



ORCAS Organization Structure

Description:

The Orcas International Swim Team organization is divided into five branches. The President, Vice-President, Secretary, Treasurer and the Meet Director, which consist of the Orcas Executive Members. Executive members are responsible for their respective branch and/or functions as shown on Orcas organization Chart (see Annex 1).

Please note the following:

General Membership Parents refers to all swimmers' parents and any other interested sponsors;

Membership Parents Committee refers to a group of parents from General Membership Parents who volunteered to fulfill at least one function within the team; and

Executive Committee Members refers to a group of five parents from General Membership Parents who volunteered and were voted in by the same group to take the responsibilities to govern the team.

Duties and Responsibilities:

Each function's "Duties and Responsibilities" are described in the following document and should be used as a guideline in order to accomplish its contents at a minimum. The Orcas Executive Members are expecting every responsible individual fulfilling a function within the Orcas Organization to read and comply with the following as outlined in this document.

General Rules:

As the team relies on you to fulfill the function you volunteered for, every individual is responsible to recruit someone who will perform his/her team duty upon his absence, and making sure it will be done properly. Further more, if a function (person) responsible encounters a difficulty he/she shall contact the branch head.

Please read the Orcas Intl. Swim Team Constitution and By-Laws. Familiarize yourself with the EFSL By-Laws and USA Swimming Rulebook. Make yourself a "quick check list" of things you have to do in a due time.

Communications:

Our web site address is <http://www.geilenkirchenorcas.org/>. This will be the main distribution method and/or email including web base email by branch head (i.e. secretary@geilenkirchenorcas.org). A team Roster is created at the beginning of the competitive season, and up-dated as required throughout the Orcas fiscal year (end of June).

Information:

The following duty list is in the order of branches per Orcas Chart (see annex 1). For example: the Secretary Branch has Advertisement & Recruiting Coordinator, Publication Editor, Webmaster and Volunteer Coordinator under its wings. You will find all these functions duties written down underneath the Secretary section.

Executive Committee

Structure:

- A minimum of five parents will comprise the Executive Committee.
- Executive Committee meetings will normally be held bi-monthly, and any other times called by the Team President.
- Executive Committee Members will act as conduits for information flow to the team President.

Responsibilities:

- Annually review, update, and approve the Orcas Organization Structure. Arbitrate grievances, complaints or appeals within the team that are beyond the control of the Head Coach.
- Approve financial decisions.
- Make administrative decisions regarding the team.
- Provide program continuity to include overseeing registration and promote membership within their respective community.
- Select the Head Coach, Assistant and Staff Coaches.
- Oversee and be responsible for the Membership Parents Committee and their functions.

Appointment:

- Subject to the approval of the General Membership Parents.

President Branch

President:

Head of the Executive Committee, he/she will re-enforce the compliance with the Orcas & EFSL Constitutions and By-Laws. Responsible for the administrative tasks associated with the preparation of the upcoming seasons. Coordinates European Forces Swim League (EFSL) business within the Orcas Team. Maintains checklists of duties to be performed. Oversees the Head Coach.

Head Coach:

- In addition to his/her normal duties as described in the EFSL By-Laws and Swimming Rulebook:
- Meets contract requirements
- Oversees Assistant & Staff Coaches and team captains
- At the Executive Committee's request, provides swimmers attendance list
- Responsible for all aspects of individual and team discipline during training, home, and away meets, while inspiring, motivating and providing leadership to all swimmers
- Provides resources for individual training and diet
- Appoints team captains and defines their duties (set up cheer leaders – inflate and post the Orcas + flag - helps younger swimmers – etc)
- Carries team roster for emergency purposes at all times
- Coordinates ribbons award distribution among swimmers

Assistant Coaches:

- In addition to his/her normal duties as described in the EFSL Bylaws and Swimming Rulebook:
- Meet contract requirements
- Assist the head coach in his/her functions
- Attend the EFSL Coaches Clinic as initial training
- Comply with EFSL By-Laws and Rules Books
- Inspire, motivate and provide leadership to new and existing swimmers.

Staff Coaches:

- Assist the head coach and assistant coaches in their functions
- Attend the EFSL Coaches Clinic as initial training
- Comply with EFSL By-Laws and Rules Books
- Inspire, motivate and provide leadership to new and existing swimmers.

