

GREATER ANNAPOLIS SWIM LEAGUE STANDING RULES - 2015 SEASON

(Last updated: February, 2015)

THESE RULES GOVERN ALL MEETS AND CHAMPIONSHIPS ABSENT VARIANCE IN WRITING BY LEAGUE BOARD. EACH TEAM SHOULD DELIVER A COPY OF THESE RULES TO ITS HEAD COACH.

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I. ADMINISTRATIVE RULES

USA Swimming 2015 Technical Rules apply except as expressly noted herein.

COACH RESPONSIBILITIES

General

1. Familiarity with all League rules.
2. Awareness of Anne Arundel County regulations.
 - a. During all practices and Meets, a licensed lifeguard must be *on deck* at all times and someone with Pool Operator certification must be *on the premises*.
3. Submit to their Team Registrar, by the Friday before Memorial Day, proof of:
 - a. CPR
 - b. First Aid
 - c. Safety Training for Swim Coaches and/or Lifeguarding
 - d. Register with AAU (Amateur Athletics Union) , complete the AAU required online coaches course. www.aausports.org and AAU background check
 - e. Failure to submit all documents may result in sanctions at the discretion of the League's Board.
4. Coaches are responsible to ensure that all personnel assisting in the direction of the swimmers under their care are capable and qualified. Any athlete assisting in the instruction or direction of another athlete during team practice must be under the direct supervision of a certified coach at all times.

With Respect to Competitions

1. Manage their team appropriately:
 - a. **Minimize scratches** by confirming swimmers' intentions to swim prior to the Entry exchange.
 - b. **Do not enter a swimmer in an Event until they are very likely to complete it legally.**
Spurious entries:
 - i. Disadvantage other swimmers whose coaches follow the rules.
 - ii. Burden volunteer Stroke-&-Turn Officials unreasonably.
 - c. Post their team's entries in the designated team area.
 - i. Swimmers should not consult Officials about their Events/Heats.
 - d. Consider moving their next-slowest swimmer from a later heat in order to avoid single-swimmer heats that may result from scratches.
2. Educate swimmers to:
 - a. Avoid the Clerk of Course area until told to report.
 - b. Report to the Clerk of Course area on time for their Events.
 - c. Avoid the score table area.
 - d. Do not obstruct the view of Stroke-&-Turn judges.
3. Ensure that any swimmer using a forward start has been appropriately certified.
4. At Championship Meets, stay within designated coaches' areas.

SWIMMER ELIGIBILITY

1. Any bona fide member of a member team (as set forth in the GASL Constitution) with competition age 18 or less is eligible to compete.
 - a. Competition age shall be determined for the entire season by swimmer's age on June 1.
2. A swimmer may compete for only one League team per season.
 - a. Violators will be barred from competition for the remainder of the season.
3. Head Coaches may not compete as swimmers for their team.
4. Assistant Coaches may compete provided that they meet all requirements to be an athlete member of the respective swim club.
5. A team roster listing all team member names and *dates-of-birth* must be available at each dual Meet upon request of the Clerk of Course or Lead Official.
 - a. Swimmers not on the roster are ineligible to compete.
 - b. A birth certificate shall be produced upon request by the League. In the event that a swimmers' eligibility is challenged the meet will be swum as seeded but will not be scored until the verifying document is presented.
6. Eligibility protests must be filed with the League President within three (3) days of the conclusion of the Meet in question.
7. Each team must post a complete roster of athletes no later than 48 hrs. prior to the first regular season meet. Swimmers may be added to the roster at any time during the season and will be eligible to compete as long as they have been listed on a posted roster prior to the seed of any competition.

SCHEDULE OF MEETS

1. The League will post the competition schedule at least four (4) weeks prior to the first Meet.
2. Default dates and starting times are Saturdays at 8:30am and Wednesdays at 5:30pm.
 - a. Teams may vary from the defaults by mutual consent.
 - i. The designated home team will notify the League Secretary of any change to the published league schedule.

VENUES

Pools shall be 25M, 25Y or 20Y in length and comprise a minimum of four lanes equipped with:

1. Wave-dampening lane lines having contiguous floats of diameter between two and six inches.
2. Backstroke Flags, stretched firmly across the pool as follows:
 - a. 20-yard & 25-yard pools: 15 feet from each end at a height of seven feet
 - b. 25-meter pools: 5 meters from the end at a height between 5'11" and 8'3"
 - c. Heights measured from the cable to water's surface.
3. Properly numbered lanes (numbers ascending right to left as swimmers face the course).
 - a. Where possible, also place markings on the pool deck surface and the chair in which "on-deck swimmers" sit.
4. Clerk of Course area: A minimum of four rows of benches for staging swimmers in upcoming (next-several) Heats.
5. An announcing system or megaphone for announcing Events and Heats.

