certain a committed price is secured prior to registration of upcoming season commences. Determine annual markup on swimsuits based on the suggested retail pricing. Notify Registrar of swimsuit cost.
- Arrange with distributor to be present at swim club season registration to secure accurate sizing of required swimsuits and optional tracksuits.
- Attend the swim club season registrations to log the required swimsuit and t-shirt sizes. Once list is compiled forward order to supplier.
- Order and supply all necessary equipment for late registrants.
- Maintain data log of membership for status of orders.
- Collect finished items from suppliers and printing companies re: swimsuits, tracksuits, t-shirts, official's shirts, caps, etc.
- Label all collected items and deliver to the pool for the parent body to pick up.
- Communicate directly with parents on all related equipment and clothing inquiries.
- Order from the appropriate distributor all group or individual orders of fins, paddles, snorkels and other equipment.
- Organize special items for all swim meets like shirts, towels, or desired paraphernalia.
 - If the club decides to order the club paraphernalia themselves: get quote on pricing, forward the order list to the Executive Director of Swim Nova Scotia to be forwarded to clubs, collect the order of each club and submit to printer as well as hand out to clubs at meet. Provide Nova Tech/Age-Group team managers with list of purchased swag and amount owing by each visiting swim club.
- If the club decides to have a printer come to the club for on-site printing: reserve the date, confirm with Acadia University permission of on-site printer, notify the Executive Director of Swim Nova Scotia to forward information of on-site printing availability for the given swim event, secure 4 - 8 foot tables for the day of the event, and organize set-up on the day of event of the 4 - 8 foot tables.
- Work in conjunction with the Fundraising Manager to determine a "wish list" for future swim season fundraising efforts at the completion of the previous swim season.

- Attend monthly executive board meetings and provide reports.

Fundraising Coordinator Position

(2 year rotation on even years)

The Fundraising Coordinator will:

- Develop and implement an effective fundraising strategy to maximize fundraising efforts from September to July.
- Develop and organize new and existing fundraising events and initiatives such as,
 - Coffee Sales
 - Semi-Annual Wine Tasting Event
 - Candle Sales
 - Wreath Sales
 - Dances
 - 50/50 Ticket Sales
 - Business Sponsorship
 - Swim-a-Thon
 - Breakfasts/Dinners
- Make all necessary phone calls or emails to any outside group or association for the purpose of organizing an event unless designated to an alternative person by the Fundraising Coordinator specifically.
- Develop individual committees for the various fundraisers.
- Organize sponsorship for meet programs.
- Organize sponsorship for required team equipment needs.
- Work in conjunction with the swim-a-thon committee chair re: all parent communication.
- Manage and lead or assist all fundraising initiatives.
- Sole responsibility to formulate/approve committee generated and deliver via email all fundraising communication to the team's parent body.
- Control all incoming fundraising funds in conjunction with the Treasurer.
- Work in conjunction with the Equipment Manager to determine a "wish list" for future swim season fundraising efforts at the completion of the previous swim season.
- Disclose monthly to the Board Executive the status of all fundraising initiatives and results.

Member-at-Large

(2 year rotation on odd years, non-voting)

The Member-at-Large will:

- Attend Board meetings.
- Contribute to discussions regarding the work of the Board when possible and appropriate.
- Support Board members in their work on the Board.
- Be informed about the activities of the club.