

**OLD DOMINION SWIM LEAGUE  
(ODSL)**

***RULES  
AND  
REGULATIONS***

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# OLD DOMINION SWIM LEAGUE

## RULES AND REGULATIONS

The Old Dominion Swim League was formed in 2004 as a developmentally competitive swim league. The objectives of the League are to develop a love for the sport, advanced aquatic skills, teamwork, and the principles of good sportsmanship among the children and all adults participating in this program.

### 1. General

- a. These rules are specifically designed for all swimming meets scheduled or sanctioned by the Old Dominion Swim League, (the “League”). USA Swimming Rules and Regulations pertaining to the strokes, disqualifications, duties of officials, judging, timing and similar technical matters shall be observed at all League Meets unless modified by these rules.
- b. Each team must have a Team Representative who is a parent or guardian of a team member and who is not one of the team’s coaches. If the Team Representative will not be present for a meet, an acting Team Representative must be appointed.
- c. The Old Dominion Swim League Code of Conduct shown in Appendix 1 must be incorporated into the registration process or rules of each swim team in the League and followed by all swimmers, parents and officials.
- d. The home team must e-mail the results of the meet to the League Chair within 24 hours of the conclusion of the meet.
- e. When inclement weather conditions exist or are predicted prior to the commencement of a meet, a determination of whether to hold the meet, or to delay, postpone, or cancel the meet will be made by the mutual agreement of both team representatives. If a meet in progress must be stopped due to adverse weather conditions, the team representatives involved will determine by mutual agreement whether the meet will be official up to that point or whether the meet will be completed at a later date.
- f. Prior to the preparation of the league meet schedule in the spring, each team will be assigned to a division, e.g., Small Division and Large Division, based on the number of registered swimmers the previous year. Teams may appeal this assignment if they can show that the number of registered swimmers will significantly change for the upcoming season. This division assignment will determine the team’s League schedule and which All-Star meet they will participate in at the end of the season.
- g. At the end of the regular season, the League will hold league-wide meets: one Championship Meet for the League and All-Star Meets for each division. The Championship Meet will be a League-wide meet with qualifying times open to all swimmers in the League who meet

eligibility requirements as described in Section 3 below. The All-Star Meets will be No Faster Than meets open to all other swimmers in the league divided by division.

- h. The League Board shall consist of representatives from each member team of the league. Each team shall have one vote. On an annual basis the League Board will elect one member from the League Board to be the League Chair.

## 2. Meet Procedures

- a. Unless otherwise agreed in advance by both Team Representatives, regular season meets shall begin at the following times:

Saturday morning meets: 7:30 a.m. warm-up, 8:00 a.m. start time

Saturday evening meets: 5:30 p.m. warm-up, 6:00 p.m. start time

Wednesday evening meets: 5:30 p.m. warm-up, 6:00 p.m. start time

In the event a meet must be rescheduled, the date and time shall be determined by agreement of the Team Representatives of the competing teams.

- b. Swimmers shall report to the host pool not later than thirty minutes before the meet is scheduled to begin and shall proceed immediately to their assigned area.
- c. The home team shall take the first warm-up period (7:30 to 7:40 a.m. or 5:30 to 5:40 p.m.). The visiting team shall take the second warm-up period (7:45 to 7:55 a.m. or 5:45 to 5:55 p.m.). Teams may have a longer warm-up period if agreed by both Team Representatives prior to the meet. After the warm-up period swimmers will return to their assigned areas and hold themselves ready to report to the Clerk of Course when their events are called.
- d. All swimmers shall report to Clerk of Course prior to their events. Once swimmers have reported to the Clerk of Course, they shall receive no coaching or assistance such as holding or releasing relay swimmers or directing or guiding backstroke swimmers. Any swimmer so coached or assisted shall be subject to disqualification by the Referee. Actions such as allowing backstroke swimmers to secure a handhold on teammates' ankles for starting or placing towels on pool edges where necessary for starting shall not be construed as coaching or assistance within the intent of this paragraph.
- e. No event shall be delayed pending the late arrival of a competitor.
- f. Swimmers are to remain off the deck and in their designated team area during the course of the meet. Exceptions are those swimmers who are returning to their team area after swimming a race. Swimmers are not allowed to sit or stand outside their designated team area for any length of time.
- g. A more complete list of suggested Guidelines for Meet Procedures is shown in Appendix 2.

