



2011

LONE STAR SUMMER SWIM LEAGUE

POLICIES AND PROCEDURES

LONE STAR SUMMER SWIM LEAGUE PHILOSOPHY

The Lone Star Summer Swim League's first and foremost priority is its swimmers. Each swimmer within the league will learn about sportsmanship, team camaraderie, and competitive swimming. Our goal is that each participating swimmer not only learns how to improve their stroke techniques in order to swim better and faster, but that they also recognize swimming as a lifelong activity that is not only healthy for the body, but also FUN!

The league is dedicated to the swimmers and all neighborhood teams that join the league. It will strive to create a sense of cohesion, communication, organization and dedication among its coaches and parents. There must be a strong commitment among all volunteers who help within their respective programs for the league to be successful. Additionally, the league survives through the affiliations it makes with each team's respective neighborhoods and communities. Local business support and sponsorship for the league is essential. Consequently, we must consistently demonstrate that our league provides a worthwhile opportunity for the youth within those communities.

THE MISSION STATEMENT

The Lone Star Summer Swim League is committed to creating and organizing the best summer swimming program in San Antonio and South Texas.

The league uses a vast number of resources to ensure the success of all participating San Antonio neighborhoods and communities.

The league is an active entity, providing its youth the opportunity to learn about and participate in competitive swimming.

The league manages all aspects of a successful swim program, with the intent to give back to the neighborhoods and communities all of the resources generated by the operation of the league.

SECTION I

League Membership

Facility Requirements

Eligibility

Meet Preparation, Organization, and Execution

MEMBERSHIP

1. **Joining Fee:** Each team that joins the league will pay a one-time **initial joining fee of \$100.00**. Teams may request to join the league after the current summer league season and before **January 1st** of the following year. This will allow the league time to successfully plan for the upcoming season.
2. **Annual Fee:** After the initial joining fee, an **annual fee of \$125.00** will be required of each participating team. **This yearly fee is due by the end of January.**
3. **League Address:** All payments must be made payable to the Lone Star Summer Swim League and given to the Chairperson or the Treasurer at either a monthly representative meeting or via mail to the following address:

**Lone Star Summer Swim League
PO Box 700351
San Antonio, Texas 78270**

4. **Team Representative:** Each team within the league must provide the league with the name, address, phone number, e-mail address and title of its designated contact person. This person will be known as the respective “team representative” and should be available to attend monthly meetings and make decisions on behalf of their team. The team should also provide the league with the names of their coaches as soon as they are identified.
5. **Swimmer Member Criteria:** Teams must provide the league with the requirements it uses to establish swimmer membership criteria. In other words, the neighborhood or team rules for eligibility. Also, when a swimmer is a member of a team within the league, the swimmer is also a member of the league. Criteria changes should be revealed to the league at the time of the change.
6. **Team Insurance:** Currently, the league procures an annual liability insurance policy that covers league teams, as well as the league’s Board of Directors. All teams are required to participate and pay the associated per-swimmer premiums delineated by the league. Individual team insurance is therefore not required.

FACILITY REQUIREMENTS

1. **Pool Length:** It is recommended that the pool used for meets be either 25 yards or 25 meters in length. If the length is different from the above distances, the home team should provide their length information to the visiting team so that they can adjust or “convert” their times accordingly.
2. **Pool Depth and Block Requirements:** Minimum water depth for racing starts during competition and practice shall be measured for a distance of 3’ 3½” to 16’ 5” from the end wall. Starting requirements and height of starting blocks shall be:
 - a) In pools with water depth less than 4’ 0” at the starting end, the swimmer must start from within the water.
 - b) In pools with water depth 4’ 0” or more at the starting end, starting platforms shall meet the height requirements of no more than 2’ 6” above the surface of the water.

- 3. Teaching Racing Starts:** Minimum water depth for teaching racing starts in any setting from any height starting blocks or the deck shall be 6 feet, measured for a distance of 3' 3½" to 16' 5" from the end of the wall.
- 4. Pool Lanes and Markings:** A minimum of 4 lanes is required. Pools, which have an odd number of lanes, may use these lanes to speed the progress of meets. However, the extra lane should be used only with mutual agreement by both teams. This should be agreed upon prior to the start of the meet. Ultimately, it is up to the meet referee to determine the use of the extra lane when combining heats.

Lane markings should be at the surface in the form of buoyed lane ropes and at the bottom of the pool in the form of dark colored easily visible solid lines. The lane end wall targets should be non-slip targets in the shape of a "T" and easily visible.

The lanes shall be numbered from the right to left as the swimmer stands facing the course. Starting blocks or backstroke flags are to be used to also designate the numbered lanes.

- 5. Starting Platforms:** Starting platforms should be anchored to the deck and be firmly secured throughout the meet. If one or more starting platforms are not secure and not available for competition, then no starting platforms will be allowed in the other lanes and all swimmers must start from the deck or from within the water depending on depth requirements. Note: no auxiliary stabilization can be used for any starting block platform (i.e. standing on platforms or being held down by people).

Starting platforms should not be more than 2' 6" above the surface of the water.

Starting platforms should not be less than 1' 8" square and not slope more than 10 degrees from the horizontal.

Starting platforms should have a non-skid resistant material on the top surface.

The starting platform should have backstroke starting grips that should be flush and parallel to the face of the end wall.

