



INTERNAL POLICIES AND PROCEDURES

LAST REVISED MAY 22, 2019

PURPOSE

The West Houston Aquatic League, Inc. (WHAle), hereafter referred to as The League, is a recreational summer league whose main purpose is to give children an opportunity to participate in organized swimming. The primary emphasis is in individual improvement and achievement. Sportsmanship is emphasized for all participants, children and adults.

POLICY OWNERS

Role	Title
Policy Owner	WHAle President
Policy Approver	WHAle Board

POLICY REVISION HISTORY

Date	Reason for Change	Version	Changed By	Approved By
04/03/2012	Baseline	1	WHAle	WHAle Board
12/17/2014	New Timing System and Template Updates. Adjustments of event numbering.	2	Rochelle Smith Tricia Cravaritis Keith Carmichael Atle Bjelland	
1/27/2015	Updated with input from teams	3	Keith Carmichael Atle Bjelland	WHAle Board
2/17/2015	Updated wording on Relay Scoring	4	Keith Carmichael Atle Bjelland	WHAle Board
5/5/2015	Clarification to Relay Scoring	4.1	Executive Board	WHAle Board
2/16/2016	Updates from previous season feedback: <ul style="list-style-type: none"> • Changed scoring assignment for Division alignment • Added a Noisemaker restriction policy • Added a policy to ensure WHAle representative cannot be Meet Director • Updated language on console positions • Added a policy to ensure at least two relay swimmers are of the correct age group • Updated wording on forfeit • Relay scoring changed to be equal for all divisions and reduced scoring teams for relay to top finisher per team Corrected typos and formatting	4.2	Technology Committee	WHAle Board
2/22/2017	Updates from previous season feedback: <ul style="list-style-type: none"> • Update coach certification requirements. • Clarify TAGS/Sectional Relay Participation Restrictions • Seed time standardization for MOC • MOC Stop Watch Policy added • Backstroke ankle starts permitted • Adoption of Personal Conduct Policy 	4.3	Gayla Gaudette Rachel Shaffer	WHAle Board
2/20/2018	Updates from previous season feedback: <ul style="list-style-type: none"> • Update relay policy • Corrected typos 	4.4	Gayla Gaudette	WHAle Board

1/27/2019	Updates from previous season: <ul style="list-style-type: none"> • Allowed mixed-gender relays at 11/12 to be decided by division. • Added pre-meet procedure for printers (article i) • Added flyover restriction to General Meet Procedures (new article e) • Reworded Article k in General Meet Procedures for lifeguard • Reworded Articles for Individual Strokes (Item 101.4.3) • Reworded definitions of Meet Director and Referee • Updated WHALe Rep ability to be Meet Director 	4.5	Beth Gandy	WHALe Board
3/31/2019	Clarification to Freestyle Stroke Rules	4.5	Beth Gandy	WHALe Board
5/1/2019	Addition of Division 7 to officials rule E.n.ii and ASM Meet Entries to D.12	4.5	Beth Gandy	WHALe Board
5/22/2019	Aligned Policies with Meet Maestro processes	4.6	Davis Peden	WHALe Board