### **3. Competitor Eligibility**

- a. Each swimmer must be a bona fide member registered with a League swimming organization.
- b. Each swimmer must have no other summer league/team swimming affiliation (except a United States Swimming sanctioned team).
- c. A bona fide member means that a swimmer must be a resident of the development, pay a season membership fee to join its pool, or meet the requirements of the swim team's charter/by-laws.
- d. Each team must maintain an up-to-date list of its registered swimmers with applicable birth dates for ready reference in case of eligibility disputes.
- e. The swimmer's age group is determined by the age of the swimmer on June 15.
- f. Swimmers may compete in the Championship or All-Star Meets only if they have swum in at least two League-sanctioned meets during the current season.
- g. Swimmers must meet the qualifying times for the Championship Meet at a regular season meet or a league-sanctioned meet during that same year. Qualifying times will be issued by the League prior to the start of the season.
- h. If a swimmer qualifies in two or more events for the Championship Meet, they may only compete at the Championship Meet. If a swimmer qualifies in only one of the events for the Championship Meet, they may either compete in the Championship Meet in that one event or compete in the All-Star Meet but may not compete in that one event they qualified in for the Championship Meet.
- i. All 15-18 swimmers will compete in the Championship Meet. There will be no qualifying times for this age group.
- j. A swimmer may only be entered in one post-season (Championship or All-Star) meet.
- k. A swimmer without an official league time (NT) in an event cannot swim in that event in a post-season meet.

### **4. Meet Entries/Heats**

- a. Number of Events:

- 1) In regular season meets swimmers may enter up to three individual events including the individual medley event, one age group relay event, and one mixed age free relay.
- 2) In regular season split meets where the meet is held over two days, swimmers may enter up to four individual events, one age group relay event, and one mixed age free relay.
- 3) In the Championship meet, swimmers may enter up to two individual events and the individual medley event.
- 4) In the All- Star meets, swimmers may enter up to two individual events.

b. Swim-ups:

- 1) Swimmers may compete only in their own age group and up to one higher age group for individual events and two higher age groups for relays.
- 2) Swim-ups are allowed, but only when no other swimmers are eligible to fill that particular race.

c. Number of Heats:

- 1) In the interest of completing the meets in a timely fashion, teams shall adhere to the following limitations on the number of heats, unless agreed to otherwise in advance of the meet:  
  
Relays: 1 heat (maximum of 3 relays per team)  
Freestyle: unlimited heats/entries  
Backstroke: unlimited heats/entries  
Breaststroke: 4 heats (maximum of 12 swimmers per team)  
Butterfly: 3 heats (maximum of 9 swimmers per team)  
Individual Medley: 1 heat (maximum of 3 swimmers per team)
- 2) If a meet is split into 2 sessions, there will be unlimited heats of Freestyle, Backstroke, Breaststroke and Butterfly. There will be 1 heat of Individual Medley and Relays.
- 3) At least three days prior to the meet, the Home Team Representative will contact the Visiting Team Representative and agree on any revisions upwards in the number of heats in the meet.

d. Lane Assignments:

- 1) In dual meets, the host team shall use Lanes 1, 3 and 5 and the visiting team shall use Lanes 2, 4 and 6. In triangular meets, lanes shall be decided by lots in the combination of lanes 1 & 4, lanes 2 & 5, and lanes 3 & 6.

2) In the Championship and All-Star Meets, lanes shall be assigned in accordance with USA Swimming Rules and Regulations.

e. Seeding:

1) In regular season meets, heats will be seeded fastest to slowest. Within each heat, the fastest swimmer shall be placed in Lane 3 or 4, the next fastest in Lane 2 or 5, and the next fastest in Lane 1 or 6.

2) In the Championship and All-Star Meets, events will be seeded slowest to fastest.

f. Teams must complete their lineup and time cards for the meet in advance of the meet.

g. Prior to the start of the warm-up period, the Team Representatives of the two competing teams shall exchange the line-up for the meet. Once the line-ups have been exchanged, changes can be made only as follows:

1) A swimmer may **not** be moved from one individual event to another under any circumstances

2) A swimmer may be moved from one relay to another only if a swimmer initially entered in that relay is unable to compete because of sickness, injury or absence.

3) If a swimmer is absent or unable to swim because of sickness or injury, any other eligible swimmer can be substituted in the absent swimmer's event

4) If an irregularity in an entry is detected, the ineligible swimmer shall be scratched from that event. Any other eligible swimmer can be substituted in that event.

h. The Clerk of Course can combine heats and/or events whenever feasible if doing so will expedite the meet.

i. Teams are allowed to enter 3 member relays, but these relay teams will not be eligible to score in the meet or set league records.

j. Meet entries for post-season meets are due to the Meet Manager 10 days prior to the meet via Hy-tek format. If a Championship Meet qualifying time is swum in a subsequent meet, that swimmer may be allowed to add that event in the Championship Meet. Any adjustments to the post-season meet entries are due the day after the last regular season meet.

