



# Organizational Structure

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# 1. Directors

## 1.1. President

### Responsibilities

The role of the president is to be the public face of VOWSA as well as to manage the structure and activities of the organization as a whole.

### General Duties

Work with all members of the organization to ensure that the activities of the organization are supported and transparent. As the public face of the organization the president must establish and maintain contact with all other required societies. Ensure continuation of the club through promotion of involvement among members & other organizations. Steer the organization towards the mission statement and implement assessment and control systems necessary to maintain organizational structure.

### Practice Swims

None

### Race Day

Be present to talk to & meet swimmers, present a face of the organization.

## 1.2. Vice-President

### Responsibilities

Assist the president with their duties.

### General Duties

Work with president to ensure a smooth open water season. Help race directors while planning and running the three VOWSA open water races.

### Practice Swims

None

### Race Day

Be present to talk to & meet swimmers, present a face of the organization.

## 1.3. Treasurer

### Responsibilities

Making sure that the organization has sufficient funds at present and in the future to fulfil the duties outlined in the organization's constitution and to ensure transparency in reporting.



### General Duties

Be in attendance at all meetings (approximately once per month with additional on a week prior to each race.) Present if required brief monthly and complete yearly financial reports. Check mail box every 2-4 weeks (or as needed) and file received mail accordingly. Deposit & record cheques and cash from membership dues.

### Practice Swims

Provide cash float & collect money from practice swim coordinator(s).

### Race Day

Provide cash floats and be available to pay expenses incurred by volunteers.

## **1.4. Secretary**

### Responsibilities

Ensuring that the business of the organization is streamlined and that membership is informed of organizational changes.

### General Duties

Record minutes at meetings, send out notifications to exec & membership at large and prepare agenda for meeting. Create copies of minutes from AGM and Executive Meetings that must be made available as required by the societies act.

### Practice Swims

None

### Race Day

None

## **2. Coordinators**

### **2.1. Race Day Coordinator(s) (1 – 3)**

#### **(Canada Day Challenge, Bay Challenge & Kits Challenge)**

### Responsibilities

Preparing, Setting up and running of a race, they will liaise with other coordinators to secure resources needed prior to & during the event.

### General Duties

Secure permits for race and notify appropriate authorities (Coast guard, GVRD, parks Board etc). Develop & maintain a race plan document that details the management of race day events from the



night before (bag check, ensuring keys are given to drivers, contacting locals to ensure gates are open, etc.) until the day of race (other coordinators responsibilities, volunteer roles, equipment etc.)

### Practice Swims

None

### Race Day

Each race will be slightly different, generally duties include setup of equipment on race day, this includes, but is not limited to (Flugel placement, finish line chute, bag check, food etc...) At pre-race meeting they must present a race plan detailing critical race information and contact information for required parties as well as a site layout sketch. Point of contact for race day questions and decisions. Designate and supply an MC.

## **2.2. Sponsorship Coordinator(s)**

### Responsibilities

Maintain & grow existing sponsors as well as seek out new opportunities for partnership to secure revenue and equipment for the Organization.

### General Duties

Contact existing sponsors and follow up with new sponsors. Analyze and document existing sponsorship opportunities to be able to present tangible returns to sponsor (i.e. increased exposure, information dispersal). Provide members with information on sponsors' benefits & promote the sponsor to the extent required. Liaise with web coordinator & media coordinator to distribute sponsorship information.

### Practice Swims

Work to ensure sponsorship information is presented to membership.

### Race Day

Ensure that sponsorship material is presented or handed out. Should sponsors be present at a swim event then you are the point of contact for them & are responsible for their actions. Provide food for athletes post race.

## **2.3. Volunteer Coordinator(s)**

### **(General & Practice Swims)**

### Responsibilities

Establish & grow a volunteer database as well as promotion of involvement in the club among other organizations.

### General Duties

Liaise with Special Olympics to secure volunteers for races. Ensure confidentiality of volunteer information while providing the organization with an understanding of the volunteer structure. Contact



volunteers prior to races & practice swims to confirm their availability & contact information as well as ensuring they are provided with the appropriate information. Work with the race coordinator prior to race to fill required (with extra) volunteers roles & make sure race director can contact them.

