

TIMELINE OF TASKS

AUGUST

- **Steering Committee:**
 - Attend post season SSA meeting

SEPTEMBER

- **Steering Committee:**
 - Secure Head Coach as soon as possible, but at least by January

NOVEMBER

- **Steering Committee:**
 - Meet with other SSA board members to set schedule for next season and discuss outstanding issues

JANUARY

- **Steering Committee:**
 - Attend SSA General Meeting (at least one should attend)
 - Secure Assistant Coaches based on preliminary numbers – with input of head coach
 - Update WF Team Information Sheet with any changes in team policy
 - Plan February Parent Information night with coach, reserve clubhouse, prepare any hand-outs (Team Information Sheet, Meet Schedule, etc.)
 - Plan Open House for April

- **Team Manager:**
 - Reserve clubhouse for Parent Info Night and Open House
 - Reserve pool/clubhouse for Wed home meets and Thurs make-ups
 - Order any pool or computer (printer, software, etc) equipment needed (flags, stanchions/poles, anything that needs repair)
 - Attend WF HOA Advisory Board meeting and discuss with Curry plans for the coming season
 - Hold WF Swim Team Advisory Board Meeting with all chair people
- **Awards:**
 - Provide ribbon inventory to SSA so restock can be ordered for home meets
- **Treasurer:**
 - Prepare budget for coming year
- **Sponsor:**
 - Begin to approach sponsors
- **Systems Administrator:**
 - Review Google Doc and make any changes to registration form

FEBRUARY

- **Team Manager:**
 - Post on e-neighbors re registration, parent info night, open house
 - Meet with Head Coach to plan upcoming season—practice schedule based on pre-enrolment, firming up coaching requirements planning practice sessions (to be firmed up in April-May)
 - Hold Parent Information Night
 - Open registration – post link to the Google Doc on the website

- Line up volunteers for Open House (volunteer coordinator, spirit wear coordinator, etc.)
- Update team distribution list and communicate upcoming dates with everyone
- Answer emails
- **Spirit Wear:**
 - Find t-shirt vendor and work with them on the design of the team shirt and any other spirit wear
 - Determine what spirit wear will be offered and from which vendors
- **Systems Administrator:**
 - Update website with new meet dates (if available)
 - Open registration – post link to the Google Doc on the website
 - Update team volunteer spreadsheet for coming year based on any changes in SSA Standing Rules, etc
- **Uniforms:**
 - Choose team suit, swim caps, communicate with Swim Quik (or whatever vendor) and provide rough numbers
 - Organize fit-kits and order forms to be ready for Open House in April with Swim Quik
- **Treasurer:**
 - Collect checks and waivers
 - Chase money and waivers

MARCH

- **Team Manager:**
 - Send reminder e-mails about registration and Open House

APRIL

- **Team Manager:**
 - Hire additional coaches as required
 - Hold Open House; cut off registration on April 15 (or before if the team exceeds max numbers)
 - Discuss plans for first practice with coach and social chairs – line up volunteers if needed; prepare roster sheets for timing, reserved clubhouse when end of school is decided and you know the first day of practice
 - Meet with coach to discuss the numbers and to plan a way to lay out practices to distribute the numbers
 - Hire lifeguards for the home meets
 - Test equipment (speakers, microphones (batteries), starting block); inventory pool equipment and tools (Allen key for blocks, wrench thing for lane ropes); kickboards, change clock battery if needed
- **Social:**
 - Finalize dates for pancake breakfast and end of season party with social chairs.
- **Sponsor:**
 - Approach sponsors and finalize by end of month
 - Let spirit wear person know of any sponsors to be placed on the t-shirts
- **Systems Administrator:**
 - Enter all new athletes in the computer, inactivate swimmers not returning
 - Get the computer set up for the coming season—build meets in TM and MM.
- **Spirit Wear:**
 - Tally t-shirt orders (from sizes provided on Google Doc); tally spirit wear orders.
- **Uniform:**
 - Return fit kits, take orders to Swim Quik

MAY

- **Team Manager:**
 - Collect Safe Kids forms and Code of Conduct forms from coaches
 - Clean kickboards, clerking-area chairs, etc. before first home meet
 - Attend WF Advisory Board Meeting to present final details of season and take questions
 - Print SSA rule changes, SSA roster, etc to update WF Green Book for meets (all instructions and contacts, etc. to have on-hand at the pool during any home meet)
 - Print rosters with contact information and medical information. Place in red folder to store at pool during practices in case of emergency. Prepare a second set for coach to keep in his/her car.
 - Ensure there are adequate DQ slips available for the scheduled home meets. Print more if needed.
- **Spirit Wear:**
 - Order team t-shirts
- **Systems Administrator:**
 - Prepare time sheets for 1st practice/time trials

DURING SWIM SEASON

- **Treasurer:**
 - Pay staff (coaches/lifeguards)
 - Maintain financial records
- **Team Manager:**
 - Work with AI to insure we have support for home meets (supplies, trash, equipment ready)
 - Charge starting block and speakers for each home meet

- Send communications with team for practice/attendance, communication from league, invites for visiting teams, pass on entry info, results reports, etc, etc., instructions for meets)
 - Prepare weekly entries with coach (using meet results, top 20, etc) –maximize participation in relays and ribbon distribution
 - Direct lifeguards (or coaches) in equipment set-up and Set-up person in deck set up.
 - Oversee meet set up and tear down
 - Ensure clubhouse is secure before leaving at end of a meet.
- **Systems Administrator:**
 - Send entries to other teams by Tuesday deadline.
 - Send entries to families and post on website.
 - For home meets:
 - Receive entries from visiting teams, send their reports on Tuesdays.
 - Seed meet.
 - Print and sort timer sheets (by lane, by event).
 - Print Heat Sheets.
 - Determine which events will be combined, mark heat sheets before running copies for home deck, Mark timer sheets with any heat combines, scratches, etc. before meet.
 - Prepare clipboards for timers and judges.
 - Set up computer table with laptop, printer and supplies for meet.
 - Teardown computer table room.
 - Send results to families and post on website
 - Keep website updated (Team Records, Meet Dates, Notices, etc.)