

Executive Roles

President

Be familiar with all aspects of the Langley Flipper Swim Club Programs
Runs executive meetings, and delegates responsibility within the club
Liaises with club executive, listens to all opinions, mediates where necessary
Attends regional meetings; liaises with the Regional Director and the B.C.S.S.A. office
Keeps club running smoothly and keeps lines of communication open
Books Fall, Winter and Summer pool time
Keeps communication open with the Pool Staff and the PKSSC
Becomes a signing officer for bank documents, grants, etc.
Keeps record of all grant applications received

Time requirement per week (off-season): 1-2 hours, (in season) 3-6 hours

Treasurer

Keeps accurate records of the club finances
Pays bills, maintains checking accounts
Does payroll, W.C.B., E.I. and C.P. payments
Gives monthly balance reports and prepares year-end report
Keeps track of all deposits
Oversees deposits for fundraising
Year end T4's and Summary to CRA
Coordinates executive in formulating the annual budget
Files grant and casino applications, as directed
Attend Executive meetings

Time requirement per week: normally 1-2 hours, during deadline time 3-6 hours (per deadline)

Registrar

Registers all swimmers in various programs
Keeps up-to-date lists of enrolled swimmers
Administers eligibility rules, if applicable
Sends lists to BCSSA for insurance purposes (computerized entry of data)
Communicates with the Regional Registrar
Sends lists to Regional Registrar for regional fee purposes
Prepares a bank statement, banks money and reports amount collected and banked to Treasurer
Keeps up to date team records from meets
Attend executive meetings

****It is recommended that the registrar is proficient with the use of the computer.**

Time requirement per week (off-season) 1-2 hours, (during registration times, i.e./ early January, late April/early May, late September) 4-5 hours

Secretary

Makes accurate minutes at all official meetings
Available to respond to questions or motions made and passed
Works closely with the President to get the monthly agenda prepared
Prepares and reads minutes of last meeting to the Executive
Informs the Newsletter Director of items on the agenda and in the minutes
Takes calls from the Executive, Directors or members at large who wish items placed on the agenda
Attends Executive meetings
Provides the Executive with meeting minutes within 7 days post meeting

Time requirement per week: 1 hour

Director of Speed Swimming

Advertises for coaches in the Wavelengths Newsletter, post on BCSSA Web Page and any other appropriate means for advertising
Reviews all applicants; shortlists those applicants to be interviewed, and presents to the executive their recommendations regarding hiring
Develops and leads a committee who responsible for hiring coaches
Maintains coach resumes and certification records.
Responsible for the Volunteer Coach Program in the absence of a Developmental Coach. Is responsible for coaches' contracts and criminal records checks
Is responsible for implementation of the B.C.S.S.A. Harassment policy
Liaises between the parents, coaches and executive.

Time requirement per week: September, February-May: 2-3 hours, all other months: 1 hour

Director of Fundraising

Keeps accurate records of the members' fund raising accomplishments
Explains fundraising policy to members at the "Season Opener"
Organizes fundraising events/activities
Develops a committee of club members to aid in fundraising events
Works with Treasurer for deposits
Works with Registrar and Newsletter directors

****This should NOT be the responsibility of the club treasurer, but should work in consultation with the treasurer.**

Time requirement per week (off-season) 1 hour, (in season when not in active fundraiser) 2 hours, (in season when in active fundraiser) 4-5 hours

Director of Officials

Responsible for the tracking and certification of officials and seeking out parents to become BCSSA certified officials and officiate during meets.

Time requirement per week: (off-season) 1 hour, (in season) 1-2 hours

Director of Marketing

Responsible for placing ads, posters regarding registration
Promoting the swim club through school mail outs etc.
Works closely with registrar, treasurer and fundraiser
Updates annual swim club information pamphlet
Keeps local newspapers/ radio up to date re: meet results in conjunction with coaches
Attends executive meetings

Time requirement per week: (off-season) 1 hour, (in season) 1-2 hours

Equipment Manager

Organizes and does annual inventory of the equipment cupboard, including:

- Lane Ropes
- False Start Ropes
- Starting Blocks
- Pull-Buoys
- Club Tents
- Lane Rope Reels
- Flags
- Kickboards
- Stop Watches
- Coach Parkas

To make sure that the pool is available and in working order when required by the Meet Manager, and to assist with pool set-up for a meet, if required. To purchase club swim caps for every swimmer. To discuss, review and approve website items. To advertise the cost and availability of Flipper merchandise for sale through the club email and website. To purchase coaching apparel.

Time requirement per week: (off-season) 1 hour, (in season) 1-2 hours

Meet Manager

Coordinates the annual swim meet

Time requirement: 2 hours per month for Sept-Apr, 20 hours in May & June (setting up the meet) and 24 hours at the meet (typically held at the end of June)