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LEAGUE RULES AND POLICIES

A. ELIGIBILITY

- 1) Swimmers may participate in WHALe competition if they are paid members in good standing of a chapter team.
- 2) A swimmer must be four (4) years old and may be no older than eighteen (18) by May 1st of the current swim year to be eligible to compete in a swim meet. Teams are allowed to form non-competitive teams for swimmers that need stroke development. The swimmers on the non-competitive teams are covered under the league insurance and are required to pay league dues. The non-competitive teams may have swimmers under the age of four (4).
- 3) The Head Coach of a team may not swim. If the Head Coach is unable to attend a meet, one of the other coaches must be designated as Head Coach in their absence. There must be a minimum of two coaches on the pool deck who maintain all three (3) certifications for all practices. If there aren't two coaches who maintain all certifications, a certified lifeguard must sit in the lifeguard chair. All Head Coaches and Assistant coaches must have the following certifications:
 - a) First Aid
 - b) CPR
 - c) Lifeguard or Water Safety Instructor. A copy of certifications must be provided to WHALe each year at the April meeting or earlier as requested by the Board of Directors.
- 4) TAGS/Sectional Times
 - a) If a swimmer has a current TAGS time, in any distance, in a given stroke, in his/her age group, he must swim that stroke up one (1) age group (example, TAGS time in Breast: 9-year-old- must swim in the 11-12 age group for that stroke). If a swimmer does not have TAGS time in IM she/he may swim in his/her own age group. If a swimmer has Sectional time in any stroke, they are precluded from swimming that stroke in any WHALe meet. If a swimmer has Sectional Times in three strokes, but not the IM, this does not prohibit him/her from swimming the IM. The swimmer must have an IM Sectional Time to prohibit him/her from swimming the IM in a WHALe meet. Swimmers that have competed at the collegiate level are not allowed to compete in WHALe.
 - b) The penalty for swimming in violation of the above TAGS/Sectional policy is as follows:
 - i) 1st Offense by swimmer at one meet - \$200 fine and forfeit of swim meet with score of 50-0.
 - ii) 2nd Offense by same swimmer at subsequent meet - \$400 fine and forfeit of swim meet with score of 50-0, and expulsion of swimmer from the remainder of the current WHALe season.
 - iii) 1st Offense by different swimmer, same team - \$200 fine and forfeit of swim meet with score of 50-0.
 - iv) 2nd Offense by different swimmer at subsequent meet, same team - \$400 fine and forfeit of swim meet with score of 50-0, Probation of swim team for the next swim season. This prohibits the team from attending MOC and ASM, and no voting for remainder of season.
 - v) 3rd Offense by team – all above fines, forfeits of swim meet with score of 50-0, team probation for remainder of current season, this prohibits the team from attending MOC and ASM for current swim season, and no voting for remainder of season. Probation of swim team for next swim season. All fines must be paid in order to continue with WHALe league.
 - c) The team is responsible for payment of any and all above eligibility rules offense fines to the League at or before the July meeting. If the team does determine that the swimmer owes the fine(s) to the team, it is up to the team to collect said fine(s) from the swimmer.
 - d) "Offense" is defined as a single swimmer or multiple swimmers at one meet, swimming in violation of League eligibility rules.
- 5) Chapter teams may not recruit from other chapter teams or the teams' subdivisions/areas. In the case of special circumstances, an agreement between the two teams must be reached.
 - a) Parents who are approached must write a letter to their WHALe rep and have the WHALe rep forward the letter to the executive board for review.
 - b) Consequences to the team for an infraction:
 - i) First infraction – Warning

- ii) Second infraction – \$500 fine
 - iii) Third infraction – Probation; may not participate in Meet of Champs; will undergo a review by the WHALe board.
- 6) Chapter teams will submit to the League in an electronic format, a final roster at the May WHALe meeting. The name, sex, age group and date of birth of each swimmer must be included on each team's roster. An electronically signed release form must also be submitted for each swimmer by June 1.
- 7) NO ALCOHOL is to be sold or brought to any WHALe swim meet. If any official or spectator is intoxicated, they will be asked to leave the meet.
- 8) New teams will be considered for admittance into the league at the August Board Meeting. Any team requesting to join WHALe will meet the following requirements.
 - a) Have an established Board of Directors with approved bylaws
 - b) They must have applied and submitted the proper forms to IRS for tax exempt status
 - c) They must agree to compete in their first year with no more than 90 swimmers. An exception can be made for an existing team requesting a transfer from another established league.
 - d) They must have a competition pool with a minimum depth of 3.5 feet on both ends.
 - e) They must have the capability to purchase the following equipment
 - i) Lane ropes
 - ii) Starter system
 - iii) Laptop
 - iv) Printer
 - v) Meet manager software
 - vi) Stopwatches (2 per lane)
 - vii) Backstroke flags
 - viii) Use of a competition pool
 - f) Exceptions can be made at the discretion of the board