- 6. Backstroke Flags:** Firmly suspended lines carrying distinctive, easily visible flags, extending the full width of the racing course, shall be placed 15 feet from each end of the swimming course if the course is short course yards. In the event the pool is short course meters, then the distance from each end of the course is 16' 5" or 5 meters. The flags should not be lower than 5' 11" over the water and not higher than 7' above the water surface.
- 7. False Start Recall Rope:** If a recall rope is used, it should be approximately 49 feet (15 meters) from the starting end of the pool.
- 8. Electrical Safety:** All permanent or temporary electrical connections to the electronic equipment, starting system, automatic timing system and other such equipment shall be ground-fault circuit interrupter (GFI) protected convenience receptacles or circuits. In the event such receptacles or circuits are not available in the facility used for competition, portable UL approved self-contained type GFI outlet fittings shall be provided (furnished and installed) at the non-protected convenience receptacles by the meet management, meet director, or the equipment operator whenever such equipment is connected and in use.

ELIGIBILITY

- Every competing swimmer in the Lone Star Summer Swim League must be a member of a team that is participating in the league. The swimmer must comply with the by-laws, policies and pool regulations that govern the participating team.
- No swimmer may be recruited from other teams at any time.

3. Swimmers can only participate with one Lone Star League team per season. If a swimmer chooses to leave a team during the season, he or she must wait until the following season to join another Lone Star League team.
4. No swimmer can swim for two teams at the same time from any league involved.
5. A **team roster must be submitted (via e-mail using the Team Manager Roster format)** to the League Championship Entry Sponsor (Angela Woodard) **no later than the first scheduled meet**. After that, if a team adds a member, they must submit an updated roster. All swimmers' names and information must be listed on the roster and submitted before they participate in any League competition. All club swimmers must be identified as such. Attach this list to the Team Roster. Swimmers must be registered with their team **no later than the second scheduled meet** of the season. All rosters are **FINAL** at that time.

The roster information for each swimmer should include:

Full Name	Date of Birth
Address	Age as of June 1 (current year)
Zip Code	Sex
Phone Number	Parent's Names

6. The swimmer's age for the entire season will be determined by his or her age as of June 1st of that year. This age grouping will apply to all dual meets and championship meets. **Swimmers must be between 5 and 18 years of age as of June 1st to participate. Swimmers under the age of 5 cannot practice with a team until their 5th birthday due to insurance limits.** Any swimmer, coach or designated team representative, who knowingly misrepresents the age or eligibility of a participant, will be subject to dismissal from the League for the season or longer, depending on the severity of the offense. Teams can require birth certificates to prove ages at the time of registration.
7. Swimmers may swim up in older age groups for dual meets, but cannot swim down in younger age groups. For the championship meet, a swimmer must swim in their own age group for individual events. However, they may swim up to complete a relay if there are an insufficient number of swimmers in that higher age group.
8. **TAGS OR SECTIONAL SWIMMERS, JUNIOR NATIONAL OR SENIOR NATIONAL SWIMMERS may not swim the stroke (including relays) in the age group in which they qualified. They may, however, swim that stroke in an upper age group (except in the championship meet) as long as their time is not a TAGS or other qualifying time as stated above for that age group category. ~~Exception: USA Swimming now designates TAGS times for every age instead of by age group. For example, 11 and 12 year olds now have individual TAGS time standards instead of having just one for the entire 11-12 age group. Swimmers with a TAGS time for the younger age of an age group are allowed to swim in their respective age group as long as their time does not meet or exceed the TAGS time standard for the highest age in the age group. Example: a swimmer who has achieved an 11 year old TAGS time can still swim that event in the 11-12 age group as long as he/she does not meet or exceed the TAGS time for a 12 year old.~~**
9. A copy of each team roster is **required** at the scorer's table for each dual meet. Our Entry Sponsor will check entries for the championship meet.

MEET PLANNING

1. **Season Planning:** It is highly recommended that dual meet dates, warm-up times and meet start times be established prior to, or at least by, the last league meeting before the start of dual meets. Teams should provide this information in a timely manner so that families can plan ahead for their participation with your team.

2. **Dual Meet Start Times:** Warm-up times and meet start times should commence after general working hours. Typical meet start times are **5:30 or 6:00 p.m.** for weeknight meets. Warm-ups for the home team are generally one hour before the meet start time. The visiting team will warm up after the home team, typically one-half hour prior to meet start. It is suggested that 10 to 15 minutes be given after warm-ups so that officials, timers and team personal can hold their meetings in preparation for the meet.

Saturday morning meets should be held at a time that will take into consideration the distance a visiting team must travel, as well as the temperature and weather. Typical start times are between **8:00 and 9:00 a.m.** The goal is to complete the meet by **NOON.**

3. **Information Exchange:** All teams should have either the coach or a team representative (usually the team's meet manager) call the opposing team to exchange information. The following information is an example of what should be shared between the two teams.
 - a) Projected team size
 - b) Pool address and phone number, directions or map
 - c) Parent representative and coaches phone numbers
 - d) Number of lanes in the pool
 - e) Does the pool have lights in the pool and for the deck
 - f) Length of the pool.
 - g) Seating availability, should the visiting team bring chairs, and shade (EZ –Ups etc.)
 - h) Type of concession
 - i) Should the visiting team bring stopwatches
 - j) How many officials will be needed; personnel needed for ribbons, scorer's table, etc.
 - k) Any equipment the visiting team may be asked to provide
4. **Scope of Referee Authority:** The Meet Referee has the authority and responsibility to determine if and when a meet should be postponed or suspended for any reason.
5. **Weather Considerations:** When inclement weather or darkness are the primary or only considerations, the decision to postpone or suspend a meet is the primary responsibility of the Meet Referee. Their decision is final. The on sight lifeguard or facility manager has the ultimate control of the pool facility and may close it due to darkness or inclement weather.
6. **Meet Lifeguard: Home teams are required to provide a lifeguard for the meet.** Their responsibility is the safety of all swimmers as well as making sure the pool facility is safe for use. The lifeguard shall clear the pool in inclement weather conditions.
7. **Meet Rescheduling:** If the meet is delayed for longer than an hour preceding event #38, then the meet will be cancelled until a later date. Both teams should agree upon a date and time to reschedule the meet at the time of postponement. If not rescheduled, the score will be recorded as a zero to zero tie. If the meet is rescheduled, then the meet and score will continue from the point where the postponement occurred. If the meet is cancelled after event #38, then the score at that time will stand.