Proper preparations of the venue are the sole responsibility of the Home team.

REQUIRED MEET PERSONNEL (DUAL & TRI- MEETS)

Competing teams share equally in the responsibility to staff the following roles, except where noted below as a sole responsibility of the Home team. Any role may be filled by personnel associated with any competing team.

OFFICIALS

Anyone not credentialed by USA Swimming must attend a League-sponsored Stroke-&-Turn and Starter clinic in order to receive credentials as an Official

If a team cannot furnish the required Officials, the other team(s) is(are) encouraged to supply them if possible. A Meet may be run with a Starter and as few as two Stroke-&-Turn Judges, though four (or six in 6-lane pools) is preferred. Repeated failures to provide a full complement of Officials may result in sanctions, at the discretion of the League Board, up to and including Meet forfeiture.

<u>Role</u>	<u>Minimum # per Team</u>
• Lead Official	Home Team only
• Starter	Home Team only
• Head Timer	Home Team only
• Stroke & Turn Judge	2
• Lane Timers:	# of Lanes x 3/ # of competing teams

Note: Lead Official may act as Starter or Stroke & Turn Judge.

ADMINISTRATIVE ROLES

<u>Role</u>	<u>Minimum # per Team</u>
• Clerk of Course	1 (may double as Lane Organizer)
• Lane Organizer	2
• Sheet Runner	1
• Scorekeeper	1
• Ribbon Writer	1

MEET PERSONNEL ROLE DEFINITIONS & DUTIES

OFFICIALS

Lead Official

This role replaces "Referee" as defined by USA Swimming. the Lead Official plays a restricted role as follows:

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- Fields all disputes from coaches with respect to Officials' calls, whether matters of rule or judgment.
- Acts as ultimate authority *in matters of Rule only*. May overturn another official's call in case of improper application of rule (e.g. a citing as an infraction something not actually illegal).
- Consults to ensure correctness of judgment calls via private discussion w/ Stroke & Turn Judge.

The Lead Official may not overturn a judgment call; only the Judge who made the call may do so.

Teams should strive to appoint the most-experienced Official, with order of precedence: USA Swimming Referee, Starter, Stroke & Turn Judge; Y-certified official; years of GASL officiating. Absent simple agreement, the Home Team's most-senior official assumes the role.

Starter (*Requires a pre-season certification clinic*).

See Duties of Officials (Section II)

Stroke & Turn Judges (*Requires a pre-season certification clinic*.)

See Duties of Officials (Section II)

Head Timer

1. Organizes pre-Meet [Timer Briefing](#), and may deliver briefing if delegated by Starter.
2. For each Heat, start two watches to be ready to swap with Lane Timers in cases of fouled watches.
3. Manages the Lane Timers, ensuring for each Heat that they:
 - a. At the START, take any position needed to see the visual start signal (strobe), if applicable
 - i. Remain well back from the pool edge to ensure clear view of swimmers for Starter
 - b. At the FINISH, move to the edge of the pool to see the actual touch *that may happen well under the water*.

Lane Timers

Staffed three per lane, Timers operate stopwatches and record times as follows:

1. START the watch at the flash of the strobe light from the electronic starting system (or signal from other start device)
 - a. Check to ensure proper watch functioning after each Start.
 - b. In case of a fouled watch (including a late start), call for Head Timer to swap watches
2. STOP the watch upon contact *of any part of the swimmer's body* with the wall at the completion of the prescribed distance.
3. RECORD all three times. One Timer in each lane marks the official Heat sheet, recording times even in cases of DQs.
 - a. Circle the middle of the three times (or any tied time).
 - b. Indicate if any watch time is known to be slow (late stop)
4. CLEAR/RESET the watch to be ready for the next Heat once the time is recorded.

MEET SUPPORT PERSONNEL

Team Representative

Each team designates two people who act as ultimate authority for all matters related to the team.

Clerk of Course

Manages the movement of competitors to the on-deck area (if applicable) and into proper lanes for their appointed Heats. Responsible to avoid Meet delays.

Lane Organizers

Use the Meet program to confirm that all swimmers for each Event get seated in proper position upon arrival at Clerk of Course area. Work with the Clerk of Course to move Heats at appropriate times to the on-deck area (if applicable).

Ability to recognize competitors is desirable, as is familiarity with procedures for combining Heats.

Scorekeeper (one per team)

Operate computers and printer(s). Typically, one scorekeeper inputs while the other verifies.

