

R.M.S.L.  
Parent Representative  
Monthly Duties

Revised March 2004

September

- ❑ Elect new league officers
- ❑ Ensure all teams have Finals results (Meet Manager File)
- ❑ Distribute by-laws, technical rules, policies & procedures, monthly duties documents

October

- ❑ Bring committee records/files for new chair-people
- ❑ Fill committee chair-people:

Committees

Rosters & Waivers

T-shirts

Stroke Judge, Stater/Ref. Clinics

Deck Cards

Trophies & Medals

Ribbons

Scoring

Team Mgr.

Meet Mgr.

Technology (archive, oversight of TM, MM WEB &  
SCORING)

WEB

CALENDAR

“A” representative

“B” representative

“C” representative

*Note: Each team is responsible for at least one (1) assignment*

November

- ❑ Review committee progress
- ❑ Review and/or vote by-law changes (Need to allow at least one month between proposal and vote for league members to consult team on potential changes)

December

- ❑ No meeting (Meetings are optional through the winter months to deliberate any league rule changes)
- ❑ League President to distribute meet schedule

### January

- ❑ No meeting

### February

- ❑ No meeting
- ❑ Submit ribbon order

### March

- ❑ Review committee progress
- ❑ Distribute waiver forms
- ❑ Review ribbon and deck card ordering instructions
- ❑ Final meeting that any by-law changes can be made for current year
- ❑ Schedule Meet Manager, Team Manager, and Coaches Training

### April

- ❑ Review committee progress
- ❑ Submit proof of insurance and \$100 team fees
- ❑ Submit name & address list of stroke judges & starters
- ❑ Submit deck card requirements
- ❑ Prelim/finals volunteer assignments distributed

### May

- ❑ Review committee progress
- ❑ Submit roster & \$8.50 per swimmer insurance fee  
*Note: Final roster changes due June 30*
- ❑ Submit coach's name & telephone number list
- ❑ Distribute deck cards & ribbons

### June

- ❑ Review committee progress
- ❑ Distribute prelim entry instructions

### July

- ❑ Review committee progress
- ❑ Submit prelim entries & fees: \$1.00 for individual, \$2.50 for relay
- ❑ Confirm prelim & final volunteer assignments
- ❑ Distribute prelim/finals host team announcements

August

- No meeting

*Note: Submit by e-mail to league president, nominations for any of the vacated board positions*