B. AGE GROUPS AND EVENTS

- 1) Eligibility for an age group is determined by the individual's age on May 1 of the current year.
- 2) The age groups are 6 & under, 7-8, 9-10, 11-12, 13-14, and 15-18.
- 3) In an individual event, a swimmer may swim up two (2) age groups. In a relay, a swimmer may swim up in any age group. No swimmer will be allowed to swim down an age group or swim the same stroke or type of event in more than one (1) age group.
- 4) See appendix B for length of course and event order. A pool whose length is close to, but not equal to 25 yards, may be used if appropriate modifications are made in the events swum.

C. DUAL MEET ENTRIES

- 1) Contestants may swim one event per stroke and two relays.
- 2) The heat restrictions are as follows:
 - a) Unlimited heats of freestyle and backstroke.
 - b) Two (2) heats of I.M. for each eligible age group (10 & under, 11-12, 13-14, 15-18).
 - c) Three heats of each breast and butterfly unless holding a dual meet at a four or five lane pool, then there will be 4 heats of breast and butterfly.

- d) Extra heats will be allowed by mutual consent of the coaches when time permits. Extra heats are not awarded ribbons but qualifies for points.
- 3) For relays there are:
 - a) Freestyle relays for all age groups.
 - i) 6 & U freestyle relay is a mixed-gender relay and must contain at least one (1) swimmer of each gender.
 - b) Medley relays for all age groups except 6 & U.
 - c) Unlimited heats of each relay.
 - d) Three (3) possible relay teams are allowed in the 13-14 and 15-18 age group:
 - i) Boys: (4) boys or (3) boys and (1) girl
 - ii) Girls: (4) girls
 - iii) Mixed: (2) girls and (2) boys or (3) girls and (1) boy only.
 - (1) A team is allowed to score two (2) of the (3) possibilities.
 - (2) The race must be declared for scoring before the race is swum.
 - e) Free & medley relay teams, both boys & girls in the 7-8, 9-10, & 11-12 age groups, consist of the same gender swimmers.
 - f) Any relay team must have at least two (2) swimmers of the correct age group for the event entered
 - g) Mixed-gender relays may be allowed in the 11-12 age groups if all teams swimming in the same divisions agree to make that modification. This modification must be agreed upon prior to the beginning of the season.

D. CHAMPIONSHIP MEET EVENTS AND ENTRIES – MEET OF CHAMPIONS (MOC)

- 1) To be eligible to compete in the MOC, a swimmer must have competed in a minimum of two (2) regularly scheduled WHALe dual meets.
- 2) Swimmers will be allowed to wear technical swim suits at the Meet of Champions and All Stars Meet. The technical suits must be on the current FINA list of approved suits at the time of the meet.
- 3) The events will be the same as the events swum at dual meets. Each team will be allowed one (1) entry per relay event, eight (8) entries per freestyle event, four (4) entries per back, breast, and butterfly event, and three (3) entries per I.M. event.
- 4) In an individual race only a swimmer with TAGS/Sectionals will swim up into the next age group.
- 5) In a relay, a swimmer may swim up in any age group.
- 6) Each team will provide bona fide seed times for seeding the meet at the June meeting.
 - a) Each seedtime will not exceed 1 minute for individual events except IM.
- 7) All relays will be entered with no entry time (NT).
- 8) No changes of the swimmers in any heat will be made after the WHALe deadline except relay swimmer changes according to policies and procedures (swimmer must already be entered to swim in MOC).
- 9) The WHALe League will run the Meet of Champs. The League will receive all monies made from this meet unless otherwise agreed upon by the League.
- 10) When an Electronic Timing System is arranged to be used at the MOC or ASM, placing will be done in this order:
 - a) Touch pad Time
 - b) Backup button Time
 - c) Average of the stopwatch times
- 11) No videos will be used in filing a protest.
- 12) All Stars Meet Qualifiers from Meets of Champs will include:
 - a) The fastest (1) swimmer in each division in free, back, breast, and fly automatically advance and the next 17 fastest times from any division will automatically advance to the ASM in the free, back, breast and fly. The top finisher from each division and the next 9 fastest times from any division in IM will advance to the ASM
- 13) Each WHALe team receives two (2) votes for end of the year Sportsmanship Award; one vote from the League Rep/Director and one from the Head Coach.

