

North West Georgia Swim League

Swim League Manual

2.2

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Code of Conduct

Northwest Georgia Swim League provides an opportunity for children to compete in a wholesome and fun atmosphere. The competition ceases to be fun when adults and swimmers behave in an unacceptable manner. The **Northwest Georgia Swim League Board** has decided that unacceptable behavior will not be tolerated. The following rules, regulations, and penalties will be implemented and will be subject to penalties detailed on pg. 12:

1. Smoking and alcoholic beverages are not allowed in the fenced pool area during a NWGSL meet. Team Coordinators are responsible to assure all families are aware of this rule.
2. Alcoholic beverages inside the fence will cause the meet to be delayed while the offender is removed from the pool deck.
3. A second offense by the same team will result in forfeiture of the meet and a written warning to the Team.
4. Unruly, disruptive or unsafe conduct may be cause for removal from the fenced pool area.
5. Coordinators, coaches and volunteers are to conduct themselves with honesty, responsibility and good sportsmanship or face possible sanction by the NWGSL organization.
6. Please be reminded that jumping in at the end of a swim meet is prohibited and will result in a forfeit.

League Organization

The League shall be governed by an executive board which will be made up of a representative from each team's organization. Each team should be represented by a Full time staff member. The following positions will be elected via majority vote and serve a 2 year term: President and Secretary.

The Presidents role at this time is for organization and providing direction as to meetings, and scheduling or handling requests for swim meets.

The Secretaries role at this time is to keep meeting minutes, provide communication about meetings or other league needs, and to keep the league manual up to date.

Team Coordinator:

The **Swim Team Coordinators** are the leaders of the summer swim teams and should accept all the responsibilities that go with this title. Duties include hiring of coaches, appointing volunteers to manage concessions, equipment, meet staffing and finances. Coordinators should be above reproach and ensure adequate controls and processes are created and implemented to insure fair handling of all issues within the team. Since each team will be dealing with significant monies, NWGSL recommends Coordinators implement a system of checks and balances to insure all finances are open to inspection and all disbursements are justified and documented. The committee could consist of a secretary (to distribute information to swimmers and parents), treasurer, ribbons, concessions, team apparel, and meet volunteers (bullpen, starter, timers, and judges).

Responsibilities of the Coordinator

1. Each team has a copy of the current North West Georgia Swim League Manual with By-Laws. The Coordinator shall make copies as needed for coaches and other team leaders.
2. Review NWGSL rules and regulations with your team's coaches and volunteers, Violations are subject to the penalties set forth in section
3. Obtain the required certifications from your coaches for submission to NWGSL at the annual Coordinators' meeting.
4. Procure equipment and supplies necessary.
5. You are responsible for the behavior and attitudes of your team, parents and spectators. Remember, recreation and good sportsmanship is the main objective of the **Northwest Georgia Swim League**. Setting a high standard for your personal conduct will set the tone for the behavior of your team parents. It is the Coordinator's responsibility to address conduct issues within the team.
6. The Coordinator is to ensure the host coach contacts the visiting coach no later than 24 hours prior to the meet in order to coordinate exhibition heats and lane decisions as well as additional relays as described under " exhibition heats ".
7. The host team Coordinator is to call the visiting team Coordinator five days in advance of a meet to give directions, parking instructions, and any other pertinent information, as necessary.
8. The Coordinator is to ensure that the line-up is done by noon on the day of the meet and that all event cards are completed in advance as required by the By-Laws.
9. Any protests for swim meets must be submitted to the president of the league within 24 hours of the meet occurring. Protests are considered on a case by case basis and will be decided by the Executive Board via a vote either by way of email or phone conference.
10. The home team coordinator must call or e-mail the team scores to the league secretary within 48 hours of the meet end.

Annual Coordinators' Meeting

A mandatory coordinators meeting is held once a year, normally in early spring. One representative from each team is required to attend. This meeting is held to orient new teams and provide information about the upcoming season. During this meeting the teams will discuss the meet schedules. During this meeting each coordinator should provide logistics for their pool to allow visiting teams to arrive prepared.

Rules and Regulations

Roster

- A complete roster must be submitted to NWGSL to the President on or before the date published each year by the Executive Board. The deadline for roster additions is 5pm the day of the second meet. Submitted rosters must contain the information below for each swimmer:
 - Swimmer's Legal Name
 - Complete Address
 - Age
 - Birth date
 - Gender

Incomplete rosters will not be accepted. Incomplete submissions will result in incomplete team rosters. Swimmers not formally and completely registered with NWGSL are ineligible to compete in NWGSL meets.

