

Mountain Hi Swim League

Computer/League Records Chairperson Responsibilities

3 point addition for team

The Computer/Records Chairperson must be experienced with Team Manager, Meeting Manager, Microsoft Excel and a word processing software program. The Computer/Records Chairperson is responsible for:

- Conducting training sessions for Team Manager and Meet Manager (including scoring best practices).
- Preparing annual default meet file
- Update all-star times and league records annually
- Collect championship results for all divisions
- Prepare data for end of season analysis of team/division alignment for the board
- Support teams regarding scoring issues/questions (this does not mean being tech support for Hy-Tech software)
- Maintaining league records and publishing a final update at the end of the season

Time line for job responsibilities:

November

- Attend Executive Board Meeting
- Reserve rooms for Team Manager and Meet Manager Training for the upcoming season

December

- Attend Executive Board Meeting

January

- Review newest versions of Team Manager and Meet Manager to decide if the changes warrant all teams moving to the new versions.
- Attend Executive Board Meeting

February

- Attend Executive Board Meeting
- Update Team Manager and Meet Manager documents

March

- Update League Records in Team Manager and Meet Manager
- Attend Parent Rep Meeting

April

- Update All Star Times in Team Manager and Meet Manager
- Create import files for League Records and All Star Times for Team Manager and Meet Manager, and Test import files.
- Attend Parent Rep Meeting

May

- Conduct Team Manager and Meet Manager Training
- Attend Parent Rep Meeting

June

- Attend Parent Rep Meeting
- If any documentation for new league records has been submitted, update the league records and create and send out records files for the Prelims/Championship divisional meets.

July

- Attend Heating Meeting for Prelims and Championships
- Collect Championship Meet results for ALL divisions
- Attend All Stars Meet to run scoring table

August

- Obtain backup copies of all divisional Prelims/Championship and All Stars meets. Update league records.
- Import all Championship Meet results into Team Manager and create Paper Chase results.

September

- Accept any documentation for league records at the September Parent Rep meeting (final submission time). Update the league records spreadsheet. Review the Insurance and Records parent rep book documentation. Update/correct any files and e-mail all changed files to the President before the October board meeting. Note: The Registration/Insurance form must be updated for each new season.
- Attend final Parent Rep Meeting

October

- Attend Season End Board Meeting – present paper chase results.