## **5. Pool Facilities**

a. League pools must provide backstroke flags 15 feet from both ends of the pool.

- b. Swimming lanes shall have a minimum width of five feet. All lanes must be cleared of obstructions such as diving boards and ladders and be separated by ropes with floats.
- c. Lanes shall be numbered from 1 to 6 for easy identification.
- d. Markings should be provided on each lane rope indicating the 15-meter mark for underwater starts and turns.
- e. If conditions exist such that the normal course of events can not be completed in the usual manner at the host pool, that fact must be communicated to the visiting team(s) at least four days prior to the meet. The communication should describe the conditions in full and detail any procedural changes required.

## **6. Events**

- a. Official League events and the order in which they shall run for regular season meets are listed in Appendix 3 and for relay carnivals are listed in Appendix 4. The order of events may be changed if mutually agreed by both Team Representatives.
- b. The Mixed Age Freestyle Relay consists of four swimmers in the following age group order: 11-12, 10 & Under, 13-14 and 15-18, swimming 50 meters each. A swimmer may swim in his own or a higher age group.
- c. Relay swimmers are not required to swim in the order in which they are listed.
- d. Official League events for the Championship Meet are listed in Appendix 5 and the events for the All-Star Meet are listed in Appendix 6. The order of the events shall be rotated from year to year. This order will be announced prior to the start of the season.
- e. In regular season split meets, Freestyle, Breaststroke and Individual Medley will be swum on the first day and Backstroke, Butterfly and Relays will be swum on the second day.

## **7. Officials**

- a. The following officials represent minimum meet requirements:

Referee – 1

Starter/Announcer – 1

Stroke and Turn Judges - 4

Head Timer – 1

Timers – 18

Clerk of Course – 2

Runners – 2

Scorekeepers/Computer Operators – 2

Time Recorders - 2

- b. Unless otherwise agreed to by the Team Representatives in advance, each team will provide the following:

Host Team: Referee, Starter/Announcer, 2 Stroke & Turn Judges, Head Timer, 9 Timers, Head Clerk of Course, Runners, Scorekeeper/Computer Operator, Time Recorder, Ribbon Writers (as needed for their own team).

Visiting Team: 2 Stroke & Turn Judges, 9 Timers, Assistant Clerk of Course, Scorekeeper/Assistant Computer Operator, Time Recorder, Ribbon Writers (as needed for their own team)

- c. Three timers will be assigned to each lane. One of the timers assigned to each lane will be the Head Lane Timer and will verify the name of the swimmer and record the three times on the swimmer's time card.
- d. In dual meets, the host team shall provide one timer on Home Lanes 1, 3, and 5 and two timers on Visiting Lanes 2, 4, and 6. The visiting team shall provide all other timers. The Head Timer shall stand as a backup timer. In all meets, the order of finish shall be judged by time only.
- e. The duties of the officials shall be as outlined in the USA Swimming Rules and Regulations unless modified herein.
- f. League Officials (including Starters, Referees and Stroke and Turn Judges) shall be trained for deck work. Training will consist of attendance at an ODSL Officials Clinic and working one meet with a trained official. To be eligible for the position of Starter, an individual should have worked at least one season as a Stroke and Turn Judge (exceptions to this will be granted on an individual team basis). To be eligible for the position of Referee, an individual must have worked at least one season as a Stroke and Turn Judge, be a parent or legal guardian of a registered swimmer, and be recommended by the Team Representative.
- g. Individuals holding certification from USA Swimming will not be required to attend the ODSL clinic. However, they must familiarize themselves with any League modifications to the USA Swimming rules. These individuals will be allowed to work at the highest level for which they hold USA Swimming official certification.
- h. Each team is responsible for having the correct number of trained officials available to conduct meets.
- i. Coaches, swimmers and spectators shall be strictly controlled and reasonable measures shall be taken to insure that they do not interfere with officials in the performance of their duties. Only the Team Representatives may consult with the Referee, but not while an event is in progress. The designated Team Representative shall be readily available to the Referee at all times during the meet.
- j. The Referee shall have the authority to dismiss any appointed official who protests a decision without the requisite authority, criticizes another official, or otherwise conducts himself in a

biased or unsportsmanlike manner. If an official is relieved of his functions in the course of a meet, his team must provide a suitable substitute.

- k. A Team Representative may serve as an official at a dual meet only if that representative appoints an "Acting Team Representative" to serve in his/her capacity at such dual meet.