E. MEET PROCEDURES

1) Pre-Meet Procedures

- a) Both teams complete and Lock their entries in SwimTopia. Locking entries prevents swimmers from changing their declarations.
- b) No fewer than 24 hours before the meet start, both teams should mark their entries as “Ready to Merge” in SwimTopia.
- c) Once both Teams have confirmed in SwimTopia that they are Ready to Merge, the Home Team will merge the meet. In SwimTopia, merging the data will seed the meet based on the rules configured in meet templates managed by WHALe.
- d) The Home Team will “compress” heats as necessary to minimize the number of heats in Meet Maestro.
- e) No fewer than 12 hours before the start of the meet, the Home Team will notify the Visiting Team via the WHALe email system that the meet has been merged and compressed and that heat sheets/swimmer check-in sheets can safely be pulled and posted.
- f) Visiting Team will provide a certified console operator to assist the certified console operator(s) from the hosting team with meet timing and scoring. Typically, the Home team runs the Dolphin system and the Visiting team runs SwimTopia – this is something that can be negotiated between league representatives at any point prior to the start of the meet.
- g) Both Teams will provide printers on deck to assist in the workflow during the meet.

2) General Meet Procedures

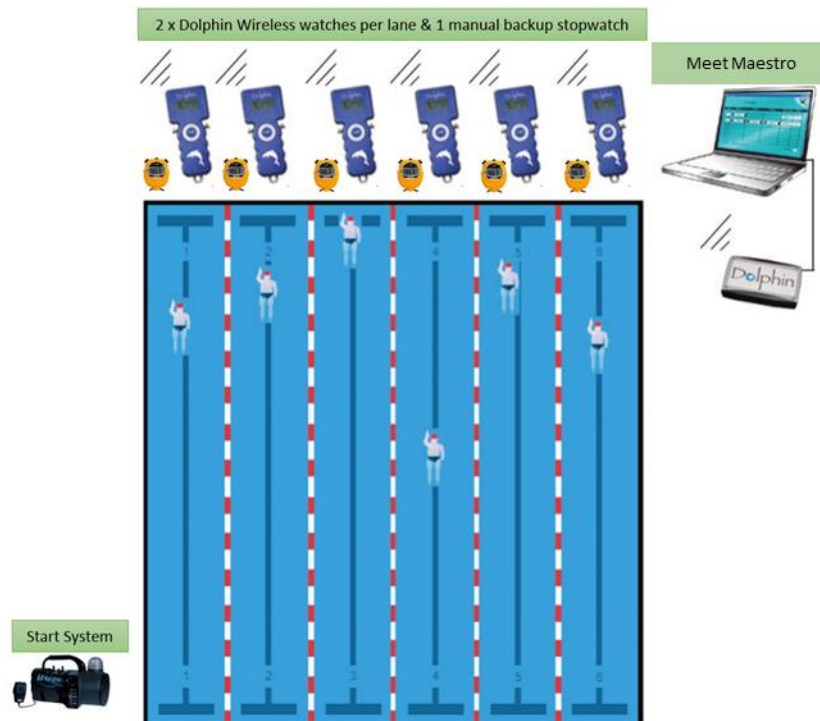
- a) Meet starting times will be set when the meet schedules are set.
- b) Warm-ups start one (1) hour before the start of a meet. The home team will warm-up the first twenty-five (25) minutes. The visiting team will warm-up the second twenty-five (25) minutes.
- c) Starting blocks are not allowed in any WHALe meets.
- d) Diving starts are not allowed at meets held in pools with depth of less than 3’6” at both ends.
- e) Flyover starts are described as the next swimmer starting a race with the swimmer from the last race remaining in the lane. Flyover starts are not allowed in any WHALe meet. Swimmers must exit the lane prior to the beginning of the next heat or event.
- f) Home team supplies water to the volunteers.
- g) Assisted swimmers will only be allowed to swim in pre-meet events. No assisted swimmers will be allowed to swim in relays or scoring heats of the meet. The term, “assisted swimmer” does not refer to a special-needs swimmer. An assisted swimmer is a swimmer who must have a person in the pool with him/her to swim across the pool.
- h) Special needs swimmers requiring assistance to swim will be allowed to swim in meet events as long as there is no safety issue and the swimmer can supply their own equipment and/or facilitator as necessary to swim. The decision for each swimmer will be made on a case-by-case basis.
- i) Visiting teams swim in odd lanes and home teams swim in even lanes.
- j) If a meet is called due to weather after the completion of breaststroke the team with the highest point total will be declared the winner. If a meet is called prior to the completion of the breaststroke, it may be rescheduled and resumed at the point where the meet was called if both League Reps mutually agree. Lifeguards are the only ones to call the meet in case of bad weather and will clear the pool deck at that time. The referee has no authority to overrule the call of the Lifeguard.