2. Each team is allowed an unlimited number of swimmers; each team may swim a maximum of 120 swimmers in a meet.
3. An eligible "team" consists of 30 or more eligible swimmers from your respective area. **Do not recruit swimmers from other established teams.**
4. Coaches' current certifications must be submitted with the roster

Swimmer Eligibility

1. Age control date for the league is the swimmer's age as of June 1st of every year.
2. A swimmer **must be at least five years old as of the Age Control Date to swim in any meets**
3. Swimmers must be able to swim the length of the pool (25 yards) unassisted, no matter the age, to participate in the meets. She/he may stop briefly and hold on to the lane rope before continuing. If the swimmer cannot complete the race without assistance they will be removed from the water.
4. North West Georgia Swim League abides by the GRPA rule on participation boundaries (please see a copy of GRPA rules from their manual in the back of your regulation manual).
5. Swimmers must be in good standing with the swim team they represent
6. Swimmers may not swim for more than ONE team. Swimmers may not swim on teams in other counties.

Coaches Eligibility

1. Coaches must possess current certification from one of the GRPA approved coaches certification, or be a staff member of the facility.
2. Coaches' certifications must be submitted to the league President before the team's first practice.
3. Coaches are not allowed to swim for two different teams and it is strongly recommended that a coach should not swim for one team and coach another team.
4. Coaches must complete a background check through any of the approved agencies.

Age divisions

Swimmers will be divided into the following age groups:

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

Entries

A swimmer can be entered in a maximum of three (3) individual events plus one (1) medley relay and one (1) freestyle relay. Swimmers may NOT be entered into more than three (3) individual events or two (2) relays – to do so would result in a rules infraction.

A swimmer may represent only one (1) swim team in the North West Georgia Swim League and only one county in the GRPA State Meet.

Relay participation parameters:

1. A swimmer is allowed to 'swim up' one age group for both relays while swimming individual events in their own age group.
2. If a swimmer 'swims up' in an individual event then that swimmer MUST 'swim up' for all events in that meet.
3. A swimmer is only allowed to swim in one (1) Medley and one (1) Freestyle relay.

Submitting entries to other team:

1. Entries must be submitted by 5pm 2 days prior to the meet.
2. Heat sheets must be completed 24 hours prior to the meet.
3. The host coach shall contact the visiting coach Two days before their scheduled meet to work out exhibition heats, etc.
4. Copies of the heat sheet shall be given to the referee, the other Coordinator, and the announcer.
5. The heat sheet shall include the swimmers legal name, age and gender. Lanes 1 and 6 are Exhibition lanes. Lanes 2 through 5 are scoring lanes. Home team lanes are 2 and 4. The visiting team swims in lanes 1 and 3. DO NOT CHANGE THESE LANE ASSIGNMENTS.
6. Pools with more than four lanes may use additional lanes for exhibition (non-scoring) swimming only

Relays

1. Each team may enter one relay per age group per relay event for scoring.
2. Each team's relay will swim in the designated scoring lane:
 - a. Home team in Lane 2
 - b. Visiting team in Lane 3
3. Additional Relays is at the discretion of the hosting coach.
 - a. Each team has the opportunity for one additional exhibition relay swimming at the same time as the scoring relays
 - b. Each team will be allowed one additional relay heat in two other relay events. Coaches and coordinators will need to work together on their line-up sheets to determine which two relay events will have additional heats.

Exhibition Heats

Exhibition heats will depend on the number of swimmers in each event, and can be decided by the host and visiting team coaches prior to the meet being created, no more than four heats. This decision must be made no later than Tuesday of the meet week.

Meet Rules and Regulations

Contact Visiting Team (line-ups, directions)

The host team coordinator should contact the visiting team coordinator, five days prior to the scheduled meet, with directions and parking instructions. This information can be given out at the annual meeting.

Heat Sheets

1. Heat sheets must contain first name, last name and age of swimmer.
2. Copies are to be given to the Referee, announcer, and opposing team coordinator.
3. Heat sheets for both teams must be completed 24 hours prior to the meet.
4. It is the responsibility of the host coach to contact the visiting coach on the day before their scheduled meet to work out exhibition heats, etc.
5. Combining heats cannot be done at the blocks.
6. Last minute changes, in case of illness or a no show by a swimmer will be allowed at the meets during warm up. Changes are permissible but the opposing coach must be notified. Penalties will be imposed on teams failing to comply.

Warm-up schedule

Warm-up schedules will be determined when the meet schedules are made. The warm-ups can start no earlier than one hour prior to the start of the meet, and each team must have equal warm-up time and space.

