Month: July 2018

	Day	Special Projects	% of Time	Notes…
Week 1	1			
	2			
	3			
	4	Independence Day		
	5			
	6			
	7			
Week 2	8			
	9			
	10	June reconciliation	25	accounting, monthly transaction report
	11	2019 Registration Packet	50	Club Registrar Manual, 2019 Forms & Docs updates, ISI website
	12	2019 Registration Packet	50	Club Registrar Manual, 2019 Forms & Docs updates, ISI website
	13	2019 Registration Packet	50	Club Registrar Manual, 2019 Forms & Docs updates, ISI website
	14			
Week 3	15			
	16	Online Non-Athlete Reg	20	Research
	17	HOD	20	scouting possible locations for fall - DMPS??
	18			
	19	Athlete Rep Election	30	materials for LC Champs Athlete Rep Elections
	20	HOD	10	reservations for fall HOD and supporting documents
	21			
Week 4	22			
	23	Athlete Rep Election	25	updating docs - signage, ballots, nominee bios, announcement, new athlete rep instructions
	24	2019 Registration Forms	25	creating/converting USA Siwmming registration docs to fillable pdfs
	25	2019 Registration	10	verifying links to USA Swimming model policies work on ISI website, updating where necessary
	26	Long Course Champs		Zones table, Athlete Rep elections
	27	Long Course Champs		Zones table, Athlete Rep elections
	28	Long Course Champs		Zones table, Athlete Rep elections
Week 5	29	Long Course Champs		Zones table, Athlete Rep elections
	30	Zones	25	Zones certificates, Times reports for Zones entries
	31	Expense reimbursement, hours worked at LCC	10	Submitting receipts, hours
Week 6				

Registration Coordinator

Bookkeeping
Daily entry, Weekly deposits, Monthly reconciliation, Bills, Expense reports

Communication
Phone, Email, Text, Google, Website, Social Media, Newsletter

Holidays/Vacation
Observed Holidays, 2 Floating Holidays, 10 days vacation

Meetings
Prep & planning, Report building, Travel, Meeting time, Action items

Office Management
Supply, Maintain, Organize, Clean, Repair

Professional Development
Read, Observe USA-S & ISI Rules,P&P, AO training, Workshops, USA-S Convention

Registration & Records
Athlete, Non-Athlete, Club, Coach Certifications, Transfers, Officials

Special Events
Prep & Planning, HOD, Convention, Travel, Champs Meets, All-Stars, Central Zone

Detail of hours worked (if over 30)*

Week of July 23 - 29

Monday 7/23 9am-3pm - 6 hours	Regular hours
Tuesday 7/24 9am-3pm - 6 hours	Regular hours
Wednesday 7/25 9am-3pm - 6 hours	Regular hours
Thursday 7/26 9am-6pm - 9 hours	Regular hours plus travel to Long Course Champs, set up at Zones table
Friday 7/27 11am - 5pm - 6 hours	Zones Table at LCC, 2019 Registration work
Saturday 7/27 11am - 5pm - 6 hours	Zones Table at LCC, 2019 Regsitration work,
Sunday 7/27 11am - 12am - 13 hours	Zones Table at LCC, 2019 Registration work, New Athlete Reps, Travel home

Total hours: 52

***discretion to work 25-30 hours/week without approval, 30+ requires approval of Adm.VC**
****25-40 hours pd hourly, 40+ hours paid time and a half**

Upcoming Special Projects

BOD Meeting - late August,
2019 Registration - opens Sept 1.
Fall Newsletter - Sept 15, Convention prep - late Sept.