

SUBURBAN SWIM LEAGUE

Swim and Dive Representative's Handbook

PURPOSE

The purpose of a representative is to represent a club's Team at league meetings and to act as a liaison between the Suburban Swim League and the representative's club.

GENERAL RESPONSIBILITIES

The team representative's responsibilities include, but are not limited to, attending the March, April, May, and October meetings and other meetings throughout the year as notified by League President/Secretary as a representative of your club's swim or dive team.

As a club representative, you:

- *Vote on changes to the SSL constitution
- *Vote for officers of the League
- *Vote on motions as presented at League meetings
- *Offer recommendations/suggestions/motions at League meetings
- *Sign a written release, depending on your club's operating procedures, for a swimmer/diver who changes from your team to another (conditions are specified in the League Constitution)
- *Re-read the SSL Constitution & USA Swimming and USA Diving rules at the beginning of the season to become re-acquainted with league rules, requirements, and procedures.
- *Ensure that your coaches and member families are aware of the league rules that often cause confusion, including the eligibility rules for championships, varsity eligibility, and the registration requirements (special attention to birthdates and senior swim seasons).
- *Check the league website regularly for the latest information about league events.
- *Check the accuracy of information about your club, including the submission of contact information for the SSL Directory, and any corrections throughout the season to the league webmaster and league secretary.
- *Ensure that Team Rosters and Roster Updates have been provided to the SSL Eligibility chair as required by the SSL constitution. Be sure to pay careful attention to the requirements for adding new athletes to the league roster.
- *Ensure that an alternate team member represents the team in the event of the league representative being unable to fulfill the obligations of the position.

BEFORE A HOME MEET RESPONSIBILITIES

- *Contact the visiting team's representative a week ahead of a home meet and communicate:
 - *The time for diving warm-up and diving start
 - *The time for swimming warm-up and swimming start
 - *Any special information regarding parking, snack bar, spectators, chairs, special volunteer duties, etc.
- *In the event of a postponement, the representative must contact the visiting team's representative and agree on a new meet date. (Although coaches do not typically handle this, they should be consulted)

Note: The coaches contact each other concerning the number and events for unofficial heats. Remember that the unofficial heats are generally limited to JV meets.

DAY OF A HOME MEET RESPONSIBILITIES

- *Act as host/hostess for the meet. The league representative (or someone appointed by her/him) should be available throughout the meet to help solve any problems.
- *Ensure that a roster of all swimmers and divers with birthdates, the SSL Constitution, league records, and the US Swimming and US Diving Rule Books are available at the scoring table before and during the meet.
- *Ensure that the necessary paperwork, computers, and table workers for the meet are at the scoring table at least 1/2 hour prior to the scheduled start of the meet.
- *Ensure that meet equipment such as microphone & speakers, starter, backstroke flags and 15 yard markers are ready prior to the meet.
- *If a league record has been broken (or tied) during the meet, the documentation must be submitted along with the meet results as instructed in the SSL Constitution.
- *The league representative must still ensure that the meet results are provided on time to the appropriate registrar.

AFTER A HOME MEET RESPONSIBILITIES

- *Ensure that all meet results files and backups are provided to the league Eligibility committee as stated in the SAL Constitution. If results are not provided to Eligibility on a timely basis, those times for the home team will not be included on the Top 40 times lists.
- *Ensure that both visiting coach and home coach receive copies of the meet results via electronic thumb drive or email.
- *Report any major and/or unresolved problems to the League Rules or Diving Chair or Board President for further review per requirements listed in the SAL Constitution.