

## **MOUNTAIN HI SWIM LEAGUE PARENT DELEGATE RESPONSIBILITIES:**

### **A Parent Delegate Must:**

Have access to e-mail and the Internet.

Attend **ALL** Mountain Hi Swim League required general meetings and required clinics as outlined each season on the League calendar. Failure to do so will result in a penalty point deduction from your team.

Advertise and coordinate individual team registration. Manage, or appoint a designee to manage, the Insurance/Registration process for team, including collection of insurance fees and submission of fees and forms to the Insurance Chairperson at the General League meeting in May. Provide checks payable to the **Mountain Hi Swim League**. A copy of the insurance form for each swimmer is to be in the individual team's "Insurance Binder." The insurance binder is to be present at every meet. Follow insurance procedures as outlined in section 3 of the MHSL Policies and Procedures.

Note: A Parent Delegate may specify other team parents to fulfill team leadership positions as deemed necessary and as such those specified may act as proxy on behalf of the designated Parent Delegate.

Verify each swimmer's parent or guardian has a signed insurance form. Each team shall possess the signed insurance form before a swimmer attends practice. An updated team roster must be provided to the Insurance Chair per the League's Insurance requirements.

Publicize all dates for clinics to volunteers of Parent Delegate's home team. Insure all Officials of the represented team follow the guidelines of the League as defined in the Policies and Procedures and in the MHSL Rules and Guidelines. Contact previous Stroke and Turn Judges and recruit new candidates. (The League suggests 6-8 judges per team) Insure the team's Meet Referees, Starters, and Stroke and Turn Judges attend a League conducted clinic or, if recertifying from the previous year, then take and submit the appropriate tests.

When hosting a meet, the visiting team Parent Delegate should be called by Wednesday to discuss any issues, special considerations, special procedures or pool conditions, or any matter pertinent to the upcoming meet.

Enforce Mountain Hi Swim League Code of Conduct at home meets and report any infractions to the host Parent Delegate at away meets. The Parent Delegate from the home team and visiting team should act as Co-Marshals at a dual meet. The marshal(s) shall have full authority to warn or order to cease and desist, and,

with the concurrence of the Referee, to remove, or have removed from the swimming venue anyone behaving in an unsafe manner, using profane or abusive language, or whose actions are disrupting the orderly conduct of the meet.

Correspond or meet with coaches, for Policies and Procedures, Code of Conduct, and swimmer eligibility requirements. Make sure your coach attends the **mandatory** coaches meetings in **May and June**, Championship meeting (Heating meeting) in **July** and All-Stars meeting in **July**. Failure to do so will result in a point deduction penalty from the team. Instruct host coaches to contact visiting coach(es) by Tuesday of the week that you are hosting to discuss any meet procedures or pool conditions that are necessary. Insure that coaches turn in all paperwork at the close of the season to the League Consultant.

Pay League dues as set by the Mountain Hi Swim League Board. One half is payable at the **April** meeting the remaining half at the **May** meeting.

As the dual meet host team, contact the Division VP and the MHSL Webmaster with team's scores by Sunday night following the meet. Inform Division VP of any known formal or informal protests, problems or questions concerning any team in division

Publicize new All-Stars qualifying and Record breaking times throughout the season. Turn in any record breaking times **as they occur during the** season on the appropriate form and include a copy of the computer generated report of the record breaking time. All new possible records must be turned in by August 15<sup>th</sup> to the Scoring/Computer/ Records/ Chair. Turn in the Meet Manager database and swimmer's card with the submission of a new record.

Secure volunteers required for all meets.

Volunteer for one committee position per year and necessary meetings associated with committee. Failure to do so will result in an infraction point for team.

Contact Division VP first concerning any questions/problems. If the issue cannot be resolved at this level, contact the League President.

Secure a Board of Directors nominee from your team, as necessary.

Attend September wrap-up meeting. Ensure any outstanding fees are paid. Failure to do so will result in an infraction point for your team.

Plan for the secession of your replacement.