

## Mountain Hi Swim League Parent Representative Responsibilities

- Attend **ALL** Mountain Hi Swim League Parent Rep and meetings. Failure to do so will result in a penalty point deduction from your team.
- Use newsletters, flyers or other publications to advertise your registration, coordinate registration.
- Responsible for Insurance/Registration forms. Includes distribution to your team for swimmer sign-up and collection of the \$6.00 insurance fee for each swimmer (unless otherwise changed by the Mountain Hi Swim League) and initial payment made to the league at the **May** meeting, make checks payable to the **Mountain Hi Swim League**. All swimmer #'s are to be written on form and copy of form is to be in the "Insurance Book" and book is to be present at every meet. Turn in hard copy of roster from your current team manager database at the **May and June** meeting, along with appropriate fee. Turn in all late registration forms by **July 1<sup>st</sup>**. Turn in final team rosters and any late fees at the **July** meeting.
- Publicize all dates for clinics. Insure all Officials follow the guidelines of the League, defined in the By-laws. Contact previous stroke judges and recruit new candidates. (The league suggests 4-6 judges per team) Insure the team's meet referees, starters, and stroke and turn judges attend a league conducted clinic or take the appropriate tests.
- When hosting a meet, the visiting parent rep should be called by Wednesday for any issues or discussion of procedures, pool conditions or anything pertinent to the upcoming meet.
- Enforce Mountain Hi Swim League Code of Conduct, at home meets and report any infractions to the host parent rep at an away meet.
- Meet or correspond with coaches, for By-law requirements, code of conduct and swimmer eligibility requirements. Make sure they attend the **mandatory** coaches meetings in **May, June**, Championship meeting in **July** and All Star meeting in **July**. Failure to do so will result in a point deduction penalty from your team. Instruct coaches to contact visiting coach by Wednesday of the week that you are hosting to discuss any meet procedures or pool conditions that are necessary. Insure that coaches turn in all paperwork at the close of the season to Jim Cotsworth.

- League dues are \$350.00 (unless otherwise changed by the Mountain Hi Swim League Board). Initial \$150.00 is payable at the **April** meeting the remaining \$200.00 at the **May** meeting.
- Host team - Contact Division VP with teams scores by Sunday night following the meet. Inform Division VP of any known formal or informal protests, problems or questions concerning any team in division. If the Division V.P. cannot resolve the conflict or answer the question it is the responsibility of the V.P. to submit to the League Board.
- Publicize new All Star qualifying and Record breaking times throughout the season. Turn in any Record breaking times on the appropriate form to include a copy of the record broken from your computer person. Turn in by August 15th to Records/Insurance Person. Turn in the meet manager data base and swimmers card with the submission of a new record.
- Secure volunteers required for all meets.
- Attend September wrap up meeting. Any outstanding fees to be paid. Failure to do so will result in penalty point deduction from your team.
- Contact Division V.P. first concerning any questions/problems. If they cannot be resolved at this level, contact the League President.
- Secure a Executive Board position from your team, is necessary.
- Plan for secession for your replacement-unless you want to serve as Parent Representative forever.