## **8. Starting**

- a. Starts shall be by a USA Swimming approved starting device. The home team shall provide the starting device.
- b. The starting procedure shall be as follows:
  - 1) At the beginning of the meet or upon completion of the previous race, the Starter shall announce the event or next event. The Starter shall invite the heat to "Step up" (for forward starts), or "Step in" (for backstroke and medley relay events).
  - 2) When the course is ready, the Referee shall blow his whistle to close the heat, and then turn the heat over to the Starter.
  - 3) The Starter shall announce the stroke and distance, pause, then give the command "Take your mark". The swimmers shall promptly assume a starting position with at least one foot at the front edge of the starting block or deck (forward starts), or facing the starting end with feet under water and both hands in contact with the pool deck or another swimmer's legs (back stroke starts.)
  - 4) When all swimmers are motionless, the Starter shall discharge an approved starting device (Colorado starting system or equivalent).
- c. Swimmers may be permitted to start in the water in events requiring forward starts. On the Starter's command "Take your mark", such swimmers must assume a motionless position with one hand and both feet in contact with the wall. A backstroke start may not be used.
- d. Any swimmers who are not motionless at the start, or who enter the water prior to the Starter's signal, may be charged with a false start. The Starter and Referee shall independently determine whether any swimmers should be charged with a false start. If a swimmer false starts twice, the affected swimmers shall be disqualified and shall not be permitted to swim.
- e. If any swimmers are in motion at the start, or if any swimmers have obtained an unfair advantage, or if the start was not fair to all swimmers, the Starter shall immediately recall the heat. No disqualification shall be assessed if, in the opinion of the Referee, the false start was caused by reaction to motion by another swimmer, or by extenuating circumstances (such as a loud noise at the start).

- f. If a false start occurs and swimmers proceed, the Referee and coaches will decide on the appropriate rest period prior to restarting the race.

## **9. Timing**

- a. Each team shall provide the number of watches required by its timers.
- b. All watches shall be hand-held, battery-powered, digital watches, designed for timing purposes, with a readout resolution of at least one one-hundredth of a second (two decimal places).
- c. Timers will start their watches when sighting the flash of the strobe or similar device (including the flash/smoke from a starter gun) used for starting the race if a device which produces a flash is used. Only if there is no visible flash produced will timers start watches on the sound of the starting device.
- d. If a watch malfunctions or a Timer fails to start their watch on time, the Timer shall raise his or her hand and the Head Timer will switch watches with that Timer.
- e. Timers shall report their watch time to the Head Lane Timer who will record all times on the time card. All times shall be reported to the hundredth of a second. The digits representing thousandths of a second shall be dropped with no rounding.
- f. Timers shall not clear their watches until the command to “clear watches” is given, or the Referee signals the next heat is ready to start.
- g. The official time is determined by the Time Recorder.
  - 1) If the times from two watches agree, that time shall be the official time.
  - 2) If all three watches disagree, the middle time of the three times is the official time.
  - 3) In the event of watch failure and in the absence of an alternate time, the times of the two remaining watches shall be averaged, with any thousands digits dropped without rounding. (Example: times of 34.73 and 34.80:  $(34.73 + 34.80)/2 = 34.765 \rightarrow 34.76$ ).

## **10. Disqualifications**

- a. Disqualifications shall be governed by the rules in USA Swimming Rules and Regulations and shall be strictly enforced in all meets, unless otherwise modified by these rules.
- b. A swimmer shall not be disqualified for an illegal start if the starter has permitted the race to continue without recall.

- c. If a Stroke and Turn Judge notes a disqualification, he or she will raise their hand and complete a league-issued Disqualification (DQ) card noting the event number, heat number, and lane number of the affected swimmer. A Runner will bring the DQ card to the Referee for verification and initials. A Runner will then take the DQ card to the scoring table where it shall be immediately stapled to the corresponding time card by the Time Recorder.
- d. Backstroke Turn: The turn requires that some part of the swimmer's body contact the end wall. After the swimmer's head has passed the backstroke flag, prior to the turn, the swimmer's upper shoulder may (but is not required to) rotate past the vertical toward the breast before the touch is completed provided such rotation is accompanied by an initiation of the turning action or continuation into the wall. The initiation of the turning action shall be accomplished by a single-arm or simultaneous double-arm pull, or in the absence of such pulls, by a downward, underwater movement of the head. After the initiation of the turning action, no additional arm pulls may be started; however, kicking and gliding actions are permitted. The swimmer shall assume a position on the back before the feet leave the wall.
- e. No swimmer shall receive substantive external assistance, such as "water wings", kickboards, or any other artificial flotation devices, while swimming in a race. No coach or other person may swim or walk in front of a swimmer. The only allowable exception will be for a swimmer with a documented handicap which must be noted during the discussion between team representatives three days prior to the meet.
- f. No swimmer shall be permitted to run when making a relay take-off.
- g. In a medley relay or individual medley event, the freestyle legs may be swum in any manner or style.
- h. Relay teams shall not be disqualified for delays in leaving the water unless an exiting swimmer is still in the water when another member of the relay touches at the exiting swimmer's end of the pool.
- i. Timers are allowed to put their hand against the pool wall at the finish during the 6 & Under Backstroke event so the swimmer does not hit their head on the wall.