AGE GROUPING OF EVENTS FOR DUAL MEETS

Individual Events:

5 and 6
7 and 8
9 and 10
11 and 12
13 and 14
15 to 18

Relays:

8 and Under
10 and Under
12 and Under
18 and Under

Swimmers may swim up to fill relays. Swimmers may not swim down in relays.

DUAL MEET ORDER OF EVENT

Girls Event #	Event	Boys Event #
1	8 and Under 100 Free Relay	2
3	10 and Under 100 Free Relay	4
5	12 and Under 100 Free Relay	6
7	18 and Under 200 Free Relay	8
9	5 and 6 25 Freestyle	10
11	7 and 8 25 Freestyle	12
13	9 and 10 25 Freestyle	14
15	11 and 12 25 Freestyle	16
17	13 and 14 50 Freestyle	18
19	15 - 18 50 Freestyle	20
21	5 and 6 25 Backstroke	22
23	7 and 8 25 Backstroke	24
25	9 and 10 25 Backstroke	26
27	11 and 12 25 Backstroke	28
29	13 and 14 50 Backstroke	30
31	15 - 18 50 Backstroke	32
33	9 and 10 100 Individual Medley	34
35	11 and 12 100 Individual Medley	36
37	13 and 14 100 Individual Medley	38
39	15 - 18 100 Individual Medley	40
41	7 and 8 25 Breaststroke	42
43	9 and 10 25 Breaststroke	44
45	11 and 12 25 Breaststroke	46
47	13 and 14 50 Breaststroke	48
49	15 - 18 50 Breaststroke	50
51	7 and 8 25 Butterfly	52
53	9 and 10 25 Butterfly	54
55	11 and 12 25 Butterfly	56
57	13 and 14 50 Butterfly	58
59	15 - 18 50 Butterfly	60
61	8 and Under 100 Medley Relay	62
63	10 and Under 100 Medley Relay	64
65	12 and Under 100 Medley Relay	66
67	18 and Under 200 Medley Relay	68

ENTRY PROCEDURES

1. **Team Entries:** At dual meets, each team may enter as many swimmers as they desire in any given individual event.
2. **Individual Entries:** Each swimmer may swim in three individual events and two relay events. If a swimmer exceeds this number, the points accrued by that swimmer will be forfeited for all events he/she swam, including relays.
3. **Entry Submission Deadline:** Meet entries for both teams are due to the host team Computer Operator/Head Scorer **two days prior to the meet by 6 p.m.** unless otherwise agreed upon by both teams (i.e. 6 p.m. on Thursday for a Saturday meet; 6 p.m. on Saturday for a Monday meet, etc.). Submissions should be provided via e-mail by exporting from Team Manager. *No changes, with the exception of relay swimmer names, may be made by either team once the entries have been sent to the host team's Computer Operator.*
4. **Timing and Meet Scoring:** All races will be timed. In all Divisions, the top three times from each team will be the scoring times.

NOTE: The coaches from each team should arrange their heats from the slowest to the fastest, so that the fastest swimmers will be swimming against the fastest swimmers from the opposing team within the same heats. "Slowest to fastest" setup is selectable in Hy-Tek Meet Manager.

5. **Number of Heats:** Teams are encouraged to limit their heats to 6 heats per event. If, however, both teams mutually agree to allow more heats, consideration should be given to meet length and start times.
6. **Lane Cards / Timing Sheets:** With all teams in the league using Meet Manager and Team Manager software to set up their meets, lane cards are no longer necessary. The home team will provide Meet Manager timing sheets to the timer/recorder for each lane prior to the meet. They should already be arranged in event order. Timing sheets should include the swimmer's name, team, age as of June 1 of the current year, event number and name, heat number, lane number and a space to record three times.

Timers will record swimmers' times on the sheets and (when completed) send the sheets to the scorer's table via a runner. Relays should include the above information and include the four swimmers' names. Any changes to the relay names should be provided to the scorer's table so that proper credit and ribbons can be awarded.

7. **Exhibition Swims:** There may be exhibition swims if both coaches mutually agree. Swimmers should be placed in open lanes only; no special heat should be created for exhibition swims. Exhibition swimmers **DO NOT SCORE** and should be annotated on the timing sheet as "**Exhibition Only – Do Not Score**".

SCORING PROCEDURES

1. The home team is responsible for scoring the meet. Visiting teams can and should provide scoring and ribbon personnel to assist the home team, but the home team is the official scoring entity for dual meets.
2. Scorekeepers must record each swimmer's full name on all score sheets.
3. Copies of both team rosters are required at the scorer's table to verify swimmer eligibility.
4. If a swimmer is found to be ineligible, the scoring official shall notify the meet referee who will disqualify that swimmer from the meet and nullify any points that swimmer has earned up to that point. This is applicable to all individual and relay events.

5. Scoring tables will have personnel to fulfill the following jobs (each team should provide one person for each):
 - a) Selecting or computing official time (calculator needed if time averaging for only two watches).
 - b) Score tabulation of the top three times from each team.
 - c) Score Posting. A large board or Meet Manager printout should be used to post the score as it becomes available, time permitting.
 - d) Complete and sort Award Ribbons by team.
6. The scorer's table should remain clear of spectators, parents and swimmers, who are not score table personnel.
7. If possible, the score should be announced periodically during the meet. Teams can agree how often, but this should occur after every stroke event. The meet should never be delayed by the announcing of the meet score.
8. Team meet results will be provided to the visiting team after the meet. They can either be downloaded at the meet onto a disk provided by the visiting team, or be sent via e-mail. If e-mailed, every effort should be made to send the information within 24 hours of meet completion.