Start time/End time

- Meet start times on a weekday meet will be no earlier than 6pm.
- Meets held on weekend days will be determined by the meet host and visiting teams
- All weekday meets should end no later than 11pm. If a meet should run over that time, ending the meet is the decision of the team's coordinators. If an agreement can not be made then the meet will be run to the end.

Weather

1. When lightning or thunder occurs, the pool and deck area around the pool is unsafe.
2. Visiting teams should be advised to wait in their cars if there is no safe covered area to wait.
3. Coordinators should announce at the beginning of the meets the procedure for your pool in case of inclement weather.
4. Coordinators should review with their team the weather procedure at home and for away meets.
5. The referee and coordinators only (not coaches) will determine how long to delay the meet.
6. If a meet has more than 1 delay for longer than 30 minutes each, or 1 delay of an hour or more the meet will be cancelled. Make-up Meet can be scheduled.
7. It should be a joint decision with the coordinators and referees to decide if there will be time before the 11:00 deadline to proceed with swimming.
8. If the deadline arrives before all events are finished, it will be considered a finished meet on whatever event is the last one swam.
9. **DO NOT WAIT UNTIL A STORM IS DIRECTLY ON YOU.**
10. In the event inclement weather is forecast, the coordinators should agree ahead of the meet on a weather contingency plan. Exhibition heats shall not be scratched due to impending weather.
11. If the facility is indoors and grounded the meet will continue as normal if they are swimming a Non-YMCA swim team. YMCA Swim teams cannot swim during inclement weather under any circumstances.

Rescheduling or Continuing a meet

If the meet is called before event 46 is completed, **the meet shall be attempted to be re-scheduled**. Continued meets start on the next event after the meet was suspended. In a continued meet, all events and heats are conducted through event 86. Because the league is for kids, any meet called because of weather needs to be rescheduled, not forfeited.

For any rescheduled meet, if coordinators from both teams agree, the line-ups can be changed from the event where you left off or from scratch if the meet never began. In order to give all available swimmers the opportunity to swim, previous unavailable swimmers may now be included in the make-up portion. If the coordinators do not agree the original heat sheets will be used.

Meets stopped or delayed due to weather are to be rescheduled or completed, not forfeited. If both coordinators agree rescheduling is impossible, the meet will be recorded as a draw.

Recruiting

1. USA coaches are not to hand out or distribute in any way printed material during a summer swim league meet.
2. USA coaches may not approach swimmers or parents without the permission and introduction from the summer league coach.
3. Summer League teams including leadership, swimmers and parents shall not recruit swimmers from other Swim Leagues or teams.

Protest

Any team may lodge a protest for violation of rules. All protests must be delivered to the NWGSL president within 24 hours after the start of the meet in question. NWGSL may call an Executive Board meeting if necessary.

Pool Equipment/Set-up Rules

Pool Preparation

1. The host pool should be checked early on the day of the meet for proper chemical balance. Chlorine must be at least 1.0 and pH must be between 7.3 and 7.5 for the meet to start
2. Check stability of starting blocks so last minute adjustments can be avoided.
3. Starting block requirements: There are strict rules that must be adhered to before you can use starting blocks.
 - a. No swimmer may “dive start” from the side of the pool if the water is less than 4ft deep.
 - b. Starting blocks are only allowed to be used when the water depth is five or more feet deep.
 - c. The diving surface of the starting blocks cannot be any higher than 2’ 6” above the surface of the water.
 - d. Starting blocks must be stable and secure. The starting blocks must be strapped down, bolted down, or held by a heavy object. It is the host team’s responsibility to ensure the starting blocks are safe.
 - e. Blocks are to be numbered 1-5 (or highest lane number) from LEFT to RIGHT when facing the starting end of the pool. If your pool has obstacles to the referee’s ability to see the scoring lanes a written request for exemption must be submitted to the League. Once approved, the home team coordinator AND coach must advise the visiting team to instruct their swimmers of the variance.
4. Review referee safety check list and check items listed.

Lighting

1. Pools must have working lights both in the pool and on the deck.
2. The host team of a pool without adequate lighting (both in pool and outside on deck area) must secure the use of adequate lighting. Temporary lighting may be rented at any tool rental establishment.
3. The host team will forfeit if a meet is halted due to darkness and there is inadequate lighting.

Lanes

- Lanes 2-5 are scoring lanes.
- Lanes 3 and 5 are visitors’ lanes and lanes 2 and 4 are home team lanes.
- Pools with more than four lanes may use the extra lanes for exhibition swimming.
- Lane must be clearly marked.

Water Depth

1. Water depth is the depth printed on the pool. Pools may not be overfilled to acquire necessary depth for standing or block starts.
2. Refer to section on starts for safe and mandatory starts with pool depth.
3. Please discuss this at the division scheduling during the annual meeting.