Team Captains (1 boy & 1 girl):

- Supervised by the Head Coach: Perform tasks and duties as assigned to them
- Help Assistant & Staff Coaches in their functions as requested (warm-ups, pool set-up, etc.)
- Boost team morale and promote healthy team spirit by leading cheers
- Help younger swimmers at the pool, in the bus, during away meets, etc
- Show discipline at all times and at all places

Vice-President Branch

Vice President

Responsible for assisting the President in his/her duties. Will be assigned as the team Organizational Meet Coordinator. Oversees the Transport Coordinator, Hosting Coordinator, Home Meet Setup Coordinator, and Award Coordinator.

Organizational Meet Coordinator:

Team's Point of Contact responsible for coordinating with other EFSL teams all organizational aspects of home and away meets.

- Schedules home/away meets @ the EFSL Presidents' Meeting
- Maintains contact with host/visiting teams to receive/disseminate meet information.
- Responsible for "Lost & Found" bin.

Award Coordinator:

Usually performed by the team head coach

- Responsible for the Orcas Award Program
- Coordinates and complies with Dodds/Varsity Letter Memorandum
- Attends AFNORTH International School Awards Ceremony
- Informs the Varsity Letter Program winner to attend banquet to receive the award, and advertises the event throughout the team for ceremony attendance to promote team "esprit de corps"
- Orders patches & Awards as necessary

Transport Coordinator:

- Shortly after the President/Scheduling meeting, seeks confirmation of dates and locations of meets, and requests bus estimate from local companies for its approval by the executive committee before contracting them.
- One week before a trip, confirms with the bus company the time, location for show up, and size of bus requested.
- Confirms Bus' plate and driver's ID numbers. Forward info to the Hosting Meet Coordinator
- Coordinates bus driver's hotel room reservation with Away Meet Hosting Coordinator; daily meals allocation and passes the information to the Meet Coordinator and Treasurer.
- Confirms the type of entertainment system the bus will have.
- Procures DVD's/videos movies as required for the trips.

Hosting Coordinator:

- Coordinates with visiting teams who requested to be hosted, and secures lodging, meals, etc.
- Recruits and supervises chaperones when using School Gymnasium for hosting, and plan for meals.
- Coordinates team hotel/family room reservations for over night stay meets.
- Directly coordinates with the families and hotels.

- Checks schedule for dates of stay over night meets, and research for accommodations.
- Provides hotels information and other worthwhile things to know
- Reads the hosting rules (Do's and Don'ts), and distributes them among the Orcas parents and swimmers

Home Meet Set-up Coordinator:

- Responsible for home meet facility preparation
- Appoints a team of volunteer parents to set up, tear down, and clean up the pool facility one week before the event
- Updates “Home meet Function and Schedule Sheet” posted on pool advertisement board
- Confirms pool doors opening with pool office
- Coordinates the set up of timing system/starting system/tables/chairs/PA system/cookware/etc
- Designates and posts team sitting area around pool deck
- Ensure starting system is being recharged before the event
- Ensure P.A. System is in place and functional
- Coordinates with the Meet Director

Secretary Branch

Secretary:

- Records/prepares minutes of team executive/general membership meetings, assists the president in administrative tasks (i.e.: permission letters; pool and coaches contracts, etc.).
- Keeps the pool advertisement board up to date, discards undesired advertisements, and re-arranges so it looks neat at all times.
- Coordinates and helps organize other training facilities such as for Stats & Official Clinics by booking rooms and providing everyone access to the base.
- Prepares, up dates and distributes the team Roster to the proper authorities.
- Reviews Membership Swimmers for eligibility IAW the EFSL & Orcas By-Laws
- Up-dates (with President), prepares and distributes Orcas Organization Structure folders to Orcas Membership Parents Committee

- Prepares, creates, updates and distributes to the Executive Committee an E-mail Distribution Roster
- Stores, revises and changes black/color team logo electronic copies.
- Schedules, coordinates team swimmers group picture. Coordinates other important events photos (i.e.: Banquet, Divisionals, Championships, away meets, etc.)
- Oversees the Advertisement and Recruiting Coordinator, Publication Editor, Web Master and the Volunteer Coordinator.

