

Committee Breakdowns

Coaches Committee- Barry Neville (Chair), Jim Bunn, Steve Hershberger, Clay Grafft: (Scott Coonce- Coach liaison)

1. Responsible for setting parameters for training both in and out of pool.
2. Responsible for working with coaches in identifying group equipment needs and ordering them.
3. Responsible in making sure club has facilities to compete at high levels (i.e. pool time, dry-land space to train, etc.)
4. Responsible for working with coaches for pool time and directing swimmers/parents to individuals for one-one lessons.
5. Responsible for setting attendance & meet recommendations with parents and swimmers and enforcing action should the need arise.
6. Responsible for implementing & maintaining comprehensive dry-land program at all Age Group Levels.
7. Responsible for ensuring equipment is being utilized.
8. Responsible for working in coordination with Social Committee to come up with two travel meets for club members, one during summer and one during winter seasons.
9. Responsible in setting up Saturday “Clinics” and extended practices focused around technique, dry-land, injury prevention, nutrition etc. This includes making and updating calendar to schedule events.
10. Responsible in administering Code of Ethics.
11. Responsible for setting up intra-squad swap meet sometime in November/December.
12. Responsible for coming up with meet schedule and encouraging attendance at two team meets per month.
13. Responsible for setting regularly scheduled coaches meetings with set agenda.

Corporate Sponsorship- Jim (Chair), Barry

1. Responsible for overseeing Corporate Sponsorship Program.
2. Responsible for identifying businesses who would be interested in donating either: dollars, time, equipment, food, space for the benefit of club.
3. Responsible in working with social committee, publicity, web-site and merchandising to ensure these sponsors receive proper advertisement and recognition at our events.
4. Responsible for working in coordination with restaurants and hotels as part of meet packet.
5. Main time frame for this in August when next season begins and December to make sure sponsors are identified at meets.

Fundraising- Donita Remy and Kim Scheerer (Chair)- Work in coordination with Social Committee

1. Responsible for deciding what fundraising activities the club will partake in and setting calendar in August.
2. Responsible for communicating this to other club members.
3. Responsible for working in coordination with finance committee on whether or not we are meeting budget. If we are not then deciding on what additional activities to do.
4. Responsible for working in coordination with social committee for organizing events and distributing fundraising materials to members.
5. Responsible for setting up annual United Way and Government Charitable Contribution Programs for receiving of funds.
6. Responsible in working with social committee in trying to implement new ideas such as: Carwash, July 4th Pancake Breakfast, Chili Cook-off at BHS in fall, Bingo or Bunko Night, Trivia Night during summer, etc.

Publicity & Media- Steve (Chair), Jeff Wagenknecht, Denny Thompson

1. Responsible for working with head coach in identifying newsworthy events and then placing pictures and write-up's in local media outlets. Also, in working with web-site to place on the site.
2. Responsible for working with recruiting & retention in placing advertisements in local papers, sometime in August.
3. Responsible for placing pictures on bulletin board at BHS.
4. Responsible in working with other committees for coming up with print materials and flyers. Includes: Banners, Advertisements, etc.

Merchandising- Kim (Chair), Donita

1. Responsible in being liaison between club and splash multi-sport.
2. Responsible in working with club members as a resource on direct orders.
3. Responsible for ordering merchandise for meets and setting up.
4. Responsible in working in coordination with club coaches for team warm-up's for them if we have the opportunity to do so.
5. Responsible in working in coordination with splash to attend club meets and functions should the need arise.

Recruitment & Retention- Jim (Chair), Barry

1. Responsible for setting up annual on-site blitzes at Bettendorf and affiliated schools in August.
2. Responsible for coming up with annual brochures for club and handing out.

3. Responsible for working in coordination with coaching staff to set-up two free swim clinics and advertising this for membership.
4. Responsible for handing out brochures to targeted businesses so they can hand-out. I.e. realtors, banks, etc.
5. Responsible for working with swimmers, parents and coaches to spread “the good word” about our club word of mouth.

Social- Dawn Nickels (Chair), Paula Walton, Megan Lonergan, Stacey Zapolski

Responsible for coming up with new parent mentoring program.
 Responsible for working in coordination with coach setting up parent meetings.
 Responsible in working in coordination with fundraising committee to set-up club events. I.e. Swimathon’s, car washes and making an “event” out of it.
 Responsible in working with Publicity and Media to make flyers to help promote events. Also, to work with coaches to make sure they are communicating these events and “hyping” them at practices.
 Responsible in working with coaches to help with social aspects of away team travel meets.
 Responsible for coming up with team directory and distributing amongst team members.
 Responsible for state bags.
 Responsible for helping organize: parades, holiday parties and banquets.
 Responsible in implementing ideas such as: Team movie night, Steamwheelers night, Christmas Cookie Baking, Sleepovers (?), working with coaches to set-up team camps, you get it, etc.
 Responsible in setting calendar for the above.

Financial- Mike Wilder (Chair), Jeff, Barry, Jim

1. Responsible in overseeing all financial matters of club. Including tax implications of 501 c3 organization.
2. Responsible for tracking financial progress of club on monthly basis.
3. Responsible for establishing annual budget and tracking results on a monthly basis.
4. Responsible for tracking results from fundraising, meet and other revenue & expense generating activities.
5. Responsible in overseeing accounts payable and receivable functions including billing process.
6. Responsible in overseeing administrative functions (Elaine’s position)

Web-Site- Jim (Chair), Mark Hundley, (need to find some kid for a project or community service).

1. Responsible for working with other committees to update web-site when needed so as to help with communication from their committees to other club members.
2. Responsible for making this site a valuable information tool for club members and other teams who attend meets.

Swimmer Council- Megan (Chair), Stacey, Swimmers

1. Responsible in working with respective coaches to identify members who will sit on council. (2 from each group 4 from Jr/Sr).
2. Responsible with setting regular scheduled meeting once per month with council.
3. Responsible for communicating results of meeting to head coach and board.

Hosted Meets- Barry (Chair)

1. Barry- put meet date together by March of previous year and submit for time, includes regional meet as well. Also, contact BHS for usage at same time. Also send out meet invites and packets.
2. Barry- contact officiating crew, late November, early December
3. Paula- set work calendar for members Mid-December
4. Dawn- Concessions; send out needs by end of December
5. Kim- Merchandise and ordering
6. Steve- print and ad's
7. Mark, Mike, Jim Campbell and Judy- Computer
8. Jim & Jeff- Head Timers
9. Jim & Barry- Corporate Sponsorship, making sure advertised, working with Hotels and Restaurants.
10. Paula & Jason- Public Address
11. Deb- Holding Tank
12. Jim- Meet Marshal