## **11. Scoring and Awards**

- a. All events shall be scored.
- b. Points shall not be awarded for an event unless the event is swum.
- c. The order of finish shall be determined by the times of all swimmers in each event except that the time of any swimmer who was disqualified shall not be considered.
- d. Swimmers or relay teams having identical official times are said to be tied.

- e. In regular season meets, individual events shall be scored as follows: 6 points for first place, 4 points for second place, 3 points for third place, 2 points for fourth place and 1 point for fifth place. For relay events scoring shall be 6 points for first place, 4 points for second place and 2 points for third place.
- f. In the event of a tie, duplicate awards shall be made and total points involved in the tie divided equally between teams. For example, in a dual meet with a tie for first place, each swimmer shall receive 5 points ( $6+4=10 \div 2 = 5$ ) and no second place shall be awarded.
- g. Place ribbons for first through sixth place shall be paid for by the league and provided by the home team.
- h. It is the responsibility of each team to award participation ribbons, if any, beyond sixth place.
- i. At the Championship and All-Star Meets, ribbons shall be awarded to the first twelve place winners in each event. All other swimmers will receive a participation ribbon. These ribbons will be provided by the league.
- j. At the Championship and All-Star Meets, scoring will be 16, 13, 12, 11, 10, 9, 7, 5, 4, 3, 2, 1 for 1<sup>st</sup> through 12<sup>th</sup> place, respectively. 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place team winners will be announced for each meet.

## **12. Protests**

- a. Protests involving questions of fact such as turns, strokes, and other swimming technicalities:
  - 1) Protests will only be considered when made by the Team Representative or the individual designated by him or her for a particular meet.
  - 2) The protest shall be lodged with the Referee prior to the conclusion of the meet as evidenced by the Team Reps and Referee signing the completed meet sheet.
  - 3) The Referee shall investigate the issues in dispute, and rule on the protest. His decision shall be final and binding on all parties.
- b. Protests involving League rules and irregular entries:
  - 1) The parties concerned shall make all possible efforts to resolve their differences. Failing this, they may refer the protest in writing to the League Chair within three days from the date of the meet.
  - 2) Upon receipt of the protest, the League Chair shall appoint a protest committee composed of three Team Representatives other than the teams involved.

- 3) The protest committee shall have the authority to examine all records or other evidence pertinent to the matter under investigation, to conduct interviews, and to require that all parties to the protest submit written statements outlining the facts. Each team shall produce without delay the records requested by the protest committee.
  - 4) Decision rendered by the protest committee shall be final and binding on all parties.
- c. Any disputes arising out of the Championship or All-Star Meets shall be resolved by the League Board if a protest is submitted in writing to the League Chair within three days of the meet.
  - d. No protest of any nature shall be entertained later than three days after the day of the last League event of the season. For this reason no meet records may be disposed of sooner than three days after the day of the last League event of the season.

### **13. Records**

- a. The League shall maintain an up-to-date set of records of the best performances established in League competition for all events in which the League has established events as listed in Appendix 7. Separate league records will be kept for meters and yards.
- b. No performance shall be accepted as a League record unless it shall have been timed with no less than two stopwatches or a semi-automatic timing system. Times shall be considered for record purposes only if the original, fully completed official time card or meet results are submitted to the League Record Keeper. A league record can only be set at League-sanctioned meets where the event was properly officiated and conducted in accordance with all applicable rules. League record time cards will be retained by the League Records Keeper until the record is broken.
- c. Individual and relay records can be established by swimmers only for their respective age group while swimming events in that age group.
- d. Swimmers having an identical record time shall share the record.
- e. All records must be submitted no later than August 31 of the season in which the performance occurred.

### **14. Rules Modifications**

A league rule may be modified or a new rule added only after approval by a majority of the League Board.

**APPENDIX 1**  
**OLD DOMINION SWIM LEAGUE**  
**CODE OF CONDUCT**

The purpose of the Old Dominion Swim League Code of Conduct is to establish standards of conduct that our swimmers, officials and parents are expected to uphold while participating in sanctioned swim meets of the Old Dominion Swim League. It is a goal of the Old Dominion Swim League that these standards of conduct be incorporated into the daily management of the teams within the league.