SCORING AND AWARD CHART

All Divisions: Shall score six places using the **three fastest times from each team**.

1. Points consisting of **7, 5, 4, 3, 2, 1** will be **awarded to the three fastest swimmers on each team** depending on how they finished relative to each other (i.e. fastest – 7 pts, 2nd fastest – 5 pts, etc). No team will score more than three places.
2. Place ribbons shall be color-coded **Blue, Red, White, Yellow, Green, and Purple for places 1st through 6th respectively, and awarded to the swimmers with the six fastest times in each event, regardless of team**. In other words, place ribbons are based solely on how a swimmer finishes in the pool, and are independent of the points scored by that swimmer.
3. Heat ribbons shall follow the same color code, and are obviously dependent on the number of lanes used. The home team will determine which age groups receive heat ribbons, but they should be provided to at least all 10&U swimmers.

All Divisions – Relay Scoring: Shall score four places using the **two fastest times from each team**.

1. Points consisting of **7, 5, 3, 1** will be **awarded to the four fastest relay teams** depending on how they finished relative to each other (i.e. fastest – 7 pts, 2nd fastest – 5 pts, etc). No team will score more than two places.
2. Place ribbons will follow the same format as stated above and will be **awarded through 6th place**.
3. **Awarding of Ties:** When two or more swimmers tie for any place, duplicate awards shall be given to each of the swimmers. In such cases, no awards will be given for the following place. For example, if two swimmers tie for 1st place, then both will receive blue ribbons and no second place ribbon will be given.
4. **Scoring Ties:** When two swimmers tie for any place in an event, the points normally awarded for that place and the following place will be summed and equally divided between the swimmers. For example, if two swimmers tie for first place, the scorer will add up the points associated with first and second place, and issue half of that point value to each swimmer. If three swimmers tie, the points normally awarded for that place and the following two places are summed and equally divided between the swimmers.

DISQUALIFICATIONS

A disqualified swimmer or relay team shall not receive points or awards. **Disqualification (DQ) slips are required to be used by all league teams.** They will be issued by designated meet officials and will be forwarded via the Referee to the scorer's table. An effort should also be made by the official to briefly discuss the disqualification with the swimmer after the race. When a swimmer or relay team is disqualified, the subsequent places will move up accordingly and points and ribbons shall be awarded to conform to the new places.

MEET RESULTS

The final results of the meet should be recorded and the Meet Referee should sign his or her name to verify the results. A copy of the signed score sheet should be sent to the league within 3 working days. The results can be e-mailed or mailed to either the Chairman or the Records Secretary.

Chairman: Mike Sansavera mikesans@satx.rr.com 378-4473

Records Secretary: Dan Ball Dan-Betsy@satx.rr.com 492-8674

Note: The Secretary will post meet results (final team scores only) to our Web Page at <http://www.lsssl.org>

TIMING PROCEDURES

1. Chief Timer: The Chief Timer shall:

- a) Assure the assignment of Lane Timers to lanes and the designation of one timer on each lane to be the Head Lane Timer.
- b) Assure that all watches, timing devices and timing equipment are in working order and distribute the timing equipment to the timers before the start of the meet.
- c) On the starting signal, start a watch on every race. The time of this watch shall be used if a lane timer's watch fails.
- d) Be responsible for delivering all manual watch times, including those of disqualified swimmers, to the timing judge.
- e) Recover all timing equipment, check it for functioning capabilities, and return it to the team storage site.

2. Head Lane Timer: The Head Lane Timer shall:

- a) Determine whether the swimmer or relay team is present and in the correct lane, heat and event, and that the relay swimmers are swimming in the order listed.
- b) Determine and record manual watch times or the absence of a swimmer or the relay team seeded in that lane.
- c) For automatic timing systems, report if the swimmer has delayed in touching or has missed the touch pad at the finish.

3. Lane Timers: The Lane Timers shall:

- a) Be in position at the start to have an unobstructed view of the starter and be able to start the watch upon hearing the sound of the electronic starting device, horn or voice signal.
- b) Stand directly over the assigned lane at the finish to observe a touch above, at or below the surface of the water and stop the watch and/or push the semi-automatic system button when any part of the swimmer's body touches the wall.

- c) Report the watch time to the Head lane Timer or the designated recorder. Report if a late or missed pad touch is observed, and if requested, present the watch for inspection. **Lane timers shall not clear their watches until a command to “clear watches” is given or the referee signals that the next heat is ready to start. The referee will signal that the deck is clear with a single long blast of a whistle.**
- d) If two shifts of timers are utilized, the timer who is being replaced should update or train the new timer for a couple of races to be sure that person is familiar with the timing devices being utilized.

4. Number of Stop Watches per lane:

- a) One watch is not recommended for dual or championship meets.
- b) Two watches are acceptable but not ideal. The two times should be averaged at the scorer’s table to determine the official time. If one watch fails, then the other watch is the official time.
- c) Three watches are ideal with the middle time being the official time. If one of the watches fails, the other two times should be averaged at the scorer’s table.

OFFICIALS

1. All officials accepting an invitation to officiate at a swim meet should arrive promptly and report immediately to the meet director or meet referee.
2. Officials should be easily recognizable by **wearing a plain white shirt and dark blue pants, shorts, or skirts. This is highly recommended by the league to distinguish between people in a position to officiate and people who are spectators.**
3. All officials acting in the capacity of Meet Referee, Starter or Stroke and Turn Judges at a swim meet shall be certified in such a position by the Lone Star Summer Swim League. USS or Texas High School certified officials are automatically qualified to officiate summer league meets.

