

## **USSPWD Club**

### **Water Activities Responsibilities**

#### **Host Committee Hospitality Coordinator**

**December 05, 2022**

**USSPWD Club Water Activities Committee (WAC) Policy:** The WAC will select a trial specific Host Committee Water Trial Chairperson(s) who is then responsible for selecting members of the Host Committee including the Hospitality Coordinator.

#### **Host Committee Hospitality Coordinator Duties:**

- With Host Committee, determine meals and soft drinks/water to be offered at the water trial including breakfasts, lunches, award banquet and other events (practice day)
- Coordinate with Facility (s) personnel on Award Banquet and other hosted events
- Calculate the meal and banquet requirements from the number entries.
- Maintain all financial information for meal related procured items and provide to treasurer.
- Work with the Site coordinator to determine location to serve the meals
- Recruit volunteers as needed to supply/procure meals and to help in meal service and clean-up
- Based on input from judge(s) provide judge trial site refreshments and room refreshments