1. No team personnel, competitor or spectator shall act in an unsportsmanlike-like manner. This includes, but is not limited, to the following:
  - a. Making insulting or derogatory remarks, gestures or acts, including taunting.
  - b. Trying to influence or showing disgust with officials' decisions.
  - c. Interfering with meet officials in the performance of their duties.
  - d. Using obscene language.
2. The use of tobacco or alcoholic products is **not** permitted at the pool facility before, during or after League-sponsored meets. The pool facility includes all parking lots and buildings associated with the pool facility.
3. No Team Representative or official shall direct the modification of disqualification cards following the final approval of the meet Referee. (Rules for appealing are described within League Rules.)
4. Competitors shall not participate in after-meet celebrations, which include:
  - a. Running and shoving.
  - b. Throwing trash or other debris into the pool.
  - c. Pushing or shoving individuals into the pool.
5. Competitors shall maintain orderly conduct within the team area. No running, pushing or shoving shall be permitted.

6. No team personnel/competitor shall enter the water without the Referee's approval. This includes pre-meet warm-ups and individual events.
7. No competitor shall intentionally contact or hold another competitor during the swimming of an event which results in impeding the progress of that competitor.
8. The reporting of a violation to these Codes of Conduct will be through the Team Representative to the meet Referee. If after receiving one warning, and the behavior continues, the individual(s) involved shall be requested to leave the premises.
9. If a team or individual has repeated offenses, the league board will be consulted for further actions, to include barring the offender from further participation in league activities.

## APPENDIX 2

### GUIDELINES FOR MEET PROCEDURES

1. Host Team Representative contacts visiting Team Representative three days in advance of meet and they come to an agreement on number of heats for events, availability of officials, and warm-up procedures.
2. Teams prepare their line-up and time cards including the first and last names of swimmers with appropriate event, heat and lane number prior to the meet.
3. Host team places pool in final readiness at least thirty minutes prior to meet time. A suggested checklist:
  - a. Team areas, shaded if possible.
  - b. Set-up and check out starting system (Colorado system preferred).
  - c. Sheltered area for clerk of course, if possible.
  - d. Coffee or drinks for officials.
  - e. Computer for scorers, if required.
  - f. Backstroke flags 15 feet from pool ends
  - g. Lane rope markers for backstroke starts and turns.
4. Officials report to Referee upon arrival at pool, at least thirty minutes prior to meet time.
5. Ten minutes before meet time, Referee assembles all officials, checks assignments, and issues instructions. Head Timer conducts check of stop watches and assignments of timers.
6. Clerk of Course collects swimmers for first event five minutes before meet time and keeps three or four events ahead at all times.
7. Head Lane Timers check names of swimmers immediately before or after event.
8. After event, the Head Lane Timer records all times on time card and gives it to Runner who delivers them to the Chief Time Recorder.
9. The Time Recorder staples Disqualification (DQ) cards to appropriate time cards and writes the official time on each time card according to Paragraph 8.f in the Meet Rules.
10. The Assistant Time Recorder verifies the official times and places all time cards in the event in order of time, and writes place number on all time cards except those with DQ cards. The time cards are then passed to the Scorekeepers.
11. The Scorekeeper for each team records the names and times of the top six finishers for each event on their respective Meet Score Sheets and scores the event. The timecards including

the attached DQ Cards are then divided by team and given to either the Computer Operators or Ribbon Writers from each team.

12. When the meet is completed, the meet score sheets shall be signed by the Referee and each Team Representative. The host team is responsible for e-mailing the meet results to the League Chair within 24 hours of the meet.
13. In lieu of Paragraphs 10 through 12 above, the Host Team is responsible for providing the primary results computer equipment and operator. The Visiting Team shall provide a computer operator/scorer. These two officials shall verify and enter all swimmers' official times as recorded on the time cards into the results computer using League-approved software, like Meet Manager. The computer will determine place numbers and scoring.
14. When the meet is completed, the Results Computer Operator shall print two complete copies of the meet results sheet (three in the case of tri-meets), showing place results, finish times, and the final score of the meet. All copies shall be signed by the Referee and each Team Representative. One copy of the signed results sheet shall be furnished to each Team Representative.
15. The Results Computer Operator shall export an electronic copy of the completed meet results to each visiting team on a diskette or CD provided by the visiting team or via e-mail within 24 hours of the meet. The host team is responsible for e-mailing the meet results to the League Chair within 24 hours of the meet.
16. Pre-planning by both teams is essential. Remember, the objective is to hold an enjoyable, smoothly functioning, fast-moving meet, starting at the appointed time and ending in a reasonable time with a minimum of bother and harassment. To this end, all persons concerned should cooperate to the utmost with the Team Representatives and the Referee.

