

2007-2008 Iowa City Eels Committee Sign-up Sheet

The Iowa City Eels Swim Club is an Iowa nonprofit corporation and is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. The Club does not hire administrative or secretarial staff, therefore it is the responsibility of all parents to lend a hand in the running of the club. As stated in the Club's by-laws, all parents are expected to serve on a committee. Volunteering to serve on a committee is a rewarding experience and it helps ensure that the Club achieves its goal of providing a quality competitive age group swimming program for your children.

Much of the Club's business is planned, organized, and conducted through the work of six standing committees: Fundraising, Communications, Technical Planning, Merchandise, Social, Meets, and two standing subcommittees, Hospitality and Meets. A Board Officer or Trustee is appointed to chair or oversee the selection of a chair of one or more of the standing committees. Active involvement of each parent on one or more committees is essential to ensuring the Club's success.

Fundraising- Responsible for developing, planning, organizing and conducting all Club fundraising activities. These activities include events such as: annual swim-a-thon, holiday wreath sales, swim meet program ad sales, corporate sponsorships. Volunteers to this committee may be asked to assist in sending out mailings, making phone calls, taking in money, and at Mercer during the annual Swim-a-thon. This committee normally does not hold meetings.

Communications- Responsible for facilitating the information flow among the Board of Directors, the Head Coach and the membership. Activities include preparation of the Club's newsletter; maintenance of the Club's web site; preparation of an activities calendar; submission of newspaper articles; assisting with the preparation of the meet program and posting items on the Club's bulletin boards.

Technical Planning- Responsible for the Club's meet equipment issues (Colorado timing system, computers, printers, and associated software) to include budget submissions, purchasing, inventory, storage, maintenance, swim meet set-up, operation, and training. 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 the either Meet Manager, or the timing console. This committee generally does not have scheduled meetings.

Merchandise- Responsible for helping promote the Club and building team spirit through sales of swimming apparel containing the Club name and logo; and helping sustain the Club financially through swim meet T-shirt and program sales, and negotiating revenue sharing contracts with swim apparel vendors. By joining this committee you may be asked to sell ICE at designated practices, help design new apparel or help 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 July picnic, Cookie Nights, and the March banquet. This committee generally does not hold meetings.

Meets- Responsible for organizing and directing the five swim meets hosted by the Club each year. The meets are the Irving B. Weber meet, Short Course Senior Championships, the Spring Meltdown in May, the Long Course Kickoff (co-hosted with CRAA) and the State Age-Group Championship in July/August. Responsibilities include preparing the meet invitation; obtaining the meet sanction from ISI; preparing the meet entries; arranging for meet officials, timers, preparing the final results and financial summary. 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. The committee will hold a meeting approximately one month before hosting a meet.

Meet Concessions--Responsible for helping to organize and prepare for concessions at home meets. For the 2007-08 the board is looking for three to five couples to share this duty. The obligation would involve planning the concessions for various meets.

Meet Hospitality-Responsible for planning, organizing hospitality for coaches and referres for all home meets. This group will work with Fundraising to ensure that food is provided for coaches and referres. Duties may include organizing meals, food preparation and working with area businesses to organize food donations.



Please check the committee on which you would like to serve. Please submit this form the the Eels office at the time of registration.

Name _____ Phone _____

E-mail _____ Swimmer's Name(s) _____

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| <input type="checkbox"/> Meets | <input type="checkbox"/> Social | <input type="checkbox"/> Merchandise | <input type="checkbox"/> Concessions |
| <input type="checkbox"/> Meet Hospitality | <input type="checkbox"/> Technical Planning | <input type="checkbox"/> Communications | <input type="checkbox"/> Fundraising |