Advertisement & Recruiting Coordinator:

- Schedules recruiting dates with the respective organizations
- Sets up booth for recruiting
- Advertises summer and winter season by posters, publications, etc.
- Participates at the AFNORTH open house together with the equipment sales coordinator.
- Other tasks related to this duty

Publication Editor:

- Writes Orca Update.
- Writes articles for publication in local newsletters (ex: JFC HQ Brunssum Northern Star, GK Skywatch, International School Brunssum, Stars and Stripes, Tri-Border Reporter) about significant events in the season and about results of swim meets
- Contacts CFN, AFN radio for broadcasting Orcas news.
- Coordinates with AFNORTH Int. School student CFN Radio Announcements

Webmaster:

- Maintains, reviews and up dates the Orcas team Website
- Distributes Orcas electronic info to the EFSL Webmaster for accurate POC

Volunteer Coordinator:

- Collect and maintain electronic information about volunteers for Orca activities by event and by family
- Provide statistics on volunteer contribution
- Review and update website content with Orca web master
- Attend Orca board meetings as required

Treasurer Branch

Treasurer:

- Complies with Orcas' By-Laws & Constitution
- Responsible for preparing financial reports to the Services Squadron and Executive Committee.
- Maintains accurate financial records; collects, prepares, and deposits funds into team's bank accounts; distributes funds as required.
- Reviews and up-dates Dresdner Bank authorization/signature.
- Prepares the spring and fall budget forecasts and presents them to the Executive Committee for approval.
- Assists the Secretary to update & prepare team registration forms and distributes them to the General Membership.
- Collects team fees summer/winter season.
- Provides cash to the Concession Director before each home meet.
- Coordinates the team charity donation(s) by contacting applicable organizations. Informs them with the location and date to obtain their donation. Transfers amount into their bank account.
- Assists Party Coordinator when fees are charged at a function.
- Oversees the Fund Raising Coordinator, Equipment Sales Director, Concession Director, Party Coordinator and Far Away Meet Coordinator.

Fund Raising Coordinator:

- Proposes fundraising ideas to Executive Committee.
- Schedules fundraising events such as Basket Affair, bake sales etc.
- Prepares and records event sign up sheets.
- Recruits volunteers to work during events.
- Assists with Banquet raffle draws.

Basket Affair Coordinator:

- Secures Venue
- Ensures that there is enough raffle tickets for event
- Prepares all letters explaining the event and distribute in a timely manner (letter to parents, letter for businesses, Theme Basket description letter etc...)
- Enlists volunteers to solicit businesses for donations (merchandise, gift and dinner certificates, monetary donations etc...)
- Enlists volunteers for set-up and clean-up at venue site
- Ensures all winners baskets have been picked up or delivered
- Collects all monies from the event and settle any operating costs (decorations, table rentals, raffle ticket purchase etc...)
- Provides any receipts and all monies earned from event to the Treasurer for bank deposit

Swim-O-Thon Coordinator:

- Schedules and organizes Swim-O-Thon.
- Advertises one month before the event the concept of how it will be conducted.
- Promotes the good cause, donating some of its pledged fund.
- Collects swimmers' pledges and turns them in to the Treasurer.

Equipment Sales Director:

- Presents a quarterly equipment fund financial report to the Treasurer (last week of March, June, September and December)
- Maintains stock of caps for sale to the team's members.
- Maintains inventory and manages equipment funds on behalf of the team Treasurer.
- Assists team by managing all aspects of team equipment.
- Maintains good relationships with team's official supplier.
- Procures a fair supply of equipment prior the start of a new season.
- At the beginning of the fall season, prepares and debriefs the team members on the procedure for equipment being procured through team "bulk order" from official supplier.
- Sells equipment at home meets.
- Provides equipment during away meets such as goggles & caps etc. as requested by the Board.
- Assists the Party coordinator with purchasing gifts as required.

Party Coordinator:

- One month before the event occurrence, proposes plan(s) to Executive Committee Board.
- Organizes and coordinates the annual Christmas Party and End-Of-The-Year Banquet in accordance with the plan discussed and approved by the Executive Committee Board.
- Coordinates with Equipment Sales Coordinator and Treasurer (for gift purchasing); Secretary (request letters for gift donation), and other Membership Parent Committee Members for assistance as necessary.
- Recruits volunteer General Membership Parent helpers.
- Advertises and informs General Membership Parents about the event agenda, location and costs as applicable.
- Gifts purchase order could be pre-arranged in order to meet party time frame as required and it is recommended to keep track of gifts being donated for future references.