Backstroke Flags

Backstroke flags are to be fifteen (15) feet from each end of the pool and five (5) feet above water surface.

Running the Meet (Host Team)

Equipment

All teams should make the effort to acquire the necessary equipment and supplies needed to run a meet. You may call the visiting team and ask them to bring any equipment that you may not have to run a more efficient meet.

1. **Starting blocks** – if your pool qualifies to use starting blocks (see Pool Preparation on Page 12), they must be securely bolted down. If bolting down is not feasible, it is the **coordinator's responsibility to make sure the blocks are stable and secure**. Timers or other heavy objects will suffice.
2. Table and chairs – for volunteer workers such as ribbon writers, scorekeepers, etc.
3. Clipboards – for timers, judges and referees
4. Stopwatches, pencils
5. Backstroke flags and Lane ropes
6. P.A. Systems/ Bullhorn
7. Starter
8. Paper work
9. Lane Timer Sheets
10. Place Cards
11. Heat Sheet
12. Score Sheet
13. Ribbons

Set-up

Prepare the pool for the meet:

1. Starting blocks, backstroke flags, and lane ropes must be secure
2. Tables, Chairs, starting equipment, and announcer equipment must be out and ready
3. Have all paperwork completed; arrange seating for meet officials; introduce home team meet officials to visiting team and make any other preparations necessary prior to turning the meet over to the meet referee.
4. Spectator chairs must be placed to allow ample room for the referee and coaches to do their jobs.

Parking

1. Please send out parking instructions to the visiting team five days before the meet.
2. Proper parking signage should be posted a minimum of two hours before the meet.
3. Please remember that you are the host team and you should try to accommodate as much visiting parking as possible.

Personnel

1. Announcer (1)
2. Starter (1)
3. Place judges (1)
4. Scorer
5. Timers – 4 lanes= 4 Timers/ 6 lanes= 6 timers
6. Runner (1)
7. Meet Official
8. Lifeguard(s)
9. Bullpen/Lane Coordinator

Running the Meet (Visiting Team)

Equipment

All teams should make the effort to acquire the necessary equipment and supplies needed to attend a meet.

1. Clipboards – for timers, judges and referees
2. Stopwatches, pencils
3. Paper work
4. Lane cards (Pink and Blues)
5. Place Cards
6. Heat Sheet
7. Score Sheet
8. Ribbons

Set-up

1. Have all paperwork completed for host coordinator and referee.
2. Set up bullpen if necessary in designated area.

Parking

1. Please send out parking instructions from the host team to your parents a couple of days before the meet.
2. Please follow parking signage in host team's neighborhood.
3. Please remember that you are the visiting team and you should try to accommodate as much car- pooling as possible.

PERSONNEL

1. Place judges (1)
2. Timers – 4 lanes= 4 Timers/ 6 lanes= 6 timers
3. Runner (1)
4. Meet Official (1)

Announcer

PLEASE NOTE THAT ANNOUNCER AND STARTER ARE TO BE TWO SEPARATE PEOPLE.

The host team will provide an announcer and a PA system or powered megaphone to ensure announcements are loud enough to be understood by participants, officials, and spectators.

Announcer Responsibilities

- Keep abreast of meet progress
- Announce upcoming events 2 events in advance with first and second calls to ensure swimmers are on deck and at their assigned lanes
- Watch Event Board to ensure the event and heat displayed are consistent with meet progress.
- The Announcer is the key person to ensure the meet runs smoothly and in a timely manner
- Work closely and communicate well with the Starter

Example of correct commands:

- At the beginning of the meet the announcer shall say the following:
- “First” call (event #, description of event) Event 1, 8 & under girls, 50 yd. Freestyle.”
- After a short interval, they will repeat the above for the second call.
- At the end of the 2nd call, they will wait a short interval and give the final call for the event.
- Announcer then proceeds to give the first call for the next event proceeded with a 2nd and final call for the event.

Starter

- The host team will provide a Starter and PA system or megaphone and air horn or other similar device to audibly indicate the start of the heat.
- All starters are to attend a mandatory Starters’ Clinic and each team is to make the starters’ DVD provided to them available to all volunteer starters for review.

Starter Responsibilities

- Starter shall stand within ten feet of the start end of the pool so the swimmers can easily hear the starting device.
- Assume control of the heat when signaled by the Referee. The Starter maintains control until a fair start has been achieved.
- Determine in cooperation with the Referee whether a false start has occurred
- Notify relay swimmers that all but the last swimmer must leave the pool immediately upon completion of their leg.

