



UNIFORM COORDINATOR DUTIES

JAN-MAR:

- Order additional swim caps as needed and have available by April Open House
- Contact SwimQuik to select new 2-year team suit or if this is the 2nd year of a team suit, make sure the suit is still available for order
- Reserve fit kits from SwimQuik to be used at the Open House
- Get blank order forms from SwimQuik to be available at Open House

APRIL:

- Pick up fit kits from SwimQuik for the Open House
- Get size samples from spirit wear vendor for Open House
- Take swim suit orders at Open House
- Sell caps at Open House
- Give suit orders to Swim Quik and return fit kits

MAY:

- Coordinate receipt of swimsuits with SwimQuik
- Sort items by swimmer
- Distribute at first practice