

MOUNTAIN HI SWIM LEAGUE COMPUTER/LEAGUE RECORDS CHAIRPERSON

Requirements:

- Must be experienced with Team Manager, Meet Manager, Microsoft Excel and a word processing software program
- Attend all Executive Board and League meetings throughout the year
- Update All-Stars times once approved by the Board and League records annually
- Prepare annual default meet format files.(One (1) each for 6 or 8-lane meter or yard pools)
- Oversee Scoring Committee
- Conduct training sessions for Team Manager and Meet Manager (including scoring best practices) Ensure that all teams have required software and that team computer personnel know and understand how to run various reports
- Support teams regarding scoring issues/questions (this does not mean being tech support for Hy-Tek software)
- Collect backup files for the Championship meet results for all Divisions
- Act as Scoring/ Computer lead for All-Stars meet; attend All-Stars heating meeting and All-Stars meet
- Maintain League records and publishing a final update (including an updated TM) at the end of the season
- Prepare data for end of season analysis of team/division alignment for the Board
- Attend Division Alignment meetings

Timeline for job responsibilities:

January: Reserve rooms for Meet Manager training (Scoring Clinic) for the upcoming season. Review newest versions of Team Manager and Meet Manager to decide if any changes warrant all teams moving to the new versions.

February: Update Team Manager and Meet Manager documents.

March: Update All-Stars Times and League Records in Team Manager and Meet Manager. Create import files for League Records and All-Stars Times for Team Manager and Meet Manager; test import files.

May: Conduct Meet Manager Training at League Scoring Clinic; assist with Team Manager clinic at May Coaches meeting, if required.

June/July: During the season, update the records files with any new documented League records. Create and send out updated records files as needed during the season. At the July heating meeting, verify the records files are current for the Divisional Championship meet databases.

July: Collect Championship Meet results for ALL divisions. Attend All-Stars Meet to run scoring table. Obtain backup copies of all divisional Prelims/Championship and All-Stars meets. Update League records. Import all Championship Meet results into Team Manager and create Paper Chase results.

August: Present end of season reports from each team to Executive Board for use in alignment for the next season.

September: Accept any documentation for League records at the September Parent Delegate meeting (final submission time). Update the League records spreadsheet.