Place Judges

- Each team shall provide two place judges
- Two place judges (one from each team) shall be stationed at the finish end of the pool. The place judges must be positioned to have a clear view of the finish
- The judges will determine the order-of-finish for each heat. One place judge will observe and speak the order of finish to the other place judge who will record the results on the appropriate form.
- Judges shall not also serve as timers concurrently
- Describe different roles. For each team, one judge will announce on one side and the other place judge will record on the other side.

Scorer

Each team shall provide one scorer. The scorers will work together at a table provided by the host team. The scorers will enter the scores from each event on their respective score sheets immediately after each event. **Each team will be responsible for providing its own score sheet.** The scorer shall submit the results to the team coordinators for signature and delivery to the Referee at the conclusion of the meet.

Scores and Scoring

Each swim team may enter the following in heat one of each event for scoring purposes:

- 2 swimmers per individual event
- 1 relay team per relay event

SCORING:

Individual	Events:	Relays:	
1 st Place:	5 Points	1 st Place:	7 Points
2 nd Place:	3 Points	2 nd Place:	4 Points
3 rd Place:	2 Points		
4 th Place:	1 Point		

- In no event shall points be awarded to swimmers in exhibition lanes or heats. Disqualification scoring is illustrated below:
- If the 1st place finisher is disqualified, finishers 2, 3 and 4 shall move up one slot, leaving no 4th place points.
- If the 2nd place swimmer is disqualified, the 3rd and 4th place finishers shall move up one slot, leaving no 4th place points.

Tie: in the event of a tie that is not resolved by the place judges in concert with the referee, the following process shall be used: Points for 1st and 2nd place shall be added together (5+3, in the event of a first place tie) and divided between the tying swimmers (Four points per swimmer).

Timers

Times shall be taken on each lane for all heats. There shall be at least one timer for each end of the pool to accommodate one-length events. Home team will be responsible for Even lanes and Visiting team for Odd lanes. In Five Lane pools the Home team will provide the deep end timer and the Visiting team will provide the shallow end timer.

Runners

- Each team shall provide a minimum of one (1) runner at all times during the meet.
- Runners shall collect event cards from the timers, place cards and disqualification forms from the place judges after every event.
- The Runner will take the above items directly and promptly to the scorers' table.

REFEREE/DQ Judge

Duties

1. Authority to question and enforce pool safety and request corrections according to manual rules.
This includes but is not limited to:
 - a. Chlorine level (< 1)
 - b. pH (7.5-7.7)
 - c. Water clarity
2. Starting platforms consistent with depth requirement listed under the **Host team**
3. **Equipment** section
4. Removal of ladders in course area where possible
5. Adequate lighting
6. Requesting unruly and disruptive persons be removed from the meet. The Referee may in his or her sole discretion stop the meet if he or she determines unruly conduct is introducing safety risks to the participants or attenders.
7. Any other safety checks necessary
8. Referee has full authority over stroke and turn. The Referee's determination shall be final.
9. Referee shall communicate with the Starter before the meet starts to ensure consistent understandings of signals and USA Swimming Start protocols.
10. Communicate correct false start recall procedure to Starter
11. Record Order-of-Finish as arbiter in a disagreement among the place judges' forms.
12. No video replay will challenge the Referee's determination of Finish order.
13. Coordinators are the only personnel on deck permitted to communicate directly with the Referee.

Forward Starts

1. After the previous heat is completed, the referee will give a series of short whistles to inform the swimmers to move behind the blocks and be ready to swim.
2. Referee will then give one long whistle at which the swimmers will step onto the starting blocks
3. Once all swimmers are in place, the Referee will then give an outreached arm signal to the starter. This turns the heat over to the starter and closes the heat.
4. If a swimmer steps up on the block afterward, the swimmer is disqualified for delay of meet.
5. The referee is the final decision maker for this. Referee should investigate with the timer and starter to make sure that the swimmer was not blocked from stepping up onto the block (this is for heat one, but can be used for each heat if you need to be consistent).

Backstroke Starts

1. After the previous heat is completed, the referee will give a series of short whistles to inform the swimmers to move behind the blocks and be ready to swim.
2. Referee will then give one long whistle to inform the swimmers to step into the pool.
3. Referee will then give another long whistle to inform the swimmers to place their feet. Referee will give an outreached arm signal to the starter.
4. This turns the heat over to the starter and closes the heat.

Upon Receiving clearance from the Referee (for all events except backstroke and medley relay):

1. Once the referee has given the out reached arm signal to the starter the starter will proceed with the following.
2. Starter directs swimmers to “take your mark”, to which they must respond at once by assuming a starting position.
3. No swimmer shall be in motion immediately before the starting signal is given.
4. When all swimmers are motionless in starting position, he/she gives the starting signal.
5. If, in their opinion, a false start has been committed, the starter shall give the signal to recall the swimmers. With the concurrence of the deck referee, the false start shall be called on the individual(s). This rule shall apply to one false start per swimmer. On the second false start the swimmer will be disqualified.