Far Away Meet Coordinator:

- Coordinates and is responsible for all aspects (families data/payment collection, transports, accommodations, communications, advertisements, etc.) of the Orcas "once a year" remote location swim meet.
- As required, seeks help among Membership Parents Committee for assistance.
- Arranges a meeting with the Orcas Executive Committee Board and proposes a destination for the next season so the decision can be made and offered to the

General Membership Parents at the Orcas General Meeting before the competitive season's End-Of-The-Year Banquet.

- Confirms swim meets' dates with Meet Coordinator before beginning booking procedures.

Concessions Director:

- Plans and supervises the concessions for home swim meets.
- The week before the meet, contacts team parents to donate food for concessions.
- Purchases food as needed to ensure the proper amount and variety of concessions.
- Maintains and sets up required equipment to operate the concessions stand.
- Prepares, tears down and cleans concession stand and eating area.
- Coordinates with the team Treasurer for the cash box.
- Provides water/drinks for volunteers during meet.
- Collects money for concessions and turns over all cash immediately after the meet or at the earliest opportunity to the team Treasurer.

Meet Director Branch

Meet Director:

Individual responsible for conducting all technical facets (other than facility) of a home meet. In addition to his/her normal duties as described in the EFSL ByLaws and Swimming Rulebook

- Coordinates with Meet Coordinator for Home Meets Announcement
- Prepares meet sequence of events (pool facility setup, warm-up times, Officials meeting, start of marshalling, etc.)
- Confirms pool doors opening with pool office
- Coordinates each teams warm-up time slots with the Head Coach assistance
- Two weeks before a home meet; Prepares, posts and up-dates the "Home meet Function and Schedule Sheet"; recruits volunteers & updates as required.
- Together with the Meet Head Official, sets up a meet break time
- Prepares a briefing for Head Officials, Head Coaches, Head Stats, Clerk of Course and Concession Director. (Subjects; starts time, break time, warm-up time and teams' slots, etc.)
- Briefs Officials and Coaches about the conduct of your meet before handing over to the Head Official
- Oversees the Team & Meet Head Official, and the Head Statistician

Meet Coordinator:

- **Home Meets**
 - Posts sign-up sheet on pool board; updates Orcas Meet Announcement document, and sends it to visiting teams 2 weeks before the event;
 - Ensures base/pool entry procedures are coordinated with security at JFC HQ Brunssum and with the hosted teams' Meet Coordinators;
 - Hosts out of town teams
 - Coordinates with Meet Director for pool set-up and other meet coordination
 - Confirms pool door opening times with pool office
- **Away Meets**
 - Forwards visiting teams' info (i.e.: arrival, Team's Roster, etc.) to the Host Team President and Meet Director for further meet planning 2 weeks before the event;
 - Defines mode of transportation for the trip, meeting & parking point
 - Coordinates the authorization for parking

Team Head Official:

In addition to his/her normal duties as described in the EFSL By-Laws and Swimming Rulebook

- Schedules and records officials training
- Maintains and up-dates team officials training's records as per EFSL By-Laws
- Distribute officials' identification
- Recruits team's officials (2 Meet Heat Official, 6 S&T Judges, 2 Head Times minimum) among the team's parents.
- Oversees the Starters, Stroke & Turn Judges and head Timers

Meet head Official (referee): (In function during home meets only)

- Appoints a meet Head Referee, Head Starter, Head Timer, Stroke and Turn Judges, Clerk of Course, Head Statistician and up-date the "Home meet function and Schedule Sheet" two weeks before a home Meet,
- Recruits potential official among the team parents
- Provides a sign-up sheet for the stroke & Turn Judges and recruits them
- Pick up your meet sheets by the statistician
- Brief the coaches and officials.
- 30 minutes before meet starts or at meeting, confirm to the Meet Director your agreement on pool setup.
- Together with the Meet Director, set-up a meet-break time.
- Oversees the Starters, Stroke & Turn Judges and head Timers.

Starters:

In addition to his/her normal duties as described in the EFSL By-Laws and Swimming Rulebook

- Recharges the starting system on the Thursday before the meet.
- Helps setup up the starting system and check for its proper operation

- Prepares alternate start system (whistle, starting devices, etc.)
- Attends Officials' briefing before meet starts.
- Pick-up your meet sheets by the statistician.
- Tests the equipment again as you check the timers and clocks.