Ribbon Writers (one per team)

Upon receipt of official results and labels from Scorekeepers, affixes labels to appropriate ribbons.

Sheet Runner

Collects Timer sheets and DQ slips as they are completed and delivers to Scorekeepers.

II. CONDUCT OF DUAL MEETS AND TRI-MEETS

REQUIRED MEET EQUIPMENT

Both Teams

1. Name tags for their team's Officials
2. One clipboard, red pen and yellow highlighter for each Stroke-&-Turn Judge
- 3.
4. Stopwatches for all assigned timers
5. Removable storage media for copy of results

Home Team

1. One PC running HyTek Meet Manager Software, with the Meet Manager file for the Meet
2. One printer (minimum) with sufficient paper to print and post results
3. Accessories including extension cords.
4. Labels sufficient for printing ALL Meet ribbons for both teams
5. Electronic starting system (preferred) or whistle
6. Clipboard and pen for Starter
7. Place ribbons and labels for all Events in Meet and plastic bags for completed ribbons.
8. Twelve (12) Meet programs for Starter, Judges (4), Clerk of Course, Lane Organizers (4), and Scorekeepers (2).
9. One clipboard and three pencils per assigned lane

DUTIES OF OFFICIALS

Officials duties accord with the technical rules section of the latest edition of *USA Swimming Rules and Regulations*, except where expressly listed herein. **Anyone serving as Lead Official, Starter or Stroke-&-Turn Judge must display current USA Swimming Officials credentials or League-provided credentials at all times during the Meet.**

Lead Official Protocol

Prior to the Meet start, the Lead Official will review stroke rules and establish jurisdictions with Stroke-&-Turn Judges (see [S&T Briefing](#)), and ensure that Starter delivers Lane Timer briefing (see [Timer Briefing](#)).

Starter Protocols

1. Call each Heat to the start using voice commands.
2. Once all swimmers are at the pool edge and judged ready to swim, Starter intones “take your mark”, preferably with calm, falling inflection rather than barked as a command.
3. Once swimmers are stationary in a set position, Starter sounds a tone or a whistle to start the Heat.
4. Starters will recall a full Heat only for Starter error, equipment malfunction or safety reasons, but standard “no-recall” protocol is modified as follows:
 - a. A swimmer who false starts must re-swim in order to record a legal time. .
 - i. If the same swimmer false starts in the re-swim, they disqualify.
 - b. Other swimmer(s) who claim effect may re-swim at discretion of the Lead Official.
 - c. Timing of re-swims will be at the discretion of the Lead Official.

Disqualifications

All USA Swimming Technical Rules will be enforced from the beginning of the season across all age-groups. When a disqualification call is made:

1. The Official making the call shall raise a hand for minimum of 3 seconds, inform the lead judge of the infraction if possible, note the nature of the infraction observed
 - a. On his/her Heat sheet which will be turned in at the conclusion of the Meet
 - b. On a DQ report form (GASL-produced or that of USA Swimming).
 - c. The Official then at the end of the pool where swimmers from that Heat exit will make best effort to inform disqualified swimmers (7&older) of the nature of the infraction. First priority is equal observation of next Heat.
2. All hosting teams must provide opposing team with DQ slips after meet is finalized regardless of whether carbons are used. In the event of a protest hosting team may retain DQ slips until the meet has been finalized. Hosting team is then responsible for delivering DQ slips to opposing team within 24 hours of finalization of the meet.

MEET ENTRY PROCEDURES

1. Teams should exchange Entries by 8pm two days before the Meet, absent mutual consent otherwise.
2. When merging Entries, the Home Team should highlight single-swimmer Heats.
 - a. The coach of the affected team may decide whether to move the next-slowest of his or her swimmers to the slower heat.
 - b. Under no circumstances should an opposing team’s swimmer be moved to a slower heat without consent of the opposing coach who is under no obligation.
3. After the entries have been merged, the Home Team sends the Meet to the visiting team.
4. After exchange of the Meet:
 - a. Additions should be permitted, preferably until 30 minutes prior to the Meet start time, provided that the added swimmer can be seeded in existing Heats.
 - b. Swimmers may not change Events unless the opposing coach or League Representative agrees.
 - c. All such requests in a. and b. should be made only in cases of human or computer error.

- d. The Home Team should provide a Meet Program in electronic form to the visiting team at least 24 hours in advance of the Meet.

WARM-UP TIMES

Teams should arrive at the pool at such a time to allow each team to warm up prior to the start of the Meet. Warm-up times will not be extended for teams or swimmers arriving late.