Unnecessary Delay of a Start:

1. A swimmer who unnecessarily delays in assuming and holding a completely motionless starting position after the command, “take your mark”, shall be charged with a false start.
2. Any swimmers leaving their marks before the starting signal is given shall be charged with a false start. The starter may, at their discretion, relieve a swimmer who has false started because of the action or movement of another competitor, of the responsibility for the false start and charge it only to the offender.
3. When a swimmer does not respond promptly to the command “take your mark” or a false start before the starting signal is given, the starter shall immediately release all other swimmers with the command “stand up”. The swimmers then stand up or step off the block. Any swimmer who enters the water, or backstroke swimmer who leaves the starting area, shall be charged with a false start, except that swimmer who would otherwise be charged with the starting swimmers.
4. When the starting signal is given and one or more swimmers have obtained an unfair advantage, all swimmers shall be recalled at once by a second signal. The starter shall then indicate the swimmer(s), if any, to be charged with a false start.
5. In a backstroke event or medley relay, the starter may charge a false start to any swimmer who fails to maintain his feet and/or hands in a legal position after the first warning.
6. A swimmer will not be disqualified for an illegal starting position at the start if the starter has permitted the race to proceed without recall. Enforcement of the correct starting position is the responsibility of the starter, who may impose the appropriate penalty for violation.
7. A swimmer who fails to appear at the starting platform in time for the initial start shall not be allowed to swim that event.

Individual Starts and Relays:

1. Any swimmer has the option of starting from the blocks or from the side of the pool.
2. Use sit/in pool start if pool is 4ft or less in depth. This means sitting on the side of the pool with legs in the water. Swimmer cannot use the leverage on the gutter or the lip of the pool to start.
3. If the pool is less than five (5) feet, but at more than 4 feet deep, a shallow dive from the side may be used.
4. If every lane at the start end of the pool is five feet or more in depth in, starting blocks may be used.
5. Any swimmer diving or jumping from a standup start in less than 4 feet of water will be disqualified.
6. All events (all age groups) should start at the deep end. The only exception is the 2nd and 4th legs of 100 yard relays, and two of the swimmers will have to start in the shallow end following the type of start rule according to water depth.

The above rules must be enforced in both practices and meets

- Long whistle - Swimmers should come down into their starting position and stop. Air horn, bull horn or starting system is activated.
- A false start is charged to the swimmer who leaves their mark or shows motion before the starting command is given, or there is an unfair advantage gained by a swimmer.
- All swimmers will be allowed one false start before disqualification.
- Once a swimmer is on the blocks, they must swim that event. Exception: If a swimmer is in the wrong lane or heat, this can be corrected and your lineup will verify the error.
- If a swimmer fails to appear at the starting platform in time for the initial start, they will be disqualified.

Disqualifications

1. The referee will use NWGSL-provided disqualification report forms.
2. Moving infractions will be:
 - a. One-handed touches on breast & fly
 - b. Flutter kicks on butterfly and breast
 - c. Early starts on relays
 - d. More than one stroke into wall on Backstroke
 - e. Forward momentum off bottom of pool
3. Disqualifications will become more stringent according the rules (pg 27). This is in an effort to better prepare swimmers to participate in the State Qualifying Meet.
4. The swimmer must be attempting the designated stroke.
5. DQ's will done at each meet, we will only count the official DQ's per the schedule below:
 - a. Week 1- 11 and up
 - b. Week 2- 9 and Up
 - c. Week 3- All Age Groups
 - d. Week 4- All age groups
6. Unofficial DQ's will be handed directly to the coaches at the end of each meet.

League Responsibilities:

It is the responsibility of each Coordinator to intervene if a member, parent or coach of their respective team is interfering with the Referee's responsibilities.

Any inappropriate behavior, poor sportsmanship, or cheating during a meet by swimmers, coaches, coordinators, spectators, team (repeated complaints about a team), referees reporting complaints about a given team, and protests will be addressed and investigated by the President and Secretary of the League.

Apparel

Subdivision team bathing suits and caps can only be worn at your summer league meets. USA or High School suits and caps are not allowed. If you cannot purchase a team suit and cap, a plain suit and cap can be worn. This applies to coaches as well. A swimmer will be disqualified for wearing the wrong apparel.