Stroke & Turn Judges:

In addition to his/her normal duties as described in the EFSL By-Laws and Swimming Rulebook

- Comply with EFSL Officials' requirements.
- Attends the Stroke & Turn Judges' clinic scheduled by the EFSL at the beginning of the competitive season.
- Signs up the officials' recruiting sheet before each meet to help officiating and/or volunteers for substitution.
- Attends before meet official meeting.

Head Timers:

In addition to his/her normal duties as described in the EFSL By-Laws and Swimming Rulebook

- Reviews and updates timers' rules/checklist.
- One week prior to the meet, checks for watches serviceability and writing pads/pencils availability.
- 1 hour before a meet: Provides a sign-up sheet for volunteer timers, registration, and help recruiting 15 plus few spares from each team
- Ensures line timer chairs, writing boards, pencils, stop watches, ID Badges are prepared before timers' briefing.
- Checks with Stats if taking split time, coordinate with head official & Starter
- 20 minutes before meet starts, debriefs timers in accordance of the check list (short version of the rule book in the watches' storing case)
- Appoints a "Line Head Timer" for each line, and provide them with an ID badge for proper/quick identification.
- 5 minutes before meet starts, assists the Starter to perform a starting test.
- Collects and returns all timing watches and equipment, and return them to the Orcas shed.
- Oversees the Head Line Timers and Line Timers.

Head Statistician:

In addition to his/her normal duties as described in the EFSL By-Laws and Swimming Rulebook

- Attends the statisticians' initial training, and refresher clinic scheduled by the EFSL at the beginning of the competitive season.
- Prepares and sends team's roster to EFSL Head Stats before Oct 31 of each competitive season.
- Maintains the Statistics on all swimmers in all age groups
- Prepares the computer software for each home and away meets

- Determines the deadline to receive home meet entries from visiting teams, and informs the Meet Director.
- Provides statistics to the coaching staff as required.
- Provides, to the team Awards Coordinator, statistics for Varsity Letters and end of the year Awards.
- Write the meet results, and submits them to the team Publication Editor for local publications.
- Ensures that meet results are posted in the statistics book and on team's website.
- Two weeks before a scheduled home meet, recruits an Assistant Stats, a Clerk of Course and a Ribbons Coordinator.
- Up-dates "Home meet Function and Schedule Sheet".
- Provides as soon as possible (not later than 15 minutes before the meet starts) a meet print out to the Meet Head Official, Starter, Clerk of Course and Concession Director.
- Informs Clerk of Course of any changes throughout the meet.
- Post out, when compiled, meet results in a very accessible area.
- Provides each visiting teams meet ribbons, entry cards, and computer statistics.
- Prepares meet results on disk & paper, and sends an electronic copy to the EFSL Head Stats within 24 hours after the termination of the meet
- Acts as a team scorer.
- At the end of the meet, prepares and distributes, in a form of package, each team's results and ribbons.
- Oversees the Assistant Stats, Clerk of Courses, and Ribbons Coordinators.

Assistant Statistician:

In addition to his/her normal duties as described in the EFSL By-Laws and Swimming Rulebook

- Attends the statisticians' initial training, and refresher clinic scheduled by the EFSL at the beginning of the competitive season.
- Assist the Head Statistician with his functions.
- Acts as a team recorder and scorer.

Clerk of Course:

In addition to his/her normal duties as described in the EFSL By-Laws and Swimming Rulebook

- Two weeks before the event, recruits 2 marshallers and 2 runners
- Updates "Home Meet Function and Schedule Sheet" posted on pool advertisement board.
- Set up Clerk of Course & Marshalling area.
- Coordinates with the statisticians.
- Debriefs Marshall and Runners on the duties to be performed (do not forget to brief the runners that if a swimmer's card shows marking in red, the card needs to be signed by the Meet Head Official (Referee) before bringing it to the Stats' Office).
- Pick-up your meet sheets by the statistician.

- 15 minutes before the meet starts, post the first meet event # and start marshalling procedures.
- Oversees the Runners and Marshalls.

Ribbons Coordinator:

- Coordinates with Statistician to sort out ribbons winners for each team and to distribute them.
- Divisional meet: coordinates with stats to sort out awards (medals, ribbons etc), and help distributing them.
- Recruits volunteers (minimum 2) for distribution of Heat Winner Ribbons.
- Informs the Award Coordinator for ordering meet ribbons.
- Oversees the Heat Winner Ribbons distributors