



GPSA Representative Duties

GPSA Wiki Documentation

Greater Peninsula Swimming Association

wiki.gpsaswimming.org

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The GPSA Representative is the designated point of contact and primary authority for their team. This guide provides a practical overview of responsibilities organized by timeframe.

For official rules, see the [GPSA Rulebook - Officials](#) section.

Quick Reference

- **Who can serve:** Must be a Bona Fide Member of the pool
 - **Board role:** Voting member on GPSA Board of Directors
 - **Primary duties:** Roster management, official certification, meet operations, team conduct
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Pre-Season Responsibilities

Code of Conduct

Submit signed Code of Conduct acknowledgment forms to the Rules Committee **no later than 7 days before your team's first meet.**

Required signatures:

- GPSA Representative
- All coaches

Consequence: Teams that fail to submit by deadline forfeit all meets until forms are received.

Roster Submittal

Submit initial roster **no later than one week before the season starts.**

- Maintain accurate roster of swimmers, coaches, and certified officials
- List each official's name and current certifications
- See [Roster Submittal Process](#) for step-by-step instructions

Consequence: Failure to submit on time results in a \$50 fine.

Official Certification

Ensure your team has sufficient certified officials for meets. Required certifications:

- Referee
- Starter
- Stroke & Turn Judge

Certification options:

1. USA Swimming certification (current)
2. Attend annual GPSA Officials' Training Clinic
3. Complete USA Swimming online course
4. Rules Committee certification

See [GPSA Rulebook - Certification](#) for details.

SwimTopia Setup

Ensure your team's SwimTopia registration includes the GPSA Code of Conduct agreement as a required element for parents and guardians. See [SwimTopia Guidelines](#) for platform configuration.

Meet Day - Home Team

As the home team GPSA Representative, you have primary responsibility for meet setup and operations.

Before the Meet

See [GPSA Rulebook - Pre-Meet Requirements](#) for official deadlines.

Time	Task
12:00 PM	Verify both teams marked "Ready to Merge"
12:00 PM	Merge entries in SwimTopia
After merge	Verify entries comply with participation rules (event limits, exhibition, max scoring entrants)
After merge	Work with coaches to consolidate heats and relocate exhibition swimmers
After merge	Prepare all meet materials

See [Meet Preparation Guide](#) for detailed instructions.

Equipment and Officials to Provide

See [GPSA Rulebook - Team Responsibilities](#) for official requirements.

Item	Quantity
Referee	1
Starter	1
Stroke & Turn Judges	2
Timers	1 per lane
Head Timer	1
Sweep Judge	1
Scorekeeper	1
Ribbon writer	1
Runners	2
Stopwatches	1 per lane + 1 extra (backup if using Time Drops)
Starting horn/whistle	1
Certified Lifeguard	1
Scorekeeper table and chairs	As needed
Laptop/Tablet for Meet Maestro	1

Mutual Agreements with Visiting Rep

Before the meet, agree with the opposing GPSA Representative on:

- Warm-up times (minimum 20 minutes per team)
- Heat sheet publication (mobile app access requires mutual agreement)
- Alternative official assignments (sharing officials if needed)
- Timer configuration (1, 2, or 3 timers per lane)
- Pool area boundaries (smoking/alcohol prohibition zone)

Default: If reps cannot agree on heat sheet publication, default is NOT to publish.

During the Meet

- Monitor team conduct (swimmers, coaches, spectators)
- Coordinate with referee on any issues
- If serving as an official, designate an alternate rep (cannot be the coach)
- Handle any [suspended/banned individual](#) situations with the other rep

Post-Meet

1. **Lock out changes** in Meet Maestro and transfer results (see [Scorekeeper Guide - Post-Meet](#))
2. **Collect meet artifacts** from scorekeeper (Place Judge Forms, DQ slips, lane slips, etc.)
3. **Receive awards** from ribbon writers to distribute
4. **Submit results** to GPSA Publicity Committee **within 24 hours**
 - See [Publicity Submittal Process](#)

Consequence: Failure to submit results within 24 hours may result in penalties.

