



RED DEER CATALINA SWIM CLUB
Volunteer Committee Positions
2011 – 2012 Season



Position	Name	Contact Phone	Email
Communications Committee			
Chair			
Splash Report Editor	Barb Peter		
Publicity Manager	Mandi Smith		
Spirit Manager			
Awards and Recognition Event Manager	Olga Andrade		
Club Trophy / Records Manager	Shelly Demaere		
Website Administrator	James Brown / Angela Menzel		
Team Photographer			
Members Committee			
Chair	Chanelle Stayer		
Welcoming Manager	Shelly Demaere		
Equipment Manager	Sandi Smith		
Recruiting Manager	Cindy Trepanier		
Registration Manager	Barb Peter		
Fundraising Committee			
Chair	Tracey Kachor		
Bingo Manager	Glenn Cossey		
Casino Manager	Glenn Cossey		
Swim-a-thon Manager	Crystal Hounsome		
Texas Hold'em Manager(s)	Tracey Kachor		
Competitions and Training Committee			
Chair			
Meet Manager			
Competition Director	James Brown		
Officials Manager	Heidi Vida & Dreschalda Nieuwoudt		
Freeze or Fry – Concession Coordinator			
Freeze or Fry – Hospitality (for Officials) Coordinator	Pam Miller		
Freeze or Fry – Merchandise Coordinator	Angela Menzel		
Freeze or Fry – Draw Gifts and Silent Auction Coordinator			
Special Projects Committee			
Chair	James Brown		
Corporate Sponsorship Manager			
Grants and Funding Manager			
Club Historian	Lianne Kruger		

DESCRIPTION OF POSITIONS

Communications Committee

- **Splash Report Editor**
 - Collect, compile, format and edit information for a monthly newsletter.
 - Newsletter should be copied and distributed to all members by the 5th of each month.

- **Publicity Manager**
 - Copies of newsletters should be mailed to media people, city officials and club athletes who are training in University or College.
 - Release pre-competition information, post competition results, photographs of athletes and coaches and articles of interest to the media.
 - Needs to get contact information for appropriate media people.
 - Make every attempt to compile information about athletes and their personalities and not just their accomplishments.

- **Spirit Manager**
 - Assist coaching staff in organizing group activities, holiday parties (Christmas, Year End, etc.), team cheers and rallies to build and maintain team morale.
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- **Awards and Recognition Event Manager**
 - Coordinate year-end barbeque and Team Kick-off Brunch

- **Club Trophy and Records Manager**
 - Maintain club trophies, arrange for plaques and keeper trophies for Award Presentations
 - Validate new club records
 - Update the Record Board at the Michener
 - update Club Records page on website

- **Website Administrator**
 - Maintain the website

- **Team Photographer**
 - Arrange picture day each season for taking team pictures and individual black and white photographs for press releases.
 - Create color slides of athletes during competition for a slide presentation at the end of the season and at the annual awards banquet.

Fundraising Committee

- **Fundraising Committee Chair**
 - Identifies Fundraising Opportunities for Club Members
 - Coordinates Fundraising Opportunities and coordinators to lead them
 - Ensures appropriate communication between Board and committee managers listed below

- **Bingo Manager**
 - Complete annual Bingo / Gaming applications for license.
 - Attend Bingo Association meetings and make request for bingos.
 - Schedule and ensure bingos are adequately staffed.
 - Ensure that the club as a licensed bingo gaming operation fulfills all regulatory requirements.

Fundraising Committee (cont.)

- **Casino Manager**
 - Complete annual Casino / Gaming applications for license.
 - Secure/Hire Casino advisor.
 - Schedule and ensure casino is adequately staffed.
 - Ensure that the club as a licensed casino gaming operation fulfills all regulatory requirements.

- **Texas Hold 'Em Fundraiser Manager**
 - Coordinate the Texas Hold'em Fundraising Event.

- **Swim-a-thon Manager**
 - Coordinate pool time and oversee event. (work with head coach to coordinate)
 - Prepare and distribute swimmers packages.
 - Provide information to the newsletter.
 - Collect monies and submit final report.
 - Organize prizes for swimmers (if applicable).
 - Complete all required swim-a-thon paperwork
 - Prepares and issues receipts

Note: Student Union Ticket Paks, Safeway coupons and select fundraisers will be organized and administered by Barb in the office under the direction of the Fundraising Committee Chair.