Certification for all Summer League Officials “MUST” be done on a yearly basis. Certification will take place anywhere from two to four weeks prior to the start of the swim meets. Certification location and times will be announced at the Lone Star League March Meeting. Teams are encouraged to send notification to their potential officials as soon as possible in March.

4. It is a very good idea to certify twice the number of officials that will be needed for your team. This will provide better officiating coverage throughout the season.

VOLUNTEER PERSONNEL

Minimum number of volunteer personnel required for dual meets is:

- 1 Referee, who may also act as a stroke and turn judge (home team)
- 1 Starter, who may also act as a stroke and turn judge (home team)
- 2 Stroke and Turn Judges (one from each team)
- 2 Turn/Takeoff Judges (one from each team)
- 2 Recorders at the scorer’s table (one from each team)
- 2 Recorders for ribbons (one from each team)
- 3 Timers for each lane (one minimum, if automatic timing system with a touch pad is used)
- 1 Chief Timer
- 2 Place Judges (Optional if automatic or semi-automatic timing equipment is used)

NOTE: The home team should furnish the meet referee. However, if the home team does not have a meet referee available, then, the visiting team can furnish the meet referee. Officials from each team may wish to share the tasks so that no one person beyond the meet referee will have to work the entire meet. If there are not enough personnel to share the meet tasks, then the meet officials will have to work the entire meet. The Meet Referee is authorized to modify or change any assignments to assure the timely progress and the fair execution of the meet.

REFEREE

1. The meet referee shall have full authority over all officials and shall assign and instruct them. He/She shall enforce all applicable rules and shall decide all questions relating to the actual conduct of the meet. The final settlement of which is not otherwise assigned by said rules, the meet referee has the authority to overrule any meet official on a point of rule interpretation, or on a judgment decision pertaining to an action in which the **“Referee has personally observed”**. The meet referee may also disqualify swimmers for any violation of the rules that he/she **personally observes** and shall at the same time raise one hand overhead with open palm. If the referee does not make such a signal there shall not be a penalty.
2. The referee shall signal the starter that all officials are in position, that the course is clear, and that the competition can begin.
3. The referee shall give a decision on any point where the opinions of the judges differ and shall have the authority to intercede in a competition at any stage.
4. When automatic or semi-automatic timing equipment is used and an apparent malfunction occurs, it shall be the responsibility of the referee to make an immediate investigation to determine whether the swimmer finished in accordance with the rules and if there was an actual equipment malfunction.
5. At the referee’s discretion, he/she may prohibit the use of any bell, siren, horn or other artificial noisemaker during the meet.
6. The referee may modify any rule for a competitive swimmer who has a disability. Such modification shall not give undue advantage to the swimmer.
7. The referee shall assure that meet personnel move to the proper positions when changing ends of the pool.

PROTESTS

1. **Protests** against the judgment decisions of starters, stoke, turn, place and relay take-off judges can only be considered by the referee and the referee’s decision shall be final. For consideration of all other protests that may be lodged at the meet, the referee may appoint a meet jury. **The jury shall consist of not fewer than three and not more than five people; at least one who shall be an athlete and a coach.** The decision of this jury shall be recorded on the score sheet and signed by the referee. The names of the jury participants should also be noted on the score sheet. The jury’s responsibility is to resolve the conflict in a timely manner.
2. Protests made prior to a race contesting the eligibility of a swimmer to compete or to represent an organization shall be made to the referee in writing. If a protest is not resolved, the referee or the meet jury shall allow the swimmer to compete under protest and it shall be announced before the race to the coaches.
3. All other competition-related protests, including protests concerning eligibility and representation must be made to the referee and submitted in writing within 30 minutes after the race in which the alleged infraction occurred.
4. Protests concerning interpretations of the rules and regulations shall be submitted in writing within 3 working days to the League Chairman. The Chairman shall establish a committee of four representatives (plus the Chairman) from other teams within our league that are not involved with the protest. This committee of **five** will then issue a ruling **5 days** from the receipt of the protest. This ruling shall be final and binding to the teams involved in the protest.
5. All protests must be submitted in writing to the Chairman by the meet referee or the meet jury.
6. The official results of any protested race shall not be announced and the affected awards shall not be given. Points scored shall not be allocated until the protest is resolved or is withdrawn in writing.

STARTING PROCEDURES

Equipment

A loudspeaker starting system or electronic starting system with a horn-type signal must be used. Whistles cannot be used as the starting signal.

Preparation

The Starter shall stand within ten feet of the starting end of the pool and upon signal from the Referee, shall assume the control of the swimmers until a fair start has been achieved.

Optional Instructions – The Starter may:

- a) Announce the event
- b) For backstroke event starts, give the command, “Place your feet.”

The Start

1. At the commencement of each heat, the Referee shall signal to the swimmers by a short series of whistles to remove all clothing except for the swimwear, followed by a long whistle indicating that they should take and maintain their positions on the starting platform, the deck, or in the water. In backstroke and medley relay events, at the Referee’s first long whistle the swimmers shall immediately enter the water and at the second long whistle shall return without undue delay to the starting position.
2. When the swimmers and officials are ready, the Referee shall signal with an outstretched arm to the Starter that the swimmers are under the Starter’s control.
3. On the starter’s command “take your mark”, the swimmers shall immediately assume their starting position, in the forward start, with at least one foot at the front of the starting platform or on the deck. Swimmers starting in the water must have at least one hand in contact with the wall or starting platform. When all swimmers are stationary, the starter shall give the starting signal.
4. When the swimmer does not respond promptly to the command “take your mark”, the Starter shall immediately release all swimmers with the command “Stand Up” upon which the swimmers may stand up or step off the blocks.