1. Plan warm-ups such that competition pool closes five minutes prior to the Meet start time to allow coaches to collect Medley Relay teams.
2. Allot 20 minutes for each team's warm-up unless otherwise agreed.
3. Home team warms up first.

EVENTS

Meets shall be swum in order of the official GASL Event file.

Each swimmer may enter up to four Events, in any combination of individual and relay Events. Swims in exhibition relays do not count toward the four-entry maximum. Swimmers may swim in a maximum of one Individual Event per each Stroke designation (e.g. a 12-yr-old may not swim in both 11-12 and 13-14 Butterfly events).

1. Individual Events

- a. **“Dual-Age” (e.g. 11-12) Events.** A swimmer may compete in an Event at or older than his or her age. If a swimmer is “swum up” to an older dual-age designation, the swimmer must compete in all dual-age individual Events in that older age designation for the entire meet. A swimmer may compete in only one age designation in a meet for all individual events (Does not affect age designation for relays).
 - b. **“Age-and-Under” (e.g., 10-and-under) Events.** Any swimmer of qualifying age may swim without effect on competition status for dual-age Events or relay Events.
2. **Medley Relay** comprises one swimmer from each of the following age groups: 10-&-under, 12-&-under, 14-&-under, and 18-&-under. Each swimmer swims one length of the pool.
 3. **Freestyle Relay** comprises five swimmers, one each from 8-&-under, 10-&-under, 12-&-under, 14-&-under, and 18-&-under. The first four swimmers swim one length of the pool while the final swimmer swims two lengths.
 4. **General Relay Rules**
 - a. Relay competitors must compete in one individual Event to be eligible to swim in a relay Event or the relay in which they swim will disqualify.
 - b. Teams may enter additional relay teams as exhibition entries provided that:
 - i. Extra entries do not result in an additional Heat.
 - ii. Each team has equal lane rights. The visiting team shall be afforded the courtesy of the odd lane in 5-lane pools.
 - iii. If a team chooses not use its lanes, the other team(s) may do so.
 - c. Points for first and second places, as well as ribbons, are determined by time of the designated ‘A’ relays only. If the designated relay DQs no points will be awarded to that team. Exhibition relays DO NOT convert to scoring relays in the event of a DQ of a scoring relay. Relay designations must be made during the seed.

HEAT SEEDING

Each team seeds its own lanes slowest to fastest such that the Heat swum last in each Event has the swimmers with the fastest (lowest) seed times.

LANE ASSIGNMENTS

	Home	Visitor
Six-lane pools	1-3-5	2-4-6
Five-lane pools	3-5	2-4
Four-lane pools	1-3	2-4
Rights to Lane 1 for the fastest Heat of each Event will alternate between teams. Lane 1 in preceding Heats of each Event should alternate as well, beginning with the team <u>not</u> in Lane 1 for the fastest Heat being in Lane 1 for the next-fastest Heat, and so on.		

STARTS

1. All Swimmers must be [certified for forward starts](#) or use an in-water start.
2. Minimum pool depth for forward starts off the pool deck is four (4) feet. If a pool does not have a deep end of at least this depth, all Heats must commence in the water.
3. Events with forward starts should start in the deeper end of the pool.
4. Backstroke Events may start in the shallow end of the pool at the discretion of the home team, provided that the visiting team is notified prior to its designated warm-up time.
5. Lane Timers will move as instructed to accommodate the transition from a 25-meter/yard Event to a 50-meter/yard Event.

MEET DELAYS & POSTPONEMENTS

Delays for inclement weather should follow Anne Arundel Country regulations and home team's pool rules.

Meet Postponements

Decisions to postpone due to adverse weather conditions will be made upon majority agreement among the teams' league representatives and the Lead Official (or two of four in Tri-Meets).

1. Postponed Meets having completed Event 36 may be declared completed by either team.
2. For postponed Meets prior to completion of Event 36, the trailing team may concede.
 - a. A tie cannot be declared by mutual consent.
3. For Meets concluded early for any reason, the score is calculated through the last completed Event.
4. Postponed Meets continue from the point of the last completed Heat prior to postponement.
 - a. The home team must notify the GASL secretary of a Meet postponement and the date and time at which the Meet will resume.

Meet Continuations

1. Default dates/times are the Wednesday nights at 5:30pm immediately before and after July 4.
 - a. Upon mutual consent, the teams may opt for a different date.
2. Absent agreement, if a team cannot compete on the rain date, the team forfeits.
3. The late season rain date is the Monday following the last scheduled dual/tri-meets.
4. Under no circumstances may completed Heats be re-swum.
5. Swimmers may be added or change Events for the continuation of the postponed Meet.
 - a. Maximum Event-per-Meet limits still apply.
6. Coaches must deliver adjusted lineups to Clerk of Course prior to resumption of the Meet.

