

# Mountain Hi Swim League

## Divisional Vice President Responsibilities

### 1-point addition for team

- Develop your division's dual meet and prelim/championship schedule. (Discuss all team's pool availability with parent reps prior to setting schedule). Distribute finalized meet schedule to each parent rep in your division and a copy to the league President by the May meeting. A new parent representative, to insure knowledge of league operating procedures, should not hold this position.
- Direct and implement divisional meet policies:
  - Dual meet season
    - \* Method of race start at all meets
    - \* Parking/pool restrictions at any pool
    - \* Number of heats per event--is there a time restriction for meet?
    - \* Computer reports at end of meet--which ones and how
  - Prelim/Championships
    - \* Number of relays per team--per coaches' recommendations
    - \* Prelim/Championship yard or meters
    - \* Number of lanes – number of swimmers to finals
    - \* Whether or not to swim incomplete/unfilled heats at prelims
    - \* Cost of programs at prelims and championships
    - \* Method of labeling ribbons and medals--who supplies labels and when
    - \* Computer reports at end of meet--which ones and how
- Become familiar and proficient in the By-laws and operating procedure of the MHSL, as well as other areas covered by USS regulations (you will be the contact person for all teams in your division regarding clarification/enforcement of league procedures)
- Coordinate and serve as Meet Director for your division's championship meet. If unable, work with the host team to appoint a qualified meet director.
- Assemble a protest committee for your division prelim and championship meets. Guidelines for assembling a protest committee can be found in the MHSL by-laws.
- Coordinate summation of events/swimmers to be considered for leagues records. See information in the Insurance/Records section of the website.
- Assist the President Elect with the preparations/coordination for the All-Star meet. Each Division V.P. will serve as coordinator for their division's volunteers as designated by the President Elect.
  - Examples: concessions, deck crew (timers announcers, clerk of course and runners), scoring table, ribbons/award.
- Accumulate and retain results for each dual meet/championship throughout season. Gather information at Championships regarding sportsmanship award and team awards. Present the awards at the Championship meet. Forward meet results to the Web page administrator weekly and to League consultant and League President at the end of the season.