

OVERLOOK SWIM TEAM BOARD RESPONSIBILITIES 2008 SWIM SEASON

Presidents: Tim & Barb Leahy 625-1672
 Brent & Beth Wolfe 569-3656

1. General chair of all swim team activities, including coordinating dual meets.
2. Represent Overlook Swim Team at all league meetings.
3. Coordinate pre-season schedule, orientation, volunteer sign ups sheets and registration forms.
4. Contact Parks & Recreation Representative to schedule pre-season Board Meeting held in March and dates for registration to be held in April.
5. Obtain starters and referees for the following seasons meets. This can be done at the final home meet of the season.
6. Hold new member meeting at Time Trials, coordinate so Dan Graybill will have time to speak, provide informational handout.
7. Ensure Colorado Timing System is installed and ready to operate at each home meet.
8. Provide announcers, flag & National Anthem vocalist, timers, stroke & turn, finish judges, scorers, and awards volunteers for all meets.
9. Meet with coordinators of Overlook Relays.
10. Banquet responsibilities are Master of Ceremony and purchase gifts for coaches.
11. Purchase cake or other treat at the end of the season to thank pool staff.
12. Coordinate team pictures dates.
13. Update job descriptions for the season.

1st Vice Presidents: Lisa & Tony Kalinowski 560-1205
 Yvette Danz 581-1071

1. Serve as primary assistants to the Presidents for all swim team activities.
2. Plan and direct Overlook Relays
3. Have Overlook Relay forms ready to be distributed to all teams by Dan Graybill.
4. Confirm all chairpersons for the following year.
5. Purchase gifts for the Presidents to be given at the banquet. (Treasurer will provide money.)

2nd Vice Presidents: James & Kim Speitel 519-8779
 Paul & Isabel Waplinger 569-0737

1. Re-confirm the banquet hall and the caterer at the beginning of June.
2. Contact the team photographer at the start of the season to make the slide presentation. Make sure that this is going well during season.
3. Contact the Awards Chair about ordering trophies for every swimmer.
4. Send Banquet invitations, after the Overlook Relays, to parents, coaches & spouses(no charge), Facilities Manager & spouse(no charge), and Parks & Rec representative & spouse (no charge).
5. Consult with Treasurer about the cost to be paid for dinners.
6. Organize a committee to decorate and set up tables on day of the banquet.

3rd Vice Presidents: Lou & Sue Castagna 560-7888
 Scott & Kathy Kellam 519-1988

1. Organize Pep Rally prior to the most important home meet, consult with Dan.
2. Take and set up tents at all meets, including invitationals & championship meets.
3. Order and distribute ice cream treats after each home meet to both teams. Order from snack bar manager, get team numbers from Dan.
4. Assist 2nd vice-presidents with the banquet.
5. Set up tents over scoring table and timing system for every home meet.
6. Organize trash pick-up after all meets. Get swimmers to help by cleaning up after themselves.
7. Make sure that 3rd Vice Presidents have been selected for the following year.

Treasure: Scott Ketner 569-5899 & Christylee Gurdak 560-1879

1. Handle all finances for Overlook Swim Team.
2. Collect & deposit registration, banquet and equipment fees
3. Present Treasurer's report at meetings
4. Pay officials for home meets and Overlook Relays.
5. Reimburse team expenses.

Secretary: Doug Jessup 560-6299

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

Awards: Beth Wolfe 569-3656 & Deb Jessup 560-6299

1. Order and distribute ribbons and trophies for all home meets, Overlook Relays and the Banquet.
2. Form committee to help at all meets.

Scoring: Tammy Hill 569-8936

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

Meet Set up: Jeff Guito 569-2195 & Doug Jessup 560-6299

1. Install Timing system, including ensuring touch pads, plungers and LDS display board are functioning. (Doug)
2. Ensure starter is working properly, check battery and sound. (Doug)
3. Install & tear down starting blocks, lane lines and backstroke flags for all home meets and Overlook Relays (Jeff)

Suits & Equipment: Cheryl Hendrickson 581-1607

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

Head Timer: Lori Borriss 560-8322

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