	Day Special Projects	% of Time	Notes	Times Coordinator
				Meet Sanctions and required reports Tracking sanction process, keeping files current, issuing sanctions. Checking Meet Director Report and Coach Sign In
/eek 1	1			Meets Meet Recons (Tues), Meet Results (Mon or Tues), Top Times list (Thurs), ISI Records (Thurs), Maintain TM database BOD and Committee Meetings
	2 3 4 5			Posting meeting dates, agendas and minutes. Action items for the admin office. HOD and Bid meetings Prep & planning, Report building, Travel, Meeting time, Action items Membership Communication
Veek 2	6 7 8			Informing ISI clubs and coaches of upcoming meetings and LSC information. Quarterly newletter Professional Development Read, Observe USA-S & ISI Rules,P&P, Workshops, USA-S Convention and other USA workshops etc.
Week 3	10 11 Meeting with SCI to look at space for HOD 12 Drive to lowa City to deliver Senior Champs awards 13 14 15 Swimposium	50 80		
	16 17			Detail of hours worked (if over 30)*
Veek 4	18 19 20 21 22 23 24			
/eek 5	25 26 Vacation 27 Vacation 28 Vacation			
forth C				
leek 6				*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