



MIDLAKES SWIM TEAM PARENT REP DUTIES

(A general outline of duties and helpful hints for Parent Reps.)

All trainings and League documentation referenced here can be found on the league website www.midlakesswimleague.org and your Division Rep is available to assist you.

Fall Meeting – October

- Outgoing team representatives should attend the fall meeting with the incoming designee/s.

Spring Meeting – April

- Update Parent Rep changes to the League via the League Registration form or by completing the contact information form found on the League website at the top of the Clubs page.
- Make sure that your coaches have updated their contact information. (using the same locations as parent reps). It is important that all Head coaches provide the League with at least an e-mail address so that they receive important information throughout the season. It is the Head coaches responsibility to disseminate information to the assistant coaches.
- IMPORTANT! Bring a photocopy of your club/pool liability insurance.
- IMPORTANT! Bring a check for your Midlakes swim/dive/water polo fees.
- Check the [Club](#) Info page of the website to verify that the information regarding your team address, phone number and website are correct.

Before your season begins...

- Review the current league Operating plan found on www.midlakesswimleague.org under League > Documentation.
- Ensure that all Stroke & Turn officials, starters and meet directors attend a scheduled training session (late May/early June). The league will also provide annual Meet Manager & Team Manager training for Hy-Tek software in May/June. .
- Ensure that all Score Keepers attend Meet Manager training.
- Ensure team coaches are informed of available training dates.
- **Ensure that ALL COACHES attend the MANDATORY coaches meeting (late May or early June). Coaches must present a photocopy of their training credentials (CPR and First Aid) to the Coaches Rep. All coaches working on deck must have CURRENT credentials.** Each head coach will receive a league handbook and rule book.
- Ensure all items for club swim meets are available and in working order: ribbons, labels, computer (loaded with current records and “B” disqualification times), printer, stop watches, PA, starting unit/guns, Midlakes required HyTek updates, etc.
- Ensure on deck meet personnel are trained: timers, score keepers, starters, announcers, etc.
- Ensure the [Annual Club Registration/Club Compliance Form](#) is completed as indicated and submitted to the League along with related documents by June 1st.

During the season...

- Results for ALL MEETS, including out of division, need to be submitted to the Midlakes website. The Home pool is responsible for this task. Results should be submitted within 24 hours of the conclusion of the meet to: results@midlakesswimleague.org. See specific directions under “submitting results” on the Dual Meet page of the website under Meets > [Submitting Results](#)

- Following Operating Plan guidelines report any league records broken by individuals or relays to the League Awards & Records Coordinator by using the [League Record Reporting Form](#) located on the website under League > Forms.

Before Championship Meets...

- Disseminate championship meet information received from host pools to your coaches and parents.
- Select timers and officials from your organization for division or league championship meets. Inform them of their duties and their work shifts. You are responsible for their qualifications and punctuality.
- Ensure that coaches are aware when championship entries are due. Coaches should arrive promptly at the host pool with entries (Hy-Tek entries disk/jump drive/via e-mail and hard copy), a completed entry payment form and check for meet entry fees, and a list of timers and officials for the meet.
- Ensure each timer at championship meets has his/her own watch
- Ensure all parts of your club's involvement runs smoothly at the championship meets.

End of the season...

- Distribute ribbons, medals, and trophies from the championship meets to the swimmers and coaches. Report any discrepancies to the Awards & Records Administrator.
- Review all phases of the Midlakes League representative duties with your successor and attend the fall meeting with him/her. Provide helpful hints and suggestions to improve the position and its operation. Turn over the Midlakes Operating Handbook to your replacement and assist them as necessary in the upcoming season.

General Hints...

- Discussing the job with your predecessor, delegating phases of your job to others, keeping good notes of problems and solutions, and finally, good coordination with your successor will make your job, your coaches' job and Midlakes run smoother. **You are the most IMPORTANT person on your team.**