Members Committee

- **Member Committee Chair**
 - Facilitates communication throughout the club, specifically with respect to parent/coach relationships, coaching program, and club policies – see Pathways of Communication
 - Coordinates an annual member feedback / satisfaction survey
 - Updates the Board on membership numbers, membership changes (new / leaving members), group changes, and any membership issues of concern.
 - Ensures appropriate communication between Board and committee managers listed below

- **Recruiting Manager**
 - Assist coaching staff with printing and distribution of brochures, flyers and posters for the purpose of recruiting new members.
 - Distribute Brochures and posters to public areas (Michener Center, Rec Center)
 - Distribute brochures to schools

- **Registration Manager**
 - Register new members in the club.
 - Renew memberships.
 - Monitor coaches certificates.
 - Compile quarterly telephone list for distribution to the general membership.

- **Welcoming Manager**
 - Call new members at home to answer questions that they may have concerning the club.
 - Work closely with head coach and registration manager to get a weekly list of new members.

- **Equipment Manager**
 - Help each athlete acquire new training equipment or exchange old, undersized equipment.
 - Coordinate team equipment purchases (tracksuits, etc)

Competitions and Training Committee

- **Meet Manager**
 - Establish a sub-committee of at least 5 members who will assist the Competition Director with the hosting of competitions by the club.
 - Typically Officials Manager, Hospitality(concession), Merchandise, Competition Director
 - Pre-competition promotion.
 - Printing and distribution of competition flyers.
 - Oversee the operation of the competition including the clerk of course, heat sheet distribution and sales, posting of results and distribution of awards.
 - Assemble concessions, hospitality, set-up / take down, shade, program advertising solicitation and coordinate city or private involvement.
- **Freeze or Fry – Hospitality Coordinator (under the direction of the Meet Manager)**
 - Organize the Hospitality for Officials and Volunteers at the Freeze or Fry
 - Arrange a schedule for getting volunteer shift coverage (in conjunction with other volunteer activities at the Freeze or Fry)
 - Organize refreshments for meet volunteers (working with concession coordinator)
- **Freeze or Fry – Concession Coordinator (under the direction of the Meet Manager)**
 - Organize the concession at the Freeze or Fry
 - Arrange a schedule for getting volunteer shift coverage (in conjunction with other volunteer activities at the Freeze or Fry)
- **Freeze or Fry – Merchandise Coordinator (under the direction of the Meet Manager)**
 - Organize the Merchandise table at the Freeze or Fry
 - Arrange for t-shirt press emblems, procuring team wear and other items (blankets, sunscreen, etc)
 - Provide any training for new volunteers on the t-shirt press
 - Arrange a schedule for getting volunteer shift coverage (in conjunction with other volunteer activities at the Freeze or Fry)
- **Freeze or Fry – Draw Gifts and Silent Auction Coordinator (under the direction of the Meet Manager)**
 - Coordinate donations from members and community for draw gifts and silent auction
 - Obtain / Coordinate the raffle / other fundraising efforts at Freeze or Fry
 - Arrange a schedule for getting volunteer shift coverage (in conjunction with other volunteer activities at the Freeze or Fry)
- **Competition Director (under the direction of the Meet Manager)**
 - Prepare Meet Program – submit sanction request through Swim Canada website
 - Prepare Meet Entry File – post to Swim Canada website
 - Ensure all entries are collected, sorted, proofed and seeded.
 - Receive and input scratches
 - Work with Meet Manager and coaches on entry issues.
 - Coordinate with Officials Manager to ensure trained personnel available for running electronics
- **Officials Manager**
 - Recruit and educate members of the club to be certified competition officials.
 - Recruit volunteer officials for all positions at hosted swim meets
- **Group Manager / squad parents (not currently used)**

- Assist a specific training group's coach in keeping records.
- Arrange group social activities.
- Call parents within group.
- One group manager per training group.

Special Projects Committee

- **Project Manager For Corporate Support**
 - Prepare a prospectus that can be used for solicitation of corporate support for the club.
 - Compile a list of prospective corporations, prepare a presentation and solicit support for sponsorship.
- **Project Manager for Grants**
 - Research and compile a list of organizations and foundations that offer grants and scholarships to non-profit organizations.
- **Club Historian**
 - Currently there is no documented club history.
 - Compile club history, method of maintaining history