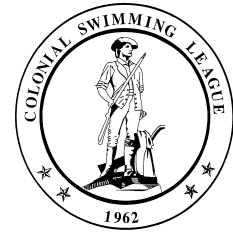


Colonial Swim League

Team Representative Duties



Within the administrative structure of your team, as Team Representative you may have myriad duties. The following are the duties of a team representative that fall under the rules/bylaws or common practice in relationship with the league.

Global Duties:

- to represent his/her swim team at all league meetings
- to participate in league level tasks as appropriate to support the league as a whole (i.e. serve on committees or hold executive board positions)
- to act as a liaison between the league and his or her swim team- relating information in both directions

Administrative Duties:

- to pay league dues and bills as accrued by your team (dues, insurance, ribbons, special events)
- to maintain your team's stock of awards/ribbons (the league supplies dual meet ribbons based upon home meets- you can order developmental ribbons through the league in February or March at the monthly meeting).
- to coordinate your team's participation in league social events such as King's Dominion Day (the league provides discounted tickets, each time writes one check to the league for the tickets for their team)
- to coordinate your team's participation in divisional and All-star meets- providing names of volunteers, representing your team at the meet, attending scratch meetings (at the beginning of the meets or prior to the meet for All-stars).
- to indicate your team's desire to host a league event and then to coordinate with the league in putting on that event
- to provide the league with an accurate roster of your team

Meet Duties:

- **Prior to the meet:** to be a point of contact (away meets) or to contact the opposing team to arrange details for the upcoming meet and to facilitate the exchange of data necessary to running the meet. **Contact is to occur no later than three days prior to the meet (see rules).** Email is acceptable; however, it is recommended that you have some telephone numbers for inclement weather or other emergency issues where immediate contact might be necessary.

◆ **Computers:**

- Hy-Tek files for Dual meets are posted on the CSL website and can be downloaded independently by each team. If the meet is to include non-standard eventsⁱ (rare, see endnote), then appropriately modified Hy-Tek files for the meet should be sent by the host team three days prior to the meet and should include the non-standard events.
- For developmental meets, the host team should create the necessary Hy-Tek files using the templates available on the CSL website and then distribute files as appropriate to the away team(s).
- The computer operators should be in direct contact with each other to arrange for the exchange of data and to address any equipment issues. It is assumed that the host pool will provide the primary computer equipment. The away team(s) should bring computer equipment, either for backup purposes or for parallel data entry.

◆ **Volunteers for the meet:**

The team representatives may determine the division of responsibilities at the initial contact. The suggested division of labor is:

Host Team

- Referee
- 2 Stroke & Turn Judges
- Clerk of Course
- Head Timer
- 9 timers/ shift
- Computer operator
- Ribbon/Awards Clerk
- Runner(s)
- Announcer

Visiting Team

- Starter
- 2 Stroke & Turn Judges
- Asst. Clerk of Course
- Asst. Head Timer
- 9 timers/shift
- Computer operator
- Ribbon/Awards assistance
- additional help as indicated

It is vital that you bring to the attention of the other team any issues you may have in providing the standard volunteers. All the positions must be filled to run a successful meet.

- ◆ The host team is responsible for providing a starting system and both teams are responsible for providing watches to their own timers. In addition, the host team must provide clipboards for each lane and the officials, pencils and disqualification slips. For dual meets, the host team provides the ribbons (A meets-supplied by the league) and the ribbons are produced during the meet and given to the team representative for distribution. For developmental meets, the teams provide their own awards.

- **Day of the meet:** assure that your pool facility will be ready and that all volunteers have been assigned to appropriate positions. This responsibility may be delegated within the structure of your team administration. However, certain responsibilities fall to the designated team representative during the meet. If you will not be present, you must designate a replacement representative.
 - ◆ Only the team representative may consult with the referee for questions or protests during the meet. The referee should not be approached during an event, but only between events. See the league rules for detailed procedures on protests.
 - ◆ The team representative or a designated computer operator is responsible for sending the meet results electronically to the league registrar.
 - ◆ The team representative ensures the smooth running of the meet and is the designated 'go to' person if any issues arise.

ⁱ The Hy-Tek files for a CSL Dual meet includes the following standard events:

52 mandatory, scored events

Free/Back/Breast/Fly for 8&Under through 15-18, Boys and Girls (events 1 thru 40)

Medley Relay for 8&Under through 15-18, Boys and Girls (events 41 thru 50)

Mixed Age Freestyle Relay, Boys and Girls (events 51 and 52)

18 optional, unscored events

Free/Back for 6&Under, Boys and Girls (Events 1A, 2A, 11A & 12A)

Individual Medley for 8&Under through 15-18, Boys and and Girls (events 53 thru 62)