



### **Team Manager – Montrose Marlins**

This is a part-time position for the Montrose Marlins Swim Team. The job averages 25-40 hours per month, depending on the season.

Salary: \$10.00/hr

Duties: This position will perform all the administrative duties associated with running a swim team. In addition the position will work with coaches as needed in sending out emails, arranging travel, researching purchases, etc. The chores listed below will be the main duties, with others assigned as time permits.

#### **Team Registrar:**

Duties include but are not limited to:

- Making sure all swimmers are currently registered with Colorado Swimming, Inc. (CSI).
- Making sure all coaches and officials are registered yearly with CSI.
- Making sure any chaperones are registered, as well as the meet director and safety marshal (usually the same person).
- Making sure all background checks are up to date.
- Sending out yearly reminders and registration forms
- Gathering all forms and monies
- Using Team Manager software to register the swimmers
- Sending all required forms and monies to CSI.
- Processing new swimmers
- Register the team yearly with CSI

#### **Team Entry Chair:**

Duties include but are not limited to:

- Using Team Manager (TM) software to enter all swimmers in meets.
- Setting up all away meets in TM.
- Collating all entries from the internet and entering them into the appropriate meet in TM
- Setting up relays
- Exporting the entries and send them to all hosting teams
- Coordinating with Clerk of Course to make sure swimmers are entered in our two home meets

#### **Team Treasurer:**

Duties include but are not limited to:

- Making sure all team bills are paid in a timely manner
- Collect and apply dues and fees to swimmer's accounts
- Bill for dues , meets, equipment and other misc. charges
- Collect payments from pool 'lock box'
- Pay coaches and other employees
- Reconcile accounts
- Work with team accountant to file payroll taxes, sales taxes and year end taxes as well as month by month book keeping and other tasks
- Keep Quickbooks and other databases updated
- Maintains receipts, etc. from purchases

**Other Duties:**

Duties include but are not limited to:

- Making sure each home meet is sanctioned. This involves reviewing the meet information, sending it to the coaches for review, then sending the required documents and payment to CSI for sanctioning. This must be done prior to 90 days before the meet starts.
- Picking up and processing the mail
- Answering Marlins phone calls both from team members and the public
- Attending monthly board meetings
  - o Prepare financial reports as requested by the board
  - o Type up and distribute the agenda for meetings
  - o Make sure meeting minutes are posted to the internet
- Marlins correspondence
- Waitlist
  - o Maintaining waitlist on website
  - o Sending out notices of tryouts to folks on the waitlist, and attending the tryouts to assist with the paperwork and organization involved with the tryouts.
- Arrange travel for swim team
- Attend yearly coaches meetings
- Responsible for team credit card
  - o Purchases equipment and supplies for team and team events
- Maintains team bank accounts
- Collects and processes the mail