



# Coordinator Job Description

- **Rule #1 - Familiarize yourself with this manual!**
- Communicate with your principal details regarding all meets prior to start of season.
- Establish the meet schedule with other schools and re-confirm schedule with principal.
- Send order form and meet schedule to Head to Head - 701 Gordon St. - Midland, MI 48640
- Recruit personnel and provide job descriptions. Encourage helpers to review them!
- Emphasize courtesy and good sportsmanship to ALL participants.
- Prepare school announcements and arrange media coverage when appropriate.
- Arrange facilities for home meets and transportation for away meets.
- Order and distribute team T-shirts. (optional - but very fun!)
- Create locker signs for participants. (again, optional - templates are available on the website)
- Distribute and collect information/permission slips. (see sample on pg. 49)
- Complete Meet Preparation Checklist(s) prior to each meet. (see pg. 15)
- Follow Meet Procedure Checklist during each meet. (see pg. 16)
- Manage and distribute all Head to Head paperwork.
- If your school wishes to be considered for Finals, email raw scores and student's names for each event within 72 hours of each meet to:  
**Feedback@HeadtoHeadTesting.com**

# Thanks for everything!