

Mountain Hi Swim League Webmaster Responsibilities 3 - point addition for team

- Design and create the website. Create or procure all graphics to be used. Incorporate all data currently available for the league, including all the information formerly represented in the Parent Rep. and Coaches Guide Books.
- Submit the website URL to search engines and lists.
- Manage the domain registration and hosting for the site.
- Create and update email addresses for board members that request them.
- Update annually the Executive board contact information.
- Attend Executive Board meetings and Parent Rep meetings when the website is a topic on the agenda.
- Update on a regular basis information provided by the teams, such as contacts, scores and schedules.