False Starts

1. Any swimmer starting before the starting signal is given shall be disqualified if the Referee independently observes and confirms Starter’s observation that a violation occurred. Swimmers remaining on the starting blocks shall be relieved from their starting positions with the “Stand Up” command and may step off the blocks. The Starter shall restart the race upon signal by the Referee.
2. If the starting signal has been given before the disqualification is declared, the race shall continue without recall. If the Referee independently observes and confirms the Starter’s observation that the violation occurred, the swimmer or swimmers who have false started shall be notified of the disqualification upon completion of the race.
3. If the recall signal is activated inadvertently, no swimmer shall be charged with a false start and the Starter shall restart the race upon signal by the Referee.
4. Declared false start: swimmers reporting to the Referee prior to the start of their race and declaring their intent not to compete will be disqualified.

DELIBERATE DELAY OR MISCONDUCT

1. Any swimmer who delays the start by entering the water or by willfully or deliberately disobeying the starter’s command to step on the blocks or to take a starting position, or for any other misconduct that

may take place at the start, can be disqualified from the event by the Starter with concurrence of the Referee.

2. The Referee shall disqualify a swimmer, who fails to appear at the starting platform ready to swim in time for the initial start of their heat. Such disqualification shall not be charged as a false start.

JUDGES

1. **Stroke Judge:** Shall operate on both sides of the pool, preferably walking abreast of the swimmers during all strokes except freestyle, during which events they may leave poolside, at the Referee's discretion; shall ensure that the rules relating to the style of swimming designated for the event are being observed; and shall report any violations to the Referee before communicating to the swimmer the reason for the disqualification. Stroke Judges are valuable to the swimming learning experience and should make every effort to let the swimmer know why he or she was disqualified. The Stroke Judge should not warn or coach a swimmer. The Stroke Judge should let the timer know so that the timing sheet can be marked with a "DQ".
2. **Turn Judge:** Shall operate on both ends of the pool; shall ensure that when turning or finishing the swimmer complies with the turning and finishing rules applicable to the stroke used; and shall report any violations to the Referee and communicate the disqualification to the swimmer before he or she leaves the deck and to the timer so that swimmer's time sheet can be marked with a "DQ".
3. **Jurisdiction of Stroke and Turn Judges:** Before the competition begins, the Referee shall determine the respective areas of stroke and turn responsibility and jurisdiction, which may include joint, concurrent, and coordinated responsibility and jurisdiction. The Referee shall insure that all swimmers shall have fair, equitable, and uniform conditions of judging.
4. **Relay Take-Off Judges:** Relay Take-Off Judges shall be assigned by the Referee and shall stand so that they clearly see both the touch of the incoming swimmers and the feet of the departing swimmers as they leave the starting platform, and shall judge whether the swimmers in contact with the platform when the incoming swimmer touches the end of the pool.

Take-Off Judges shall independently report infractions to the Referee without the use of the infraction hand signal until the last leg of the offending relay team has taken off.

DISQUALIFICATIONS

1. Only the official within whose jurisdiction the infraction has been committed can make a disqualification. Except for the Relay Take-Off Judges when dual confirmation relay take-off judging is used by the Referee, Stroke, Turn or Relay Take-Off Judges upon observing an infraction shall immediately raise one hand overhead with an open palm. This should be done until the attention of the Referee is gained and a visual or verbal communication of the infraction is given. If the official does not do so, there shall be no disqualification.
2. The Referee or designated official making a disqualification shall make every reasonable effort to seek out the swimmer or his/her coach and inform him as to the reason for the disqualification. The "DQ" marking on the time sheet should also be marked with the reason for the disqualification by the disqualifying judge. This will aid coaches and the Referee in further study of the event.
3. Any swimmer who acts in an un-sportsmanlike or unsafe manner within the swimming venue may be considered for appropriate action or penalty by the Referee.
4. A swimmer must start and finish the race in the same lane.
5. Standing on the bottom during a freestyle race shall not disqualify a swimmer, but a swimmer must not leave the pool, or walk, or spring from the bottom. Standing on the bottom during any other stroke shall result in disqualification.

6. Obstructing another swimmer by swimming across or otherwise interfering shall disqualify the offender, subject to the discretion of the Referee.
7. Any swimmer not entered in a race who enters the pool or course in the area in which the current race is being conducted before all swimmers have completed the race shall be barred from the next individual event in which that swimmer is entered on that day or the next meet day, whichever is first.
8. Dipping goggles in the water or splashing water on the competitors' face or body prior to an event shall not be considered as entering the pool unless the Referee finds that such action is interfering with the competition.
9. Should a foul endanger the chances of success of a swimmer(s), the Referee may allow the affected competitors to re-swim the event. In case of collusion to foul another swimmer, the Referee may, at his/her discretion, disqualify the swimmer(s) who committed the foul.
10. No swimmer is permitted to wear or use any device or substance to help his/her speed or buoyancy during a race. Goggles may be worn, and rubdown oil applied if not considered excessive by the Referee and is allowed by the facility operator.
11. Grasping lane dividers to assist forward motion is not permitted.
12. A swimmer or relay team that is disqualified, will not score points and receive awards.

COACHING RESPONSIBILITIES AT MEETS

1. To assure that all swimmers are eligible.
2. To assure that timing sheets, and heat seeding is correct.
3. To maintain order of team's swimmers and spectators.
4. To make appropriate protests to the Meet Referee.
5. To work with meet officials to ensure a timely and orderly progression of the meet.
6. To conduct themselves in a professional manner.

MEET MANAGER RESPONSIBILITIES

1. To ensure that the facility is set up within guidelines for the swim meet.
2. To ensure that meet personnel are in place for the meet.
3. To work with the Meet Referee and maintain the safety at the meet.
4. To notify all participants of the meet information and any changes of meet date and starts.

