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| **OFFICE COORDINATOR**   * Be the friendly face of “The Office” and Go-To for all coaches, swimmers and public during meet * Oversee 4 Stations: Timing Board, Computer, Announcer, and Floaters * Be the gatekeeper at the Office door (i.e., keep everybody out!) * Troubleshoot so that station crews can do their jobs w/o interruptions * Work with 3 other Coordinators |

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| **WEEK BEFORE MEET** | | |
|  | **Nat’l Anthem** | Have American and Canadian national anthems ready to play (iphone or microphone) |
|  | **Sound System** | Check that pool PA system is in working order |
|  | **Supplies** | Confirm that all needed supplies are in storage room and/or purchased |
|  | **Timing Board**  **Captain** | Confirm that he/she has contacted Crew and is following Captain Checklist |
|  | **Computer**  **Captain** | Confirm that he/she has contacted Crew and is following Captain Checklist |
|  | **Floaters**  **Captain** | Confirm that he/she has contacted Crew and is following Captain Checklist |
|  | **Coordinators** | Confirm timetable for meet with 3 Coordinators |

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| **DAY OF MEET – BEFORE START** | | |
|  | **Neon Shirt** | Wear your awesome neon Staff shirt! |
|  | **Set-Up Gym** | Arrive early to help with tarp set-up in gym |
|  | **Set-Up Office** | Turn on microphone and check PA system in pool area  Set up and check computer and printer in office  Set up and check timing board in office  Turn on score board using fuse box in HHSC closet at the pool |
|  | **Announcer** | Give timetable to announcer to make 5-minute and Final Calls:  Warm Up, Exit Pool, Coaches Meeting, Timers Meeting, Start of Meet  Give anthems to announcer to play over the PA system |
|  | **Coaches Meeting** | Attend meeting |

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| **DURING MEET** | | |
|  | **Lane Sheets** | Compile as they are printed; Give to Pool Coordinator to distribute to timers |
|  | **Result Sheets** | Compile as they are printed; Give 2 sets to Hallway Coordinator (1 for Awards; 1 for posting) |
|  | **Time Trials** | Collect all entries at office door from coaches/swimmers and give to Computer Captain  (North League Meet only) |
|  | **Troubleshoot** | Smile! And remember, everything is awesome. |

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|  | **AFTER MEET** | |
|  | **Clean Up** | Put all office supplies/equipment in tubs; Return tubs to storage room |
|  | **Re-Supply** | Write list of all items needed for next meet on clipboard in storage room |
|  | **Revise Checklist** | Write notes on your Coordinator Checklist so it can be revised for next meet |
|  | **Make Notes** | Take notes on any improvements to be made at stations, for captains, etc. |