OHSSCA District Representaive Tasks by Month

As an OHSSCA district representative, please use this checklist throughout the year to ensure our fellow coaches receive the necessary information.

Month	Task
August	**Encourage/remind district coaches to sign up for membership, promote Swimposium**
	Send an email to your fellow coaches that encourages them to join the OHSSCA. Remind them of the upcoming Swimposium.
September	**Hold a district meeting that gives an overview of the season, meet other coaches to schedule meets**
	Schedule one or more geographically diverse meetings to allow coaches to meet to schedule meet. Present an overview of the upcoming season.
September	**Encourage/remind district coaches to sign up for membership, promote Swimposium**
	Send an email to your fellow coaches that encourages them to join the OHSSCA. Remind them of the upcoming Swimposium.
September/October	**Attend the OHSSCA fall board meeting and Swimposium**
	The board meeting typcially occurs the night before the Swimposium.
October	**Encourage/remind district coaches to sign up for membership, remind about online rules meeting**
	Help drive membership early in the season to help avoid the February rush.
January	**Encourage/remind district coaches to sign up for membership,**
	Help drive membership early in the season to help avoid the February rush.
January	**Order District Coach of the Year Awards-- 4 total (B&G, each division)**
	Order awards from a local vendor. Please keep the cost below $50 per award. Submit receipts to the OHSSCA treasurer for reimbursement. Coordinate this with your fellow district reps so only a single set of awards is ordered.
February	**Create District Coach of the Year (CotY) ballots**
	The list will be sent the day before the District meets start. Please create ballots for each gender and division. Only members of the OHSSCA are eligible to be on the ballot. Print sufficient quantities for each meet or use an online ballot.
February	**Send COTY winners to the OHSSCA President**
	Send the award winners to the OHSSCA President as soon as possible so the state ballot may be created.
March	**Solicit season feedback**
	After the season has ended, solicit the district coaches for suggestions/ideas to improve swimming and diving within Ohio. Provide feedback to the OHSSCA board.
March/April	**Attend the OHSSCA spring board meeting**

OHSSCA
Ohio High School Swim Coaches Association