SECTION II

Technical Rules for Individual Strokes and Relays

(All provisions under the Technical Rules are effective beginning Sept. 21st, 2005, until changed). It is not the purpose of the Rules and Regulations of USA Swimming contained herein to set standards of care for the safety of the swimmer. The swimmer, the swim coach, the swim club and the local public entity or pool owner should address safety considerations where events are held.

101.1 BREAST STROKE

.1 Start – The forward start shall be used.

.2 Stroke – From the beginning of the first arm stroke after the start and after each turn, the body shall be kept on the breast. It is not permitted to roll onto the back at any time. Throughout the race the stroke cycle must be one arm stroke and one leg kick in that order. All movements of the arms shall be simultaneous and in the same horizontal plane without alternating movement. The hands shall be pushed forward together from the breast, on, under, or over the water. The elbows shall be under the water except for the final stroke before the turn, during the turn and for the final stroke at the finish. The hands shall be brought back on or under the surface of the water. The hands shall not be brought beyond the hip line, except during the first stroke after the start and each turn. During each complete cycle, some part of the swimmer's head shall break the surface of the water. After the start and after each turn, the swimmer may take one arm stroke completely back to the legs. The head must break the surface of the water before the hands turn inward at the widest part of the second stroke.

.3 Kick – After the start and after each turn, a single downward butterfly kick followed by a breaststroke kick is permitted while wholly submerged. Following which, all movements of the legs shall be simultaneous and in the same horizontal plane without alternating movement. The feet must be turned outward during the propulsive part of the kick. A scissors, flutter, or downward butterfly kick is not permitted except as provided herein. Breaking the surface with the feet is allowed unless followed by a downward butterfly kick.

.4 Turns and Finish – At each turn and at the finish of the race, the touch shall be made with both hands simultaneously at, above, or below the water level. The head may be submerged after the last arm pull prior to the touch, provided it breaks the surface of the water at some point during the last complete or incomplete cycle preceding the touch.

101.2 BUTTERFLY

.1 Start – The forward start shall be used.

.2 Stroke – After the start and after each turn, the swimmer's shoulders must be at or past the vertical toward the breast. The swimmer is permitted on or more leg kicks, but only one arm pull under water, which must bring him to the surface. It shall be permissible for a swimmer to be completely submerged for a distance of not more than 15 meters (16.4 yards) after the start and after each turn. By that point, the head must have broken the surface. The swimmer must remain on the surface until the next turn or finish. From the beginning of the first arm pull, the swimmer's shoulders shall be in line with the water surface. Both arms must be brought forward over the water and pulled back simultaneously.

.3 Kick – All up and down movements of the legs and feet must be simultaneous. The position of the legs or feet need not be on the same level, but they shall not alternate in relation to each other. A scissors or breaststroke kicking movement is not permitted.

.4 Turns – At each turn the body shall be on the breast. The touch shall be made with both hands simultaneously at, above, or below the water surface. Once a touch has been made, the swimmer may turn in any manner desired. The shoulders must be at or past the vertical toward the breast when the swimmer leaves the wall.

.5 Finish – At the finish, the body shall be on the breast and the touch shall be made with both hands simultaneously at, above, or below the water surface.

101.3 BACKSTROKE

.1 Start – The swimmer shall line up in the water facing the starting end, with both hands placed on the gutter or on the starting grips. Standing in or on the gutter, placing the toes above the lip of the gutter, or bending the toes over the lip of the gutter, before or after the start is prohibited.

.2 Stroke – The swimmer shall push off on his back and continue swimming on the back throughout the race. Some part of the swimmer must break the surface of the water throughout the race, except it is permissible for the swimmer to be completely submerged during the turn, at the finish and for a distance of not more than 15 meters (16.4 yards) after the start and after each turn. By that point, the head must have broken the surface of the water.

.3 Turns – Upon completion of each length, some part of the swimmer must touch the wall. During the turn the shoulders may be turned past the vertical toward the breast after which a continuous single arm pull or a continuous simultaneous double arm pull may be used to execute the turn. The swimmer must have returned to a position on the back upon leaving the wall.

.4 Finish – Upon the finish of the race, the swimmer must touch the wall while on the back.

101.4 FREESTYLE

.1 Start – The forward start shall be used.

.2 Stroke – In an event designated freestyle the swimmer may swim any style, except that in a medley relay or an individual medley event, freestyle means any style other than butterfly, breaststroke or backstroke. Some part of the swimmer must break the surface of the water throughout the race, except it shall be permissible for the swimmer to be completely submerged during the turn and for a distance of not more than 15 meters (16.4 yards) after the start and each turn. By that point the head must have broken the surface.

.3 Turns – Upon completion of each length the swimmer must touch the wall.

.4 Finish – The swimmer shall have finished the race when any part of his body touches the wall after completing the prescribed distance.

101.5 INDIVIDUAL MEDLEY

The swimmer shall swim the prescribed distance in the following order: the first one-fourth, butterfly; the second one-fourth, backstroke; the third one-fourth, breast stroke; the last one-fourth, freestyle.

.1 Start – The forward start shall be used.

.2 Stroke – The stroke for each one-fourth of the designated distance shall follow the prescribed rules for that stroke.

.3 Turns –

- a) Intermediate turns within each stroke shall conform to the turn rules for that stroke.
- b) The turns when changing from one stroke to another shall conform to the finish rules for the stroke just completed, and shall be as follows:

(1) Butterfly to Backstroke – The swimmer must touch as described in 101.2.5. Once a legal touch has been made, the swimmer may turn in any manner, but the shoulders must be at or past the vertical toward the back when the swimmer leaves the wall.