Recruiting

USA coaches are not to hand out any type of printed material during a summer swim league meet. Neither are they to place any printed materials on vehicles in parking lots. Doing so will be a violation of the "no soliciting" law and will be reported. USA coaches are allowed to attend meets but must abide by the following rules:

Protest

Any team may lodge a protest for violation of rules. Protest shall be delivered to the Division Rep within 24 hours of the meet in question. The League will call an Executive Council meeting if deemed necessary.

Appendix A – Order of Events

Event #	Event Name	Event #	Event Name
1	Girls 7-8 50 Freestyle	52	Boys 6 & Under 25 Backstroke
2	Boys 7-8 50 Freestyle	53	Girls 7-8 100 IM
3	Girls 9-10 50 Freestyle	54	Boys 7-8 100 IM
4	Boys 9-10 50 Freestyle	55	Girls 9-10 100 IM
5	Girls 11-12 100 Freestyle	56	Boys 9-10 100 IM
6	Boys 11-12 100 Freestyle	57	Girls 11-12 100 IM
7	Girls 13-14 100 Freestyle	58	Boys 11-12 100 IM
8	Boys 13-14 100 Freestyle	59	Girls 13-14 100 IM
9	Girls 15-18 100 Freestyle	60	Boys 13-14 100 IM
10	Boys 15-18 100 Freestyle	61	Girls 15-18 100 IM
11	Girls 6 & Under 25 Freestyle	62	Boys 15-18 100 IM
12	Boys 6 & Under 25 Freestyle	63	Girls 7-8 25 Backstroke
13	Girls 7-8 100 Medley Relay	64	Boys 7-8 25 Backstroke
14	Boys 7-8 100 Medley Relay	65	Girls 9-10 25 Backstroke
15	Mixed 7-8 100 Medley Relay	66	Boys 9-10 25 Backstroke
16	Girls 9-10 100 Medley Relay	67	Girls 11-12 50 Backstroke
17	Boys 9-10 100 Medley Relay	68	Boys 11-12 50 Backstroke
18	Mixed 9-10 100 Medley Relay	69	Girls 13-14 50 Backstroke
19	Girls 11-12 200 Medley Relay	70	Boys 13-14 50 Backstroke
20	Boys 11-12 200 Medley Relay	71	Girls 15-18 50 Backstroke
21	Mixed 11-12 200 Medley Relay	72	Boys 15-18 50 Backstroke
22	Girls 13-14 200 Medley Relay	73	Girls 7-8 25 Butterfly
23	Boys 13-14 200 Medley Relay	74	Boys 7-8 25 Butterfly
24	Mixed 13-14 200 Medley Relay	75	Girls 9-10 25 Butterfly
25	Girls 15-18 200 Medley Relay	76	Boys 9-10 25 Butterfly
26	Boys 15-18 200 Medley Relay	77	Girls 11-12 50 Butterfly
27	Mixed 15-18 200 Medley Relay	78	Boys 11-12 50 Butterfly
28	Girls 6 & Under 100 Freestyle Relay	79	Girls 13-14 50 Butterfly
29	Boys 6 & Under 100 Freestyle Relay	80	Boys 13-14 50 Butterfly
30	Mixed 6 & Under 100 Freestyle Relay	81	Girls 15-18 50 Butterfly
31	Girls 7-8 25 Freestyle	82	Boys 15-18 50 Butterfly
32	Boys 7-8 25 Freestyle	83	Girls 7-8 100 Freestyle Relay
33	Girls 9-10 25 Freestyle	84	Boys 7-8 100 Freestyle Relay
34	Boys 9-10 25 Freestyle	85	Mixed 7-8 100 Freestyle Relay
35	Girls 11-12 50 Freestyle	86	Girls 9-10 100 Freestyle Relay
36	Boys 11-12 50 Freestyle	87	Boys 9-10 100 Freestyle Relay
37	Girls 13-14 50 Freestyle	88	Mixed 9-10 100 Freestyle Relay
38	Boys 13-14 50 Freestyle	89	Girls 11-12 200 Freestyle Relay
39	Girls 15-18 50 Freestyle	90	Boys 11-12 200 Freestyle Relay
40	Boys 15-18 50 Freestyle	91	Mixed 11-12 200 Freestyle Relay
41	Girls 7-8 25 Breaststroke	92	Girls 13-14 200 Freestyle Relay
42	Boys 7-8 25 Breaststroke	93	Boys 13-14 200 Freestyle Relay
43	Girls 9-10 25 Breaststroke	94	Mixed 13-14 200 Freestyle Relay
44	Boys 9-10 25 Breaststroke	95	Girls 15-18 200 Freestyle Relay
45	Girls 11-12 50 Breaststroke	96	Boys 15-18 200 Freestyle Relay
46	Boys 11-12 50 Breaststroke	97	Mixed 15-18 200 Freestyle Relay
47	Girls 13-14 50 Breaststroke		
48	Boys 13-14 50 Breaststroke		
49	Girls 15-18 50 Breaststroke		
50	Boys 15-18 50 Breaststroke		
51	Girls 6 & Under 25 Backstroke		

Appendix B - Referee Responsibilities

PLEASE PUT THE RULE BOOK IN A NOTEBOOK AND HAVE WITH YOU AT EACH MEET FOR REFERENCE.

