

**Division Coordinator** (any of these responsibilities may be handed off to the host pool if desired, as expertise and convenience dictate)

**Responsibilities:**

Schedule (using start time set by host pool and number of competitors, estimate event warm-up and start times, create projected timeline/publish with warning that it is only an estimate)

Prepare and print program (cannot be done until Saturday)

Awards (Obtain and sort awards/prewrite stickers/create sheets on which to record results)

Call for officials (referees/judges/announcers/meet secretaries/table workers/sheet checkers/ribbon writers)

Assemble judging panels and table worker schedule/publish

Arrange deadlines and schedule for sheet checking/sheet changes/publish

Competitors (obtain names of competitors in each age group/determine eligibility from meet sheets/ascertain which seniors have graduated/obtain bios for program and for announcer)

Equipment (**extra** scorecards, slide rules, calculators, pencil sharpener, weights, paper)

Sheets (**publish time, place, deadline and place for sheets to be turned in by Friday, arrange for sheet intake/correction during meet**)

Arrange for national anthem

**Tasks:**

Send email to team reps asking for names of officials, with availability, names of children competing **(10-7 days prior)**

Send reminder email to team reps asking for names of sixteen competitors listed alphabetically by age group with graduating seniors' bios and comments included **(7 days prior)**

Send email telling team reps when, where, and to whom sheets are due. **(7-5 days prior)**

Solicit extra water, tents and umbrellas, scorecards, slide rules, anthem performers **(7-5 days prior)**

Qualifying score for All-Stars (determine qualified divers during meet)

Send final email publishing projected timeline/parking/last minute information/instructions/directions/emergency phone numbers **(2-1 days prior)**

## Host Pool

Pool and board setup (make sure pool management company has been scheduled)

Boards in competition condition

Team areas established with shade and water (urge pools to bring their own tents and extra water)

Establish team areas and competitor areas

Set and publish practice schedule and start time (**10-7 days prior**)

Receive sheets (obtain sheets from whoever has them as soon as the draft program is completed, check, correct through event warmup)

Hospitality (water; shade; free coffee, water, and food for officials/runners)

Parking (publish parking instructions; arrange for parking attendant)

Make sure sound system is working, obtain extra power strips and extensions cords if needed

Equipment (scorecards, sound systems, pencils and sharpeners, calculators/slide rules/ice)

Concessions (arrange for concessions through lunch)

## Tasks

Send email to teams giving them practice schedule

Schedule team practices/alert pool management company/provide supervision