#### Practice Swims

Coordinate and train a select group of responsible volunteers willing to come down on evening to coordinate practice swims (Sign-in/out, collect cash/waivers etc.), should have 2+ people for sign in / out on beach.

#### Race Day

Work with race director to manage volunteers & provide assistance & information to volunteers where required. Backup point of contact for volunteers responsible to race director. Show appreciation for volunteers, and follow up post race with concerns.

## **2.4. Race-Day Registration Coordinator**

#### Responsibilities

Ensuring that race participants are provided with the equipment and knowledge to participate in the race. Monitoring the race participants to confirm all participants are identified and accounted for.

#### General

Work with Volunteer coordinator to recruit a pool of volunteers (3-6) to register swimmers, make day of changes and liaise with Race Headquarters (RHq) to provide the accurate lists of swimmers prior to commencement of races. Ensure that the race cap numbers are prepared and ready and that they match-up with RHq chips

#### Practice Swims

None

#### Race Day

Liaise with Race Day Coordinator & volunteer coordinator to make sure all participant lists are in place and accurate prior to each race. Also that caps, swimmer information packages and timing chips in addition to other required registration supplies (markers, scissors, table etc.) is being brought to race site. Coordinate 2 volunteers to verify any registration discrepancies with race headquarters at the finish.

## **2.5. Social Coordinator**

#### Responsibilities

Organize and run social events for VOWSA directors and members.



### General

Plan and run VOWSA social events. Typically three social events are organized throughout the VOWSA swim season; the season opener social, mid-season social and end of season social. Coordinator should reserve a location for the social (Sunset Grill, Kits Yacht Club, etc) , organize supplies, recruit and volunteers needed, liaise with sponsorship coordinator for draw prizes, obtain liquor license (if necessary), and order any food required.

### Practice Swims

None

### Race Day

None

## **2.6. Web Coordinator**

### Responsibilities

Update and manage the web presence of the organization, inclusive of web page, social media & email structure.

### General

Maintain website (Domain name paid for, server hosting, update images) and liaise with media & Sponsorship coordinator for required material, also curate social media site (Facebook, Twitter, Flickr, etc.). Check and respond to general club email address, notify and forward to appropriate members as required.

### Practice Swims

None

### Race Day

None

## **2.7. Media Coordinator**

### Responsibilities

Design and distribute media related to VOWSA to regional and national organizations to raise awareness of the organization & organization events.

### General Duties

Contact events online & race headquarters to create, review and distribute the race listing. Design & ensure the production and distribution of digital/print media and articles. Liaise with web coordinator to post information regarding organization activities digitally. Work with other races & events to include information about our organization within their structure packages (Triathlons, swim meets, etc.)



### Practice Swims

Provide practice swim coordinator with required media.

### Race Day

Liaise with race director to provide media for race day (Signs, Maps, course descriptions, etc.) Secure sound system for MC.

## **2.8. Safety Coordinator**

### Responsibilities

Ensuring that all hosted races and practice swims meet or exceed the FINA and Swim Canada safety guidelines for open water swim events.

### General Duties

Manage and secure appropriate numbers of first aid staff, (Doctors, paramedics or RNs) Life Guards (Vancouver Lifeguard Association) & ensure they are notified of race/practice information. Arrange for pre-race briefings for both races and practice swims. Document existing medical equipment & ensure that it meets safety guidelines. Where equipment is needed requisition the treasurer for funds to purchase it.

### Practice Swims

Liaise with the swim night coordinators to ensure that they and their volunteers are informed of the required safety guidelines for open water swimming (FINA / Swim Canada). The safety coordinator is also the point of contact for safety concerns raised by the Lifeguards. Incidents must be documented in a transparent fashion and a recommendation provided as to how to prevent repetition.

### Race Day

Ensure that medical equipment and supplies are brought to races. Work with medical staff prior to event to prepare an itemized list of required supplies that should be present at pre-race meetings. Work with volunteers to get medical tent & other medical stations set up. Give medical staff and lifeguard briefing. Make sure all swimmers with medical issues have been accounted for and their information is transferred confidentially to the attending medical staff.

## **2.9. Additional general coordinators (1-4)**

General coordinators are required to fill non-specific roles; they can also provide assistance to any of the other coordinator positions as needed. Examples include: Race day boutique, Bag check, food, etc.