

Booster Club Information and Officer Responsibility Breakdown

Some basic things to remember and to take into account:

1. You are in charge, you are the boss
2. They are there to support you, the program and the student-athletes.
3. Talk to your athletic director if you run into any problems, they should be your biggest supporter.
4. Remember to follow all rules concerning fundraising.
5. If you so desire, you may (check with your AD first) move your booster club account out of the school.

President

- helps coach coordinate and run all booster club meetings
- in charge of creating team handbook.
- helps (but does not have unilateral authority) make decisions concerning spending of booster club money
- handles all parent concerns and situations during the process of the swim meet.

Vice-President/Meet Director

- in charge of creating worker list for each meet
- in charge of contacting workers the week they are scheduled to work a meet and find replacements in necessary
- in charge of all workers during the running of the meet
- helps with meet setup of tables, timing system, chairs, or any other function needed to start the meet

Treasurer

- in charge of financial resources of the booster club
- pays the bills (county, apparel, spending, etc)
- keeps board and coaches aware of account balances
- inserts all athletes in Team Manager after their dues are paid
- helps (but does not have unilateral authority) make decisions concerning spending of booster club money

Publicist

- Reports to local newspapers with meet results, school records, winners of individual events, state qualifying times, and/or special accomplishments at each meet.
- Sends meet reports to school newspaper, TV announcements, and to school for weekly press releases.
- coordinate and confirm results and times, etc with coach before sending out.

Apparel

- works with coach in ordering t-shirts, suits, caps, and other apparel needed during the season.
- contacts businesses and places orders for the team
- give all bills and receipts to treasurer
- handles end of year gifts (t-shirts, towels, senior gifts, parent gifts)

Banquet Coordinator

- contact and reserve banquet facility
- contact and arrange for food, drinks, decorations, etc
- works with other committee members for the planning of the banquet
- works with coach to establish the banquet program

Email/Spaghetti Dinner Coordinator

- creates spaghetti dinner schedule which includes
 1. Directions to host family's house
 2. Breakdown of what each swimmer is to bring to the dinner
 3. Coordinate with host family to discuss any issues or things that may be needed

Computer Person

- works with coach to
 1. Input lineups into Meet Manager and create heat sheets for both coaches, officials, and both teams
 2. Runs the computer during the meets
 3. Downloads and saves meet results to team computer
 4. Sends meet results to _____
 5. Send completed heat sheets to email coordinator to send to team.
 6. Helps set up timing system before the meet.