RESULTS

1. Results of dual Meets must be posted on the league site within 24-hours of the completion of the Meet.
2. Results must be in pdf or word format and include all the Meet information including date, scores, teams' information, all no-shows, DQs, points, etc. Any team not having turned in their results to will be barred from seeding swimmers into Championships until the results are posted.

SCORING & AWARDS

Place	Points	Ribbon?
1 st	5	Yes
2 nd	3	Yes
3 rd	1	Yes
4 th	0	Yes
Heat winner	0	Yes
Relays, 1 st	7	Yes
Relays, 2 nd	2	Yes
All 6-and-unders	0	Yes*

* 6-&-Under Events are non-scoring, but swimmers receive ribbons as above or an exhibition ribbon.

Ties – Award N identical place ribbons, skipping the next N-1 places. Sum the points for the tied place and the places skipped, and divide between the teams of the tied swimmers.

PROTESTS PERTAINING TO CONDUCT OF MEET

1. If a team should fail to deliver its Entries within three (3) hours of the exchange deadline, the non-offending team may lodge a protest with the League President.
 - a. The Board may at its sole discretion invoke up to a 50-point penalty if it deems warranted, and its decision is final.
2. Protests related to occurrences during the Meet must be filed with the Lead Official within thirty minutes of the conclusion of the final Event).
 - a. The protest will be referred to the League President, who will meet with representatives of the involved parties to seek a mutually agreeable solution.

- i. If a satisfactory outcome does not emerge, the President will appoint a three-person board to weigh the matter, and its decision will be final.

OTHER DISPUTES & FORFEITURES

An abiding League principle is an expectation of mutual respect between and amongst parents, swimmers and Officials. Violations may result in disciplinary action including ejection from a Meet, being barred from future Meet(s) or forfeiture of Meet.

Competition

- A Head Coach may approach any Official for a simple answer as to what call was made.
 - Further clarification may be requested of the Lead Official who may act as intermediary if necessary.
- If a Head Coach wishes to dispute a call, the Coach and team's league representative may approach the Lead Official together.
- All matters pertaining to any other aspect of competition should be communicated first to the team's league representative.
- Except as outlined above, no one including coaches and league representatives should approach any Official other than the Lead Official (about matters pertaining to the Meet) during competition or within 30 minutes following its completion.

Safety & Discipline

All matters pertaining to safety or discipline should be communicated to the team's league representative, who will confer with other league representative(s) and/or the Lead Official as required.

If a situation becomes volatile, any league representative or the Lead Official may *at their sole discretion* halt competition for up to 15 minutes in order to resolve the situation. If the situation remains unresolved within 15 minutes, the Meet will be postponed indefinitely unless the league representatives and Lead Official unanimously agree to extend the deadline. If a Meet is halted in this manner, protest(s) should be filed with the League for adjudication by its Board.

Possible Sanctions

Anyone in violation of these rules will be asked to leave the premises by the Officials. Refusal to leave the premises could result in sanctions up to and including forfeiture of the Meet by the offending team.

In the Event of a forfeiture of a dual Meet, each member of a non-offending team will be credited with having participated in one Meet.

RULE ADJUSTMENTS SPECIFIC TO TRI-MEETS

GENERAL

All League rules apply equally for tri-Meets, except where noted in this section.
While three teams swim, the Meet designates (only) a pair of dual-Meet matchups.

HEAT SEEDING

Heat order will be based solely upon swimmer seed times, slowest to fastest. Team affiliation is immaterial to Heat/lane assignments.

SCORING & AWARDS

1. Scoring for the two designated dual-Meet matchups follows dual-Meet scoring rules.
2. Ribbons are awarded for overall results rather than by dual-meet matchups.
 - a. Exhibition (6-&-Under): for the first six (6) places, and all others receive exhibition ribbon.
 - b. Other: Six (6) places for individual Events; three (3) places for Relay Events
 - c. Tied times – as for dual-Meets.

III. SEEDING, HOSTING AND CONDUCT OF CHAMPIONSHIP MEETS

1. Championship qualifying times shall be published to League Representatives on or before the date of the first competition. Otherwise the prevailing times stand for the current year.
2. Championship dates shall be; Bronze: the first Wednesday after the last (scheduled) regular season meet, Silver: the first Saturday after the last regular season meet, Gold: the first Sunday after the last regular season meet. The rain date for the Bronze meet will be the next day (Thursday) The rain dates for the Silver and Gold meets will be set by the league president in conference with the hosting teams and will be published by July 1.
3. The venue for the Gold Championship Meet shall alternate between yard and meter pools each season whenever possible. Every effort shall be made to secure a facility for the Gold Championship Meet that allows competition in both a yard course and a meter course within a two year period.
4. No team will be eligible to host any Championship meet unless that team is in good standing AND has provided at least one volunteer who has served in a leadership role (either an elected officer or an appointed standing committee chair to any standing committee as defined in current GASL Constitution and Bylaws EXCEPTING the Championship Committee) for no less than two of the previous five years. Exceptions to this rule may be made only by majority vote of the GASL Executive Committee.

