

| Month: December 2017      |     |                                                                                                                                                                |           |                              |                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------------|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                           | Day | Special Projects                                                                                                                                               | % of Time | Notes...                     |                                                                                                                                                   | Times Coordinator                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                           |     |                                                                                                                                                                |           |                              |                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Week 1                    | 1   |                                                                                                                                                                |           |                              |                                                                                                                                                   | Meet Sanctions and required reports<br>Checking Meet Director Report and Coach Sign In<br>Meets<br>(Thurs), ISI Records (Thurs), Maintain TM database<br>BOD and Committee Meetings<br>admin office.<br>HOD and Bid meetings<br>Prep & planning, Report building, Travel, Meeting time, Action items<br>Membership Communication<br>Informing ISI clubs and coaches of upcoming meetings and LSC<br>Professional Development<br>Read, Observe USA-S & ISI Rules,P&P, Workshops, USA-S |
|                           | 2   |                                                                                                                                                                |           |                              |                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Week 2                    | 3   |                                                                                                                                                                |           |                              |                                                                                                                                                   | Detail of hours worked (if over 30)*<br>12/11 9-4 and 6-8                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                           | 4   |                                                                                                                                                                |           |                              |                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                           | 5   |                                                                                                                                                                |           |                              |                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                           | 6   |                                                                                                                                                                |           |                              |                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                           | 7   |                                                                                                                                                                |           |                              |                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                           | 8   |                                                                                                                                                                |           |                              |                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                           | 9   |                                                                                                                                                                |           |                              |                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Week 3                    | 10  | 12:00-4:00 MAS Team Build and 6:00-8:00<br>Travel to IC to build MAS with TS                                                                                   | 100       | morning spent on usual work. |                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                           | 11  |                                                                                                                                                                |           |                              |                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                           | 12  |                                                                                                                                                                |           |                              |                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                           | 13  |                                                                                                                                                                |           |                              |                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                           | 14  |                                                                                                                                                                |           |                              |                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                           | 15  |                                                                                                                                                                |           |                              |                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                           | 16  |                                                                                                                                                                |           |                              |                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Week 4                    | 17  |                                                                                                                                                                |           |                              |                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                           | 18  |                                                                                                                                                                |           |                              |                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                           | 19  |                                                                                                                                                                |           |                              |                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                           | 20  |                                                                                                                                                                |           |                              |                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                           | 21  |                                                                                                                                                                |           |                              |                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                           | 22  |                                                                                                                                                                |           |                              |                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                           | 23  |                                                                                                                                                                |           |                              |                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Week 5                    | 24  | Holiday                                                                                                                                                        |           |                              |                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                           | 25  |                                                                                                                                                                |           |                              |                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                           | 26  |                                                                                                                                                                |           |                              |                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                           | 27  |                                                                                                                                                                |           |                              |                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                           | 28  |                                                                                                                                                                |           |                              |                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                           | 29  |                                                                                                                                                                |           |                              |                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                           | 30  |                                                                                                                                                                |           |                              |                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Week 6                    | 31  |                                                                                                                                                                |           |                              |                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                           |     |                                                                                                                                                                |           |                              |                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                           |     |                                                                                                                                                                |           |                              | *discretion to work 25-30 hours/week without approval, 30+ requires approval of Adm.VC<br>**25-40 hours pd hourly, 40+ hours paid time and a half |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Upcoming Special Projects |     | 1) Championship Meets 2) Continue working on MAS through January 3) Begin Prep of HOD and Awards for April 4) Newsletter out in January, work with Jen on this |           |                              |                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |