

OBX Swim Club Board of Director's Annual Planning Calendar

August

- Set Date for Annual Meeting of Members / Parent Ed Meeting; formulate agenda (exec committee, coach)
- Planning for Annual Swimathon/Silent Auction (fundraising)
- 2 week break – returning swimmers begin fall schedule
- Review & update insurance policies (exec committee)
- Coordinate Pre-Competitive Program (exec committee, coach)
- Register New Swimmers (team admin)

September

- Confirm short course meet calendar (coach, meet director)
- Register New Swimmers (team admin)
- Tax information to CPA (treasurer)
- Hold Annual Meeting of Members / Parent Ed Meeting (BOD, coach)
- Fill open BOD positions (exec committee)
- Planning for Swimathon/Silent Auction: continue solicitations, coordinate volunteer schedule for event, team communication (fundraising, publicity, team admin)

October

- Annual Swimathon, report of results, recognition & thank you notes (fundraising)
- Host a dual meet (coach, meet director)
- Set date & plan for Holiday party in December (social)
- Confirm Holiday practice schedule for school break (coach)
- Confirm hotel details, travel plans & chaperones for December travel meet (team admin, coach)
- Publish hotel & travel details for December travel meet (team admin)
- Schedule Team Photo (coach)

November

- Planning Meeting for BOD: review fundraising results YTD, strategy for remaining season (exec committee to coordinate agenda, date & time)
- Announce Holiday party, distribute invitation & details in folders (social)
- Send cards for Annual Holiday Coaching Staff Gift (secretary)

December

- Set date & location for End of Season Banquet (social – coordinate with coach around upcoming meet schedule, usually occurs in April)
- Host Holiday party

January

- Confirm hotel details for upcoming Championship Meets, coordinate any group dinner plans with restaurant in area (meet director)
- Publish hotel & any group dinner info for upcoming Championship Meets (team admin)

February

- Organize awards order for banquet (social – coordinate with coaching staff)
- St. Patrick's Day Float organization (social)

March

- Start planning programs for long course & summer season; confirm practice facilities agreements (coach, exec. committee)
- St. Patrick's Day Parade participation (social)
- Banquet (social)

April

- Coordinate registration details for long course and any summer programs. (coach, team admin)
- Contact schools for approval of flyers/poster material for summer programs (publicity)

May

- Publish materials for long course registration and summer programs. (team admin)
- Confirm fall pool space for next season. (coach, exec. committee)
- Set dates for summer calendar, including any meets, social events & return date for fall practice after August break. (coach, team admin, social)
- Confirm date for Annual Swimathon (October) (fundraising, coach)

June

- Hold Annual Planning Session/extended BOD Meeting; invite those interested in becoming new BOD members or committee chairs. (exec. committee)
- Nomination of a partner charity for Annual Swimathon/Silent Auction fundraiser for approval at June BOD Meeting (president to solicit for nominations)
- Fall Ad Campaign: Finalize details, Confirm printing costs for budget. (publicity)
- Form a Committee for Annual (Oct.) Swimathon/Silent Auction planning & solicitations, set meeting dates for upcoming months, order Swimathon materials, initiate incentive plan for participants and submit to BOD for budget approval, promotional material (fundraising responsible for master plan: coordinate & delegate; publicity)
- Set Fall Registration Dates (coach, team admin)

July

- Decide on committees needed for upcoming season (exec committee)
- Plan and Publish Fall Registration Materials (team admin)
- Contact schools for approval of flyers/poster material for fall programs (publicity)
- Update Team Handbook for fall publication (coach, team admin)
- Host a small sanctioned meet (coach, meet director)
- Decide on team apparel for fall, new t-shirt design (coach)
- Planning for Annual Swimathon/Silent Auction (fundraising)