ELIGIBILITY

1. Swimmers must have swum two or more (dual or tri-) Meets.
 - a. Non-League competitions do not count towards eligibility.
 - b. Inter-squad Meets scheduled and approved by the League Board count if run according to Dual/Tri-Meet rules as described above.
2. Swimmers may choose only one Championship Meet.
 - a. A swimmer's qualifying time in an Event is the season-best, verifiable League time.
 - b. For any individual Event, the swimmer's qualifying time must fall within the maximum and minimum time standards for that Meet, if any.
 - c. A swimmer may swim any stroke in the Medley Relay (and/or in the Freestyle relay) provided he or she qualifies for and swims in at least one individual Event in that Meet.
3. Relay squads may comprise only swimmers who have qualified for and compete in at least one individual Event in that particular Championship Meet.

ATTIRE

1. Swimmers may wear any swim cap and/or competition suit as defined under swim suit regulations as long as it does not bear the name or logo of any team other than the GASL team of which the swimmer is a member. NO CLUB caps or suits.
2. Stroke and Turn Judges, Starters and Referees shall wear white polo and navy blue shorts or pants.

SEEDING

3. The Championship seed meeting shall be held on the first Monday evening following the last scheduled regular season meet.
4. Each team will e-mail their Championship entries to each Championship hosting team by 1 p.m. the day before the league Championship seed meeting. Entries must be separated into Bronze entries, Silver entries, and Gold entries and must contain the team name or abbreviation in the file name
5. Championship hosts must send a confirmation of receipt of entries by e-mail to each team no later than 9 p.m. the night before the seed meeting.

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6. Each team will bring to the seed meeting a printed proof of times and proof of participation in two GASL dual meets (Individual Top Times/show two meets will suffice). The swimmer need not have swam the event twice, but must have participated in two meets.
7. Each team must submit to the league treasurer an additional copy of total number of entries and a check for the entry fees written to GASL.
8. Each host will provide a printed copy of each team's entries for review and amendment at the seed meeting. Each team will sign off on their entries.
9. Seed times must be verifiable 25-yard times from the current season
 - a. HyTek conversion times may be used. 20-yard to 25-yard factor: 1.283.
 - b. Times from swims in which a "DQ" was registered may not be used.
10. Contingent upon eligibility, a swimmer may be entered in a maximum of four Events as follows:
 - a. 3 individual Events and 1 relay
 - b. 2 individual Events and 2 relays.
11. Relays squads with names of the swimmers must be provided at the seed meeting.
 - a. Day-of-Meet substitutions will be allowed only for cases of injury or illness provided that other entry limitations permit.
12. Upon publication of the Championship Meet program or 48 hours prior to Meet, neither additional nor modified entries will be accepted except at the discretion of the Lead Official for the Meet.
13. No deck entries will be accepted at any Championship meet.

HOSTING

1. Hosting Teams will provide a map of the venue with assigned team areas indicated on the map. One copy for each attending team and parking directions. This should be available at the seed meeting.
2. Each hosting team will make a call for officials – prior to the seed meeting. Teams should volunteer any qualified officials available.
3. Hosting teams will assign each attending team an even number of meet work responsibilities deducting for officials provided. Assignments should be printed out and provided to each team at the seed meeting.
4. Hosting teams are responsible for all work relating to the maintenance of the meet venue including but not limited to set up, clean up, bathroom attendants (if needed), lifeguards and pool ops. All expenses for any of the above will be borne by the hosting team.
5. The hosting team will provide each attending team a package consisting of three meet programs, vouchers for concessions for two coaches, meet entries with heat and lane assignments for posting. This package will be provided upon arrival at the meet venue.
6. The hosting team is responsible for providing concessions and the lead official for the meet. If the hosting team does not have a suitable lead official they may seek one from one of the attending teams. The lead official must be decided prior to the seed meeting.

EVENTS

1. Events will follow the standard order of Events except at the Bronze Meet where Events 55 and 56 shall be swum after the completion of the backstroke events.
2. For Relay Events, positive check-in to the Clerk of Course is required prior to the end of warm-ups.
 - a. Relay squads failing to check in will be scratched.
 - b. Only one relay squad may swim per Team per Event.