### Appendix 3

#### Regular Season Meet Events

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

## Appendix 4

### Relay Carnival Events

<u>Event #</u>	<u>Event Name</u>
1	Boys 6 & Under 100 Freestyle Relay
2	Girls 6 & Under 100 Freestyle Relay
3	Boys 7-8 100 Freestyle Relay
4	Girls 7-8 100 Freestyle Relay
5	Boys 9-10 100 Freestyle Relay
6	Girls 9-10 100 Freestyle Relay
7	Boys 11-12 100 Freestyle Relay
8	Girls 11-12 100 Freestyle Relay
9	Boys 13-14 100 Freestyle Relay
10	Girls 13-14 100 Freestyle Relay
11	Boys 15-18 200 Freestyle Relay
12	Girls 15-18 200 Freestyle Relay
13	Mixed 6 & Under 100 Freestyle Relay
14	Mixed 7-8 100 Freestyle Relay
15	Mixed 9-10 100 Freestyle Relay
16	Mixed 11-12 100 Freestyle Relay
17	Mixed 13-14 100 Freestyle Relay
18	Mixed 15-18 200 Freestyle Relay
19	Boys 10 & Under 100 Medley Relay
20	Girls 10 & Under 100 Medley Relay
21	Boys 11-12 100 Medley Relay
22	Girls 11-12 100 Medley Relay
23	Boys 13-14 100 Medley Relay
24	Girls 13-14 100 Medley Relay
25	Boys 15-18 200 Medley Relay
26	Girls 15-18 200 Medley Relay
27	Boys Mixed Age 200 Freestyle Relay
28	Girls Mixed Age 200 Freestyle Relay
29	Mens 19 & over 100 Freestyle Relay
30	Womens 19 & Over 100 Freestyle Relay
31	Mixed 19 & Over 100 Freestyle Relay
32	Mixed 19 & Over 100 Medley Relay

## Appendix 5

### Championship Meet Events

Boys 6 & Under 25 Freestyle	Boys 9-10 50 Breaststroke
Girls 6 & Under 25 Freestyle	Girls 9-10 50 Breaststroke
Boys 7-8 25 Freestyle	Boys 11-12 50 Breaststroke
Girls 7-8 25 Freestyle	Girls 11-12 50 Breaststroke
Boys 9-10 50 Freestyle	Boys 13-14 50 Breaststroke
Girls 9-10 50 Freestyle	Girls 13-14 50 Breaststroke
Boys 11-12 50 Freestyle	Boys 15-18 50 Breaststroke
Girls 11-12 50 Freestyle	Girls 15-18 50 Breaststroke
Boys 13-14 50 Freestyle	Boys 8 & Under 25 Butterfly
Girls 13-14 50 Freestyle	Girls 8 & Under 25 Butterfly
Boys 15-18 50 Freestyle	Boys 9-10 25 Butterfly
Girls 15-18 50 Freestyle	Girls 9-10 25 Butterfly
Boys 6 & Under 25 Backstroke	Boys 11-12 50 Butterfly
Girls 6 & Under 25 Backstroke	Girls 11-12 50 Butterfly
Boys 7-8 25 Backstroke	Boys 13-14 50 Butterfly
Girls 7-8 25 Backstroke	Girls 13-14 50 Butterfly
Boys 9-10 50 Backstroke	Boys 15-18 50 Butterfly
Girls 9-10 50 Backstroke	Girls 15-18 50 Butterfly
Boys 11-12 50 Backstroke	Boys 10 & Under 100 Individual Medley
Girls 11-12 50 Backstroke	Girls 10 & Under 100 Individual Medley
Boys 13-14 50 Backstroke	Boys 11-12 100 Individual Medley
Girls 13-14 50 Backstroke	Girls 11-12 100 Individual Medley
Boys 15-18 50 Backstroke	Boys 13-14 100 Individual Medley
Girls 15-18 50 Backstroke	Girls 13-14 100 Individual Medley
Boys 8 & Under 25 Breaststroke	Boys 15-18 100 Individual Medley
Girls 8 & Under 25 Breaststroke	Girls 15-18 100 Individual Medley

