

## Southwest Aquatic Team Committee/Volunteer Opportunities

The Southwest Aquatic Team is a Wisconsin non profit corporation and is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. The team is coach directed, and run by an elected parent board. It is the responsibility of all parents to lend a hand in the running of the club. Volunteering to serve on a committee is a rewarding experience and helps ensure that the Club achieves its goal of providing a quality, competitive age-group swimming program for all our children. Much of the Club's business is planned, organized, and conducted through the work of six standing committees: Fundraising, Communications, Technical Planning, Team Gear, Social, Meets; and two standing subcommittees—Hospitality and Concessions. Active involvement of each parent on one or more committees is essential to ensuring the Club's success.

**Fund Raising-** Responsible for developing, planning, organizing, and conducting all Club fund-raising activities. These activities include events such as: annual swim-a-thon, flower sale, holiday Kringle and coffee sales, swim meet program ad sales, corporate sponsorships and our year round fundraising event – SCRIP gift card sales. Volunteers to this committee may be asked to assist in creation of information documents, sending out club e mailings, making phone calls, collecting money, and planning and conducting fund-raising events.

**Communications-** Responsible for facilitating the information flow among the Board, Head Coaches, the Membership, and the public. Contacting local media and submitting newspaper articles regarding club happenings is primary responsibility

**Meet Technical Planning (Meet Entry Chair) -** Responsible for the Club's meet equipment issues (Colorado timing system, computers, printers, and associated software), including budget submissions for updated hytek software, purchasing, inventory, storage, maintenance, swim meet set-up, operation, and training of computer operator during meet and or Colorado timing system. This committee's expertise and efforts are extremely important to the success of club-sponsored swim meets. If you volunteer for this committee, you will be asked to be trained on either the Meet Manager computer system or the timing console.

**Merchandise/Team Logo Gear-** Responsible for helping promote the Club and building team spirit through sales of swimming apparel containing the Club name and logo; and for helping sustain the Club financially through swim meet T-shirt and program sales and negotiating revenue-sharing contracts with swim apparel vendors during SWAT hosted meet. Committee members might be asked to sell SWAT gear at designated practices, team tryouts or meets and help design new apparel, communicate with vendors, and keep track of sales.

**Social-** Responsible for planning parties and membership events throughout the year to promote team spirit, provide fun activities, and allow parents to get better acquainted. Examples of such events are the SWAT picnic, March banquet, Brewer tail gate, Intra-squad pizza party etc.

**Meet Director-** Responsible for organizing and directing the 4 swim meets hosted by the Club each year. The meets during Short Course are October Senior Circuit meet and the Age-Group and Senior December meet. Long course has an April Senior/Age Group distance meet and possible bid to one of the long course championship state meets held in July. Responsibilities include preparing the meet information obtaining the meet sanctions from WI LSC; working with SWAT officials chair to confirm proper staffing of meet officials. Coordinate with volunteer staffing chair. Post meet you will prepare final results and financial summaries. While all Club members are required to work at the meets, committee members will primarily be responsible for the planning of the meet and the equitable distribution of duties.

**Meet Concessions-** Responsible for planning and securing food for concessions and organizing concessions sales at home meets. Duties may include planning menus, food preparation, and working with Club members and area businesses to secure food donations.

**Meet Hospitality-** Responsible for planning, organizing, and securing food for meals for coaches and referees for home meets. Duties may include organizing meals, food preparation, and working with area businesses to secure food donations.