OFFICIALS

1. Lead Official should be named for each Meet and be USA Swimming certified.

2. Experienced officials preferred, especially USA Swimming or Y-certified Officials.
3. Standard No-Recall protocol will be in effect, i.e. no re-swims for false starts.

AWARDS

1. Individual Events: 1st through 12th
2. Relays: 1st through 6th.
3. Participation ribbon: Awarded only to swimmers who did not ribbon in any Event.
4. Ribbons will be purchased by the Ribbons Chair as assigned by the league president. Championship Ribbons will be delivered to the Championship hosts at the seed meeting.

IV. MISCELLANEOUS

NOTEWORTHY RULES & INTERPRETATIONS

Diving Certification Rule

1. All 10-&-under swimmers must be certified as diving-ready. An excerpt from USA Swimming's Notice to Parents reads:
2. To avoid risk of serious injury, no swimmer who has not been properly trained should attempt to perform a racing start, from either a starting block or the side of the pool, into less than six feet of water.
3. USA Swimming has implemented a racing start certification program where a swimmer's coach documents his or her professional judgment that a swimmer has demonstrated sufficient skill to safely perform a racing start into four feet of water.

Swimsuit Regulations

1. Only one swimsuit may be worn in competition, except a brief or bikini bottom may be worn for modesty sake under a performance suit.
2. Swimsuits worn for all 12 & under age group defined competition shall not cover the neck, and shall extend past neither the shoulder nor the knee.
3. Buoyancy aids (wetsuits, arm floats, etc.) may NOT be used.

Other Infractions

1. "Running starts" will result in a disqualification.
2. After the "take your mark" command, swimmers will be disqualified if anyone on deck touches them prior to finishing their race. (e.g., a hand used to cushion a backstroker's head from contact with the end wall). For in-water relay exchanges, if an Official observes physical contact with the swimmer's hand on the wall, and judges its purpose or effect as forestalling an early takeoff, the relay team will be disqualified.

1.

Judging Relay Starts & Exchanges

1. Starts: Position an Official opposite the Starter. (Alternatively use two separate officials if local conditions prevent desired positioning of Starter for observing false starts, i.e. standing within 10 feet of the Start end of the pool.)

Greater Annapolis Swim League
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- a. Judging the Start
 - i. Swimmers must be stationary, not necessarily motionless.
 - ii. Minor twitches may be ignored.
 - iii. The following constitute clear false starts:
 1. Forward movement
 2. ANY movement that MAY have afforded an advantage (the benefit of the doubt goes to the other teams' swimmers).
 - iv. Unlike stroke infractions, Officials do not raise a hand.
 - v. Each official marks a program by placing an X on the swimmer(s) judged as illegally starting and circle on swimmers judged as legally starting.
 - b. Disqualification requires independent dual confirmation. Unless both Officials have an X for the same swimmer, the start was legal.
2. Relay Exchanges: Position two Officials on opposite sides of both Start and Turn ends.
- a. Diving Exchanges. Officials observe the feet of the entering swimmer leave the pool deck then drop their eyes to ensure the touch has occurred.
 - b. In-water Exchanges. A hand on the wall plays the role of the feet, above. As above, observe the hand lose contact with the wall, then look to see that the touch has occurred.
 - i. The swimmer may need to reposition to accommodate the incoming swimmer, so the hand must be on the wall only the moments prior to the actual exchange.
 - c. Unlike stroke infractions, Officials do not raise a hand
 - d. Each official marks a program based on the number (i.e. where in the lineup) of the swimmer. Ignore names, because relay teams may swim in other than the order listed.
 - i. X denotes early takeoff, circle denotes legal takeoff.
 - e. Disqualification requires independent dual confirmation. Unless both Officials have an X for the same swimmer, the exchange was legal.

End of Meet Conduct

End of Meet shall occur 30 minutes after the conclusion of the final Event.

1. Coaches are encouraged to use team cheers for both the winning and losing teams.
2. Prior to end of Meet, teams must avoid dangerous behaviors including jumping into the pool en masse or pushing coaches in.
 - a. Egregious violations could result in sanctions including forfeiture of the Meet.

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2009

RECOMMENDED TIMER BRIEFING

Welcome and thank you for volunteering for a very important job. Ensuring that swimmers get fair and accurate times is a key part of a swim meet.

1. Cell Phones to silent.

2. Pool Configuration & Movement

This is a N-lane pool, with Lane 1 being <location> and Lane N <location>.
Timers will move to turn end for 25s and back to start end for 50s.