It is the responsibility of the Referee to enforce all rules, such as water depth, when starting blocks can be used, safety of the starting blocks, number of exhibition heats, team suits, caps, weather safety and overall safety of the swim meet. The coordinator should follow all safety rules and should make sure everything is in order, but it is the responsibility of the referee to check to make sure the guidelines are being followed.

The Referee should arrive at 5:45 pm the day of the meet.

Equipment:

- Whistle
- Rule Book (Stroke and Turn Rules in back of manual)
- DQ Slips
- Heat sheet and clipboard (from host team coordinator)
- Order of events

Check during warm-ups:

The two most important items on the checklist are the starting blocks and pool depth for using starting blocks. Coordinators are also responsible for these items and should have taken care of them, but it is the Referee's responsibility to follow up. If there is a problem, please get with the coordinator for resolution. Height of starting blocks must be as outlined in the manual.

- Make sure pool has a FIRST AID KIT on the premises.
- At the Start end, check water depth for correct Start, per manual.
- Are the Blocks stable? (Starting blocks are not required. If available and starting blocks are not bolted down, you must make sure that a person of equal weight of the swimmer is on the end holding the blocks stable.) It is not the referee's responsibility to supply the volunteer...that is the coordinator's job. See ruling in the manual. Front edge of platform of starting blocks shall not be more than 2'6" above the surface of the water. Front edge should be flush with the wall, not leaning out over the water. Starting blocks can only be used in 5 feet and above water. If it is below 5 feet, swimmers must dive from edge.
- Backstroke Flags 15' from ends of pool
- Lane ropes tight
- Ladders removed, if possible
- Adequate lighting
- Sides clear to walk (refer to rule in manual) Diving board block off, if applies
- Location of scoring table
- Location of Finish judges
- No glass bottles
- No smoking

Meeting agenda at 5:50 with all coaches, coordinators, place judges, timers, announcer, and starter.

Introduction

- Advise timers to keep spectators and swimmers away from the starting blocks.
- Determine which end will be the starting end
- No swimmers on blocks until starter calls them up
- Determine relay scoring lanes
- Ask coordinator for volunteers or request timers to step on the starting blocks so they won't tip
- No USA caps or bathing suits allowed. Swimmers are not required to wear team suits, but only plain suits or caps may be worn other than team suits.
- Hand will be raised in all DQ's and sheet made out. DQ slips should be handed to place judge who will hand them to runner
- Referee will answer only to the coordinator about calls. Parents and coaches are not to approach referees.
- Will not wait for swimmers to get to blocks. This is the responsibility of the swimmer, parent or coach to be at the blocks on time.
- Will decide all races where finish judges disagree
- Weather is a very important safety factor. Clear entire pool area when thunder is heard or lightning I seen for a minimum of 20 minutes. (See manual)
- Ask for questions
- Get started on time

Deviations from USA rules

- All swimmers are allowed one false start.
- 5-6's, no DQ's throughout the season
- 1st Meet week: go with more warning for all ages unless there is a safety issue or an obvious infraction – only DQ infractions deemed as safety issues.
- 2nd Meet week: 15-18 & 13-14 age groups will be disqualified for all eligible infractions and younger ages will be disqualified for only safety issues.
- 3rd, 4th, 5th Meet week: Time to start preparing for County Meet with more attention on scoring lanes. By this time all teams will have the same advantage of having swimmers prepared if the referees are consistent.
- Remember, when in doubt; give the benefit to the swimmer. You cannot see everything and that should be made clear at the beginning. Write warnings to hand to the coaches at the end of the meet. Most coaches will appreciate the effort. At times this may not be possible, but do all you can do.
- If everyone follows the above guidelines, there should be more consistency with the referees. Coaches and
- Coordinators should each have a copy of this checklist. Refer to the manual on all starts and exhibition heats.
- Referees are not to sit on the sidelines. They must be visible by standing or walking up and down the sides of the pool. It is necessary to see the swimmers.
- Coordinators are to provide the referees with a line up sheet. If not offered, please request. Keep in case there is a need to see for reference.