



7.0 Hospitality Coordinator

The Hospitality Coordinator will be in charge of the food in the judges room for the meet. Breakfast, Lunch, Dinner and Snacks should be provided for all judges throughout the day. Our Officials donate large amounts of time to make our meets possible. Adequate meals must be provided and ensure that the same plate of sandwiches is not being pulled out for lunch and dinner. The following supplies should be collected before the meet to make preparing and storing food easier.

Plates, Cups, Cutlery, Napkins
Saran Wrap, Foil Wrap, Ziploc Bags
Spoons, Knives, Cutting Boards, Plastic Bowls
2 Crock Pots
Salt & Pepper
Condiments
Dish Soap, J-Cloths, Tea Towels
Coffee Maker
Toaster
Kettle
Platters and Trays
Coffee & Tea
Cream, Sugar, Sweetener
Pop, Water, Juice
4 or 5 Coolers (Coolers of water must be kept on the deck for judges and referees)

7.1 Sample Breakfast Items:

Bread/Bagels/Croissants
Frozen Waffles&Syrup
Coffee Cake
Yogurt& Fruit Parfaits
Breakfast Casserole
Fresh Fruit Platter
Butter/Cream Cheese/Jam/Peanut Butter

7.2 Sample Lunch & Dinner Items:

Sandwiches/Wraps
Soup
Veggie Tray/Cheese&Cracker Tray
Tacos
Lasagna/Garlic Bread/Caesar Salad
Roast Beef/Baked Potatoes/Veggies
Homemade Macaroni & Cheese

During all Figure and Routine events the Hospitality Coordinator should ensure that cold bottled water is being distributed on deck to all officials and volunteers.

For Divisional or National Level meets the Hospitality Coordinator will be required to have an additional volunteer in charge of transportation for all officials for the duration of



the meet. When requested in advance by Synchro Ontario, this service may be required for Provincial competitions.

The Host Club will encourage use and booking of Synchro Ontario's sponsor hotels and their respective locations, wherever they are identified as blocked and available by Synchro Ontario

8.0 Awards/Ceremonies Coordinator

All ribbons and medals will be provided by Synchro Ontario. Ensure that ribbons and medals are picked up at the Synchro Ontario Office ahead of the meet. Leftover awards must be returned to Synchro Ontario packed neatly in boxes as they will be used for future meets. Cost to replace damaged awards will be charged to the host club.

A specific location for awards presentations should be decided on prior to the meet beginning. A table should be covered with a table cloth and the ribbons and medals laid out for the meet. The Awards Coordinator will need to keep track of all ribbons and medals awarded throughout the meet and submit the data to Synchro Ontario with the final meet report.

The Awards Coordinator will be provided with a return form of last seasons trophy winners and will need to collect all trophies at the beginning of the meet, ensure that they are all in good condition, engraved with the winners names and have them ready for the next trophy winners. Individual clubs are responsible for the cost associated with any damage or loss to Provincial trophies while they are in possession of their club or swimmers. The completed return form will need to be submitted to Synchro Ontario with all Meet Final Reports.

At the conclusion of each final event the awards coordinator should ensure that the announcer informs all spectators that awards will take place in the designated location 15 minutes after the results are posted. Once the results are printed the awards coordinator will need to ensure that each copy posted has the awards information written on them. (ex. "10&Under Team Finals Awards will be in the Olympic Lounge at 11:15")

Various dignitaries such as the events Namesakes, the Mayor of the Host City, the Host Club President, Meet Officials, athletes who have achieved outstanding success, Synchro Swim Ontario Staff and/or Board members may be asked to present the awards.

The head scorer will provide a printed script to be used for all award ceremonies.