Meet Day - Visiting Team

Before the Meet

Time	Task
By 12:00 PM Before meet	Mark team as “Ready to Merge” in SwimTopia Prepare backup heat sheets and scorekeeper materials

Equipment and Officials to Provide

Item	Quantity
Stroke & Turn Judges	2
Timers	1 per assigned lane
Sweep Judge	1
Scorekeeper	1
Ribbon writer	1
Stopwatches	1 per assigned lane
Stand-by starting horn/whistle	1
Laptop/Tablet for Meet Maestro	Recommended

During the Meet

- Monitor team conduct
- Coordinate with home rep and referee on any issues
- Handle substitutions through coach ([3-event rule](#) applies)

Post-Meet

- Receive yellow copies of DQ slips for your swimmers
 - Collect awards to distribute to your team
 - Coordinate with home rep if any post-meet issues arise
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Postponements and Rescheduling

For complete rules, see [GPSA Rulebook - Scheduling and Postponements](#).

Before Meet Starts

If conditions are unsafe or facility unusable:

- Notify the visiting team's GPSA Representative immediately
- Notify the GPSA Publicity Committee
- A meet may be postponed by mutual agreement of both reps

During Meet

- Confer with referee and opposing rep on delays
- May temporarily delay in 30-minute increments for weather
- Referee has authority to postpone if conditions are unsafe

Rescheduling Requirements

1. First priority: agree on a date as soon as possible (e.g., next day)
2. If no immediate date, use next available league rain date
3. **Must confirm rescheduled date within 24 hours** of postponement
4. Meets after Summer Splash require Rules Committee approval

Consequence: Failure to agree on reschedule within 24 hours = loss for both teams.

Meet Completion Rules

- Meet is **complete** if all events through Event 30 have been swum
 - Meet is **suspended** if stopped before Event 30 - must be rescheduled
 - Both reps may mutually agree a meet is complete at any point
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Protests

For complete rules, see [GPSA Rulebook - Protests](#).

Authority

You are the **sole representative** authorized to file a protest on behalf of your team.

During-Meet Protests

1. File with Meet Referee **within 30 minutes** of alleged infraction
2. Referee resolves immediately (may stop meet)

Post-Meet Appeals

You may appeal a referee's decision to the Rules Committee if:

- The protest determined the winning team, OR
- You believe the decision warrants further review

Timeline:

- Submit written appeal within 3 days of the meet

Post-Meet Protests (New Issues)

For issues discovered after the meet:

1. Initial notification to Rules Committee within 24 hours
 2. Formal written protest within 3 days
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Ongoing Responsibilities

Board Meetings

- Attend and participate in all GPSA Board meetings
- Vote on league matters as your team's representative

Roster Maintenance

See [GPSA Rulebook - Roster Revisions](#) for complete rules.

- Keep roster current throughout the season
- Publish updates at least 24 hours before any meet
- Note: Swimmers removed after roster deadline cannot be reinstated

Eligibility

See [GPSA Rulebook - Eligibility Challenges](#) for procedures.

- Primary responsibility for swimmer eligibility

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- Provide proof of eligibility upon Rules Committee request
 - May challenge another team's swimmer eligibility in writing

Conduct

- Responsible for conduct of swimmers, coaches, and spectators
- Assist referee in resolving disciplinary issues
- Enforce Code of Conduct

Scholarship and Award Submissions

You are responsible for submitting scholarship applications and coach nominations on behalf of your team:

- **J. Kyle Hurdle Scholarship:** Review and submit applications from graduating seniors. Your submission serves as a recommendation of the applicant's leadership, work ethic, and sportsmanship.
- **Kei Lamberson Outstanding Coach Award:** Submit coach nominations from families on your team.

Both submissions are due by **midnight, July 27** each year. Email to scholarships@gpsaswimming.org.

If You Change Mid-Season

If you step down as GPSA Representative:

- Submit new Code of Conduct form for the new representative
 - Ensure smooth handoff of all responsibilities
 - Notify the league of the change
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Related Resources

- [Meet Preparation Guide](#) - Pre-meet checklist and materials
- [Roster Submittal Process](#) - How to submit rosters
- [Publicity Submittal Process](#) - How to submit results
- [Scorekeeper Guide](#) - Meet Maestro operations
- [SwimTopia Guidelines](#) - Platform usage
- [J. Kyle Hurdle Scholarship](#) - Scholarship for graduating seniors
- [Kei Lamberson Outstanding Coach Award](#) - Coach recognition program

Rulebook References

- [Officials](#) - Roles and certification requirements
 - [Conduct of Meets](#) - Meet procedures
 - [Eligibility and Rosters](#) - Roster rules
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Questions?

Contact your division representative or the GPSA President for guidance on representative duties.