Overlook Swim Team
Board Responsibilities 2011

Presidents:

Lou and Sue Castagna **278-9972 / 471-3055**
Jeff Thal and Ellen Wylie **917-8585 / 808-9999**

- General chair of all swim team activities, including coordinating dual meets.
- Represent Overlook Swim Team at All League meetings
- Coordinate pre-season schedule, orientation, volunteer sign-up sheets and registration forms.
- Contact Parks and Recreation representative to schedule pre-season Board Meeting held in March and dates of registration held in April.
- Obtain starters and referees for the following seasons meets. This can be done at the final home meet of the season.
- Hold new member meeting at Time Trials. Coordinate so Dan Graybill will have time to speak. Provide informational handout.
- Ensure Colorado Timing System is installed and ready to operate at each home meet.
- Provide announcers, flag & National Anthem vocalist, timers, stroke & turn, finish judges, scorers, and awards volunteers for all meets.
- Meet with coordinators of Overlook Relays.
- Master of Ceremony for Banquet. Purchase gifts for coaches.
- Confirm all chairpersons/Vice Presidents for the following year.
- Ensure that there are enough certified stroke/turn judges for our team for the season.
- Update job descriptions for the season.
- Serve as Co-Hosts for 2011 All Leagues. Chair/head committees, assist in planning etc. of All Leagues.

1st Vice- Presidents:

Brett and Pam Hoffmaster **392-4981**
Donna Gregg and Joan Bohan **569-9428 (Donna) / 560-2993 (Joan)**

- Serve as primary assistants to the Presidents for all swim team activities.
- Plan and direct Overlook Relays.
- Have Overlook Relay forms ready to be distributed to all teams by Dan Graybill.
- Purchase cake or treats at the end of the season to thank pool staff.
- Purchase gifts for the Presidents to be given at the banquet. (Treasurer will provide money)
- Nominate new 3rd Vice Presidents for the following year.
- Serve as Co-Hosts of 2011 All Leagues. Chair/head committees, assist in planning, etc. of All Leagues.

2nd Vice- Presidents:

Jeff and Beth Ross **299-8978**
Mike Albert & Kelly Dantine **669-6079 (Mike) / 615-1305 (Kelly)**

- Re-confirm the banquet hall and the caterer at the beginning of June.
- Contact the team photographer at the start of the season to make the slide presentation. Make sure that this is going well during season.
- Contact the Awards Chair about ordering trophies for every swimmer.
- Send Banquet invitations after Overlook Relays. Include coaches/spouses, Facilities manger/spouse, and Parks/Rec representative/spouse (no charge)
- Consult the Treasurer about the cost to be paid for the dinner.
- Organize a committee to decorate and set up tables on the day of the banquet.
- Serve as Co-Hosts of 2011 All Leagues; Chair/head committees, assist in planning etc. of All Leagues.

3rd Vice- Presidents:

Rich and Nancy Brenton **299-3451**
Graham & Lisa Side **569-0185**

- Organize Pep Rally prior to the most important home meet; consult with Dan.
- Take and set up tenets at all meets, including invitational & championship meets.
- Order and distribute ice cream treats after each home meet to both teams. Order from snack bar manager, get team numbers from Dan.
- Assist 2nd Vice-Presidents with the banquet.
- Set-up tents over scoring table and timing system for every home meet.
- Organize trash pick-up after all meets. Get swimmers to help by cleaning up after themselves.
- Organize/Coordinate Team Picture Date
- Serve as Co-Host of 2011 All Leagues; Chair/head committees, assist in planning etc. of All Leagues.

Treasurer:

Christylee Gurdak **560-1879**

- Handle all finances for Overlook Swim Team.
- Collect and deposit registration, banquet and equipment fees.
- Present Treasurer' report at meetings
- Pay officials for home meets and Overlook Relays.
- Reimburse team expenses.

Secretary:

Doug Jessup **560-6299 / 940-3949**

- Record and report minutes at all board meetings.
- Assist coach by recording relay splits.
- Operate as official record keeper for team notebook and updating record board at Overlook pool.
- Maintain and update Overlook team website.

Awards:

NEEDED

- Order and distribute ribbons and trophies for all home meets, Overlook Relays, and the banquet.
- Form a committee to help at all meets.

Scoring:

Beth Wolfe **569-3656**

NEEDED

- Keep official individual team and overall score at all meets.
- Record new team and pool records and give to Secretary for updating.
- Home meets arrive by 4:45 pm and assist in preparing scoring sheets.
- Away meets arrive by 5PM, take record book and assist home teams with lane scoring sheets.

Meet Set-Up:

Rich Brenton **299-3451**

- Install Timing system, ensure touch pads, plunges, and LDS display board are functioning. (Doug)
- Ensure starter is working properly, check battery and sound (Doug).
- Install and tear down starting blocks and backstroke flags for all home meets and Overlook Relays.

Suits and Equipment

Cheryl Hendrickson 581-1607

- Order suits and equipment for season.
- Attend registration with try-on suits; take orders for suits, other team apparel and equipment.
- Deliver suits, equipment and apparel to team members.

Head Timer:

Pam Yunginger 569-5509
(*Asst. Head Timer Needed)

- Supply stop watches and make sure they are in working order.
- Home meets: supply 16 timers (8 for 1st half and 8 for 2nd half) and 4 time recorders (2 for 1st half, 2 for 2nd half).
- Supply clipboards and recording slips and pencils for finish judges and time recorders.
- Away meets: supply enough timers for 1 per lane and second half relief.
- Back up timer at all home meets.

Team Photographer:

Jere Hill 569-8936

- Take pictures of the swimmers throughout the season to be used on the website and in the annual Powerpoint presentation.