

# **SUBURBAN AQUATIC LEAGUE**

## **Swim and Dive Representative's Handbook**

### **PURPOSE**

The purpose of a representative is to represent a club's Boys' Team, Girls' Team or Dive Team at league meetings and to act as a liaison between the Suburban Aquatic League and the representative's club.

### **GENERAL RESPONSIBILITIES**

The team representative's responsibilities include, but are not limited to, attending the Spring, Fall, Winter, and Championship Seed meetings and other meetings throughout the year as notified by League President/Secretary as a representative of your club's boys, girls, or dive team.

As a club representative, you:

- \*Vote on changes to the SAL 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 SAL Operating Procedures and By-Laws & 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 40% eligibility rule for championships and the registration requirements (new athletes must be registered with league at least 10 days prior to meet participation).
- \*Check the league web site regularly for the latest information about league events.
- \*Check the accuracy of information about your club, including the submission of contact information for the SAL 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 SAL registrar as required by the SAL 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 as early as possible in the week of a home meet and verify:
  - \*The time for diving warm-up and diving start
  - \*The time for swimming warm-up and swimming start

\*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 number of unofficial heats is generally restricted to a total of 15.

#### **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.

\*Representatives should be guided by the following principle: "Common sense and courtesy will resolve almost any problem".

\*Ensure that a roster of all swimmers and divers with birthdates, the SAL Operating Procedures and By-Laws, 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. There are penalties listed in the league constitutions if the meet does not start on time.

\*If the diving events have occurred earlier, be sure that arrangements have been made so that the diving results will be available to the scoring table at the beginning of the swimming 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 SAL Operating Procedures.

\*When the final score of a meet has the teams differing by less than eight (8) points, an event by event audit is conducted by the referee and the coaches of the teams. 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 the official printed copy of the meet results (i.e., the Meet Results Report and the Score Report provided by the *Meet Manager* software) is signed by the starter/referee. This OFFICIAL COPY of the Meet Results must be archived along with all paperwork from the meet (e.g., print-outs from automated timing system or timers' slips, judges' slips) and brought to the Championship Meet Seed Meeting.

\*Ensure that all meet results are provided to the league Boys, Girls & Diving Registrar as stated in the SAL Operating Procedures. If results are not provided to the registrar on a timely basis, those times for the home team are disallowed as Top 40 qualification times.

\*Ensure that both visiting coach and home coach receive copies of the meet results via electronic thumb drive.

\*Report any major and/or unresolved problems to the League Girls/Boys/Diving President for further review per requirements listed in the SAL Operating Procedures and By-Laws.