(2) Backstroke to Breaststroke – The swimmer must touch the wall while on the back. Once a legal touch has been made, the swimmer may turn in any manner but the shoulders must be at or past the

vertical toward the breast when the swimmer leaves the wall and the prescribed breast stroke form must be attained prior to the first arm stroke.

(3) Breaststroke to Freestyle – The swimmer must touch as described in 101.1.4. Once a legal touch has been made, the swimmer may turn in any manner.

.4 Finish – The swimmer shall have finished the race when any part of his/her body touches the wall after the prescribed distance.

101.6 RELAYS

.1 Freestyle Relay – Four swimmers on each team, each to swim one-fourth of the prescribed distance using any desired stroke(s). Freestyle finish rules apply.

.2 Medley Relay – Four swimmers on each team, each to swim one-fourth of the prescribed distance continuously in the following order: first, backstroke; second, breast stroke; third, butterfly; fourth, freestyle. Rules pertaining to each stroke used shall govern where applicable. At the end of each leg, the finish rule for each stroke applies in each case.

.3 Rules Pertaining to Relay Races

- a) No swimmer shall swim more than one leg in any relay event.
- b) When automatic relay take-off judging is used, each swimmer must touch the touchplate or pad in his/her lane at the end of the course to have finished his/her leg of the relay race.
- c) In relay races a swimmer other than the first swimmer shall not start until his/her teammate has concluded his/her relay leg.
- d) Any relay team member and his/her relay team shall be disqualified from a race if a team member other than the swimmer designated to swim that leg shall jump into or enter the pool in the area where the race is being conducted before all swimmers of all teams have finished the race.
- e) Each relay team member shall leave the water immediately upon finishing his/her leg, except the last member.
- f) In relay races the team of a swimmer whose feet have lost touch with the starting platform (ground or deck) before his/her preceding teammate touches the wall shall be disqualified.
- g) Swimmers performing water starts in the shallow end of the pool must have one hand touching the edge or coping of the pool with feet on the bottom or side wall. The swimmers hand must stay on the wall and may not lose contact with the wall until the incoming relay swimmer touches the end of the pool.

SECTION III

Championship Meet Format and Eligibility

(See the 2011 Championship Meet Information for more details)

1. All swimmers participating in the Championship Meet must be on the team roster and meet the criteria as stated in the Eligibility section on page 5).
2. A swimmer must swim in their own age group for individual events. However, they may swim up to complete a relay if there are an insufficient number of swimmers in that higher age group.
3. **TAGS, SECTIONAL, JUNIOR OR SENIOR NATIONAL QUALIFIERS may not** participate in any stroke in which they have achieved the current year's time standard for the above respective meets. **This includes relays. Swimmers with a TAGS time for the younger age of an age group are allowed to swim in their respective age group as long as their time does not meet or exceed the TAGS time standard for the highest age in the age group. Example: a swimmer who has achieved an 11-year-old TAGS time can still swim that event in the 11-12 age group as long as he/she does not meet or exceed the TAGS time for a 12-year old.** If they have aged up by June 1st of the current year and do not hold to the above rule, then they may participate. Protests or requests for verification of a "QUALIFIER TO THE ABOVE" can be made up until the championship meet entry deadline. If a swimmer establishes one of the above cut standard times after the entries are submitted, they may still compete in that stroke. If a swimmer is found to have qualifying times and swims that stroke in the championship meet, they will be disqualified from the meet and all points will be taken away (including relays) to which that swimmer was involved.
4. Swimmers may participate in 3 individual events and 2 relay events. **Divisions A & B may enter a maximum of two relay teams per relay event; however, only the top-placing relay from each team will score points. Divisions C & D may only enter one relay team per event.**
5. Up to six swimmers per team may be entered per event with the following exception: up to eight swimmers per team may be entered in the freestyle and backstroke events in all age groups 10&U and below. Entries must be submitted by the designated time. No late entries will be accepted.
6. Individual Events are \$4.00. Relay Events are **\$10.00**.
7. Payment for all entries is due at the time entries are submitted. Cash or a single check covering all team entry expenses will be accepted. **Please have your parents pay your team when paying for entries. Teams should pay with a single check that covers all participating swimmers and relay entries.**
8. Times for swimmers will be submitted to our Entry Sponsor on the Championship Entry Forms and an electronic Team Manager Meet Entries file (on disk or e-mail attachment). The times can be in meters or yards and will be converted automatically. But, you "**MUST**" state if your entries are in **meters or yards**.
9. Individual swimmers and relay teams must have seeded times.
10. Scoring for the Championship Meet will be separate for boys and girls and separate for each age group. **NO TEAM SCORES WILL BE RECORDED.**
11. Each team will be required to provide timers throughout the meet for one or more assigned lanes. The League may hire USS Swimming Officials, but teams may be asked to provide trained Stroke and Turn Judges.

Awards for the Championship Meet

Individual Events: 1st, 2nd, 3rd places will receive medals. 4th through 16th will receive ribbons.

Relay Events: 1st through 3rd place will receive medals. All others will receive ribbons.

Individual High Point: Individual awards for each gender in each age group will receive a plaque.

Team Age Group Awards: Each age group of each gender who leads in total points will receive a plaque. Relay points are included.

Scoring

Individual events; all places will score:

Place	Points	Place	Points
1 st	20	9 th	9
2 nd	17	10 th	7
3 rd	16	11 th	6
4 th	15	12 th	5
5 th	14	13 th	4
6 th	13	14 th	3
7 th	12	15 th	2
8 th	11	16 th	1

Relay events:

Place	Points
1 st	40
2 nd	34
3 rd	32
4 th	30

CHAMPIONSHIP MEET INFORMATION

A separate, detailed Championship Meet Information Packet, including dates, times, location, lane assignments, volunteer requirements, etc. will be promulgated and distributed well in advance of the meet.