



ARKANSAS SWIMMING, INC.

COACH REPRESENTATIVE

JOB DESCRIPTION

The Coach Representative is an elected officer of the Arkansas Swimming, Inc. (ARSI) Board of Directors (BOD) and serves on the Executive Committee of the ARSI BOD. This position is voted on during the Coaches Committee meeting at the Fall ARSI House of Delegates meeting in even-numbered years. The term of office is two (2) years, and the same person may not serve more than two (2) consecutive terms (four (4) years) as the Coach Representative. The Coach Representative serves as a liaison between the coaches and the Board of Directors and the ARSI House of Delegates.

Please refer to *USA Swimming Rules and Regulations, Part Six: Bylaws, Rules and Regulations for the Local Swimming Committees* Article 606.7.8 for the duties and powers of the Coach Representative, Article 607.1.6 for the Coaches Division Organization, Article 607.2.2E for the duties and powers of the Coaches Committee Chair, and Article 607.3.6 for the members of the Coaches Committee. Specific responsibilities of the Coach Representative which also may be specified elsewhere in *USA Swimming Rules and Regulations, Part Six* and the ARSI Handbook include, but are not limited to, the following:

1. To notify all ARSI coaches of a coaches meeting held prior to each ARSIHOD meeting, as well as organizing and conducting these meetings.
2. To publish and distribute minutes of the above meetings to the ARSI General Chair and ARSI Secretary within thirty (30) days of said meetings.
3. To organize the election for the ASCA Age Group Coach of the Year Award, which occurs at the ARSI Long Course Age Group



Championships, and to provide the voting results to the ARSI Secretary, ARSI webmaster, and ASCA.

4. To request approval for individual observed swims at the Arkansas High School State Championships.
5. To attend and give reports at the Board of Directors and House of Delegates meetings.
6. To attend the USA Swimming national convention each year and actively participate in the coaches issues being presented.
7. To attend USA Swimming Coach Representative workshops/seminars.
8. Serve as USA Swimming House of Delegate representing ARSI.
9. To serve as a member of the Finance Committee, Coaches Committee (Chair), Executive Board of Directors, and Zone Committee.
10. To work actively and cooperatively with other ARSI committees to ensure the efficient running of ARSI.
11. To provide oversight to the following committees: Coaches