3. Introduce Head Timer and describe role

4. Address Lane Timers:

- **3 people per lane all w/ watches, one w/ a clipboard**
- **Experienced person drive the clipboard.**
- **At least one person from each team in each lane**
- If a swimmer is scheduled for your lane and does not swim, mark NS on Heat Sheet.
- If a Heat (for example Heat 2) is combined, please indicate where the swimmer:
 - from your lane went (e.g. “to Heat 3, Lane 4”)
 - coming to your lane came from (e.g., “from Heat 1, Lane 2”)

5. Review Procedures

AT THE START

- **Stand *anywhere*** as long as you:
 - ***stand 4-6 feet back from the pool edge***
 - ***can see the strobe light on the starting system***
- Starter calls Event or Heat.
 - Encourage swimmers to step forward if they hesitate.
- Starter calls “Take Your Mark”. **Look at Strobe!**
 - *If you will not be ready to start the watch on time, call out for Starter to wait.*
- **Start watch** when the strobe flashes. If no strobe, start on audible signal.
- **Check watch** to ensure proper operation.
 - If watch fouls or you started it late, call for the Head Timer who will exchange watches with you. (☺ And don’t sweat it! ☺)
- When possible, locate correct swimmer for the next Heat

AT THE FINISH

- **Positioning is crucial.** Must be at pool edge! *Stand in your lane so that you look straight down along the pool wall.*
- **Stop the watch** when *any part of the swimmer’s body touches* the pool wall or deck.
 - Do not watch the swimmer’s hand - it results in anticipating the touch.
 - Do focus on the wall and wait for an actual touch to occur.
 - Under no circumstances may *anyone* touch a swimmer before the conclusion of a race (i.e., putting a hand between the child’s head and the wall in backstroke).
- **Record the times** *exactly as they appear* on the watches (2 decimal places).
 - If you flub the watch, write *late* or *early* next to the time.
- **Circle** the *middle time* of the three times
- **Clear the watch** after ensuring times are recorded properly

STROKE-&-TURN BRIEFING

USA Swimming Officials Committee April 2009

BREASTSTROKE

Start: Forward start.

Stroke: Body kept on breast.

- Stroke cycle is one arm pull and one leg kick in that order.
- Simultaneous arm movement in same horizontal plane.
- Head must break surface at widest part of second pull.
- Recovery by the hands from the breast-on, under, or over the water.
- Elbows under water except last stroke before turn or finish.

Kick: Simultaneous vertical and horizontal movements of the legs.

- Feet turned out during propulsive part of kick.
- No alternating, scissors or downward butterfly kicks (except a single butterfly kick during or at the completion the first arm pull after the start and each turn, which must be followed by a breaststroke kick).

Turns: Simultaneous two-hand touch at, above, or below the water surface.

Finish: Head may be submerged at turn or finish provided it broke surface during last stroke cycle prior to touch.

BUTTERFLY

Start: Forward start.

Stroke: Body kept on breast.

- Multiple kicks permitted but first arm pull must bring swimmer to the surface.
- May be submerged after start and each turn for not more than 15 meters where head must break surface.
- Arms brought forward over water and pulled back simultaneously.

Kick: Simultaneous up and down movement. No alternating, scissors, or breaststroke kicking movements.

Turns/ Shoulders at or past vertical toward breast when feet leave wall.

Finish: Simultaneous two hand touch at, above, or below the water surface.

BACKSTROKE

Start: In water facing start end with both hands on gutter or starting grips.

- Guttered pool—feet/toes may be above the water, but not bent over the gutter at any time before or after start.

Stroke: Any style as long as swimmer remains on back.

Kick: Must break surface throughout the race after 15M.

Turns: During turn swimmer may go past vertical to the breast and may utilize a continuous single or continuous simultaneous double arm pull to initiate the turn.

- Some part of swimmer must touch wall at completion of each length.
- Swimmer must have returned to back when feet leave the wall.

Finish: May be completely submerged at the finish. Some part of swimmer must touch while on the back.

FREESTYLE

Start: Forward start. **Stroke/** Any style may be used.

Kick: Must break surface throughout the race after 15M

Turns/ Some part of swimmer must touch the wall at completion of each length or required

INDIVIDUAL MEDLEY

Start: Forward start. **Stroke:** Rules for each stroke apply. May not swim legal other strokes during the freestyle leg.

Kick: Rules for each stroke apply.

Turns/ Intermediate turns conform to turn rules for the stroke.

Finish: Transition turns conform to finish rules for the stroke.

RELAYS

Takeoffs: Swimmers feet/foot must remain in contact with the starting platform until the incoming swimmer has touched the finish wall or pad.