

# **Responsibilities of a Representative**

1. Attend all meetings. (A substitute rep. should be available if necessary)
2. Pass on information presented at meetings to coaches and parent committees.
3. Be thoroughly familiar with and enforce the constitution.
4. Make sure rosters are up to date and handed in on time.
5. Serve as chairperson of division, when hosting swim championship.
6. Be a support person for the coach.
7. Make sure home swim meets are run properly: all supplies are available, facility is clean and safe and the meets are run smoothly.
8. Inform the league of any changes to your team (ex. Facility, coach or representative).
9. Be familiar with and have extra copies on file of the information handed out in the June meeting packet.