## Appendix 6

### All-Star Meet Events

Boys 6 & Under 25 Freestyle  
Girls 6 & Under 25 Freestyle  
Boys 7-8 25 Freestyle  
Girls 7-8 25 Freestyle  
Boys 9-10 50 Freestyle  
Girls 9-10 50 Freestyle  
Boys 11-12 50 Freestyle  
Girls 11-12 50 Freestyle  
Boys 13-14 50 Freestyle  
Girls 13-14 50 Freestyle  
Boys 6 & Under 25 Backstroke  
Girls 6 & Under 25 Backstroke  
Boys 7-8 25 Backstroke  
Girls 7-8 25 Backstroke  
Boys 9-10 50 Backstroke  
Girls 9-10 50 Backstroke  
Boys 11-12 50 Backstroke  
Girls 11-12 50 Backstroke  
Boys 13-14 50 Backstroke

Girls 13-14 50 Backstroke  
Boys 8 & Under 25 Breaststroke  
Girls 8 & Under 25 Breaststroke  
Boys 9-10 50 Breaststroke  
Girls 9-10 50 Breaststroke  
Boys 11-12 50 Breaststroke  
Girls 11-12 50 Breaststroke  
Boys 13-14 50 Breaststroke  
Girls 13-14 50 Breaststroke  
Boys 8 & Under 25 Butterfly  
Girls 8 & Under 25 Butterfly  
Boys 9-10 25 Butterfly  
Girls 9-10 25 Butterfly  
Boys 11-12 50 Butterfly  
Girls 11-12 50 Butterfly  
Boys 13-14 50 Butterfly  
Girls 13-14 50 Butterfly

## Appendix 7

### League Record Events

Boys 6 & Under 25 Freestyle	Girls 15-16 50 Breaststroke
Girls 6 & Under 25 Freestyle	Boys 17-18 50 Breaststroke
Boys 7-8 25 Freestyle	Girls 17-18 50 Breaststroke
Girls 7-8 25 Freestyle	Boys 8 & Under 25 Butterfly
Boys 9-10 50 Freestyle	Girls 8 & Under 25 Butterfly
Girls 9-10 50 Freestyle	Boys 9-10 25 Butterfly
Boys 11-12 50 Freestyle	Girls 9-10 25 Butterfly
Girls 11-12 50 Freestyle	Boys 11-12 50 Butterfly
Boys 13-14 50 Freestyle	Girls 11-12 50 Butterfly
Girls 13-14 50 Freestyle	Boys 13-14 50 Butterfly
Boys 15-16 50 Freestyle	Girls 13-14 50 Butterfly
Girls 15-16 50 Freestyle	Boys 15-16 50 Butterfly
Boys 17-18 50 Freestyle	Girls 15-16 50 Butterfly
Girls 17-18 50 Freestyle	Boys 17-18 50 Butterfly
Boys 6 & Under 25 Backstroke	Girls 17-18 50 Butterfly
Girls 6 & Under 25 Backstroke	Boys 10 & Under 100 Individual Medley
Boys 7-8 25 Backstroke	Girls 10 & Under 100 Individual Medley
Girls 7-8 25 Backstroke	Boys 11-12 100 Individual Medley
Boys 9-10 50 Backstroke	Girls 11-12 100 Individual Medley
Girls 9-10 50 Backstroke	Boys 13-14 100 Individual Medley
Boys 11-12 50 Backstroke	Girls 13-14 100 Individual Medley
Girls 11-12 50 Backstroke	Boys 15-16 100 Individual Medley
Boys 13-14 50 Backstroke	Girls 15-16 100 Individual Medley
Girls 13-14 50 Backstroke	Boys 17-18 100 Individual Medley
Boys 15-16 50 Backstroke	Girls 17-18 100 Individual Medley
Girls 15-16 50 Backstroke	Boys 8 & Under 100 Freestyle Relay
Boys 17-18 50 Backstroke	Girls 8 & Under 100 Freestyle Relay
Girls 17-18 50 Backstroke	Boys 9-10 100 Medley Relay
Boys 8 & Under 25 Breaststroke	Girls 9-10 100 Medley Relay
Girls 8 & Under 25 Breaststroke	Boys 11-12 100 Medley Relay
Boys 9-10 50 Breaststroke	Girls 11-12 100 Medley Relay
Girls 9-10 50 Breaststroke	Boys 13-14 100 Medley Relay
Boys 11-12 50 Breaststroke	13-14 Girls 100 Medley Relay
Girls 11-12 50 Breaststroke	Boys 15-18 200 Medley Relay
Boys 13-14 50 Breaststroke	Girls 15-18 200 Medley Relay
Girls 13-14 50 Breaststroke	Boys Mixed Age 200 Freestyle Relay
Boys 15-16 50 Breaststroke	Girls Mixed Age 200 Freestyle Relay