- k) State Regulations require that a private to semi-public pool must have two (2) lifeguards on duty, one (1) to sit in lifeguard stand and one (1) on call (for CPR purposes). This rule applies to all WHALe swim meets. A coach, who is lifeguard-certified, may serve as the on-call lifeguard. It is each team’s individual responsibility to provide the lifeguards required at its home meets. A designated lifeguard shall be on duty (separate and apart from coaching responsibilities) while any swimmer from any team is in the pool for warm-up or any meet events.
- l) If your meet is cancelled due to weather, every effort must be made between the teams to reschedule the meet in a non-Katy ISD pool. If the meet is unable to be rescheduled in a non-Katy ISD pool or if a Meet scheduled in a Katy ISD pool must be rescheduled, please contact the Vice President of your division. The Vice President will review the

Rain Out dates noted on the schedule with Katy ISD and reschedule the meet. Please note that are very limited few Rain Out dates in the season and it may be possible that those meets are unable to be rescheduled.

- m) If issues arise in a meet the League Rep will notify the Vice President of the Division, they are participating in for clarification of said issues. The meet should continue as scheduled. If a protest is warranted at that time the League Rep will follow procedures from the Protest section of the Policy and Procedures.
- n) Judges: Each team is responsible to provide judges and officials for all meets.
 - i) Teams competing in Division I, II, and III must have a minimum of 8 officials with current certifications that can perform duties at meets as stroke/turn judge, Starter and Referee.
 - ii) Teams competing in Division IV, V, VI and VII must have a minimum of 5 officials with current certifications that can perform duties at meets as stroke/turn judge, Starter, Referee.
 - iii) During the meet judges report any infractions to the Referee
 - iv) The referee annotates any infractions on the lane/timer sheet for the swimmer in question
- o) No replacing of no-shows/scratches in pre-seeded heats.
- p) Any additional swimmers not part of the initial seed will be placed at open slots in the later heats
- q) No noisemakers are allowed during heat starts. Consideration should always be made to keep the noise level down to allow the timers, officials etc. to efficiently run the meet.
- r) No one person may function simultaneously as both League Representative and Meet Referee. A designee must be assigned.

3) Meet Timing

- i) Teams will be using 2 x Dolphin wireless watches (provided by the league) per lane as primary timing system.
- ii) One -1- manual stopwatch (provided by the team) will be used as backup time per lane
- iii) An electronic starter will be used
- iv) Meet Maestro will be used to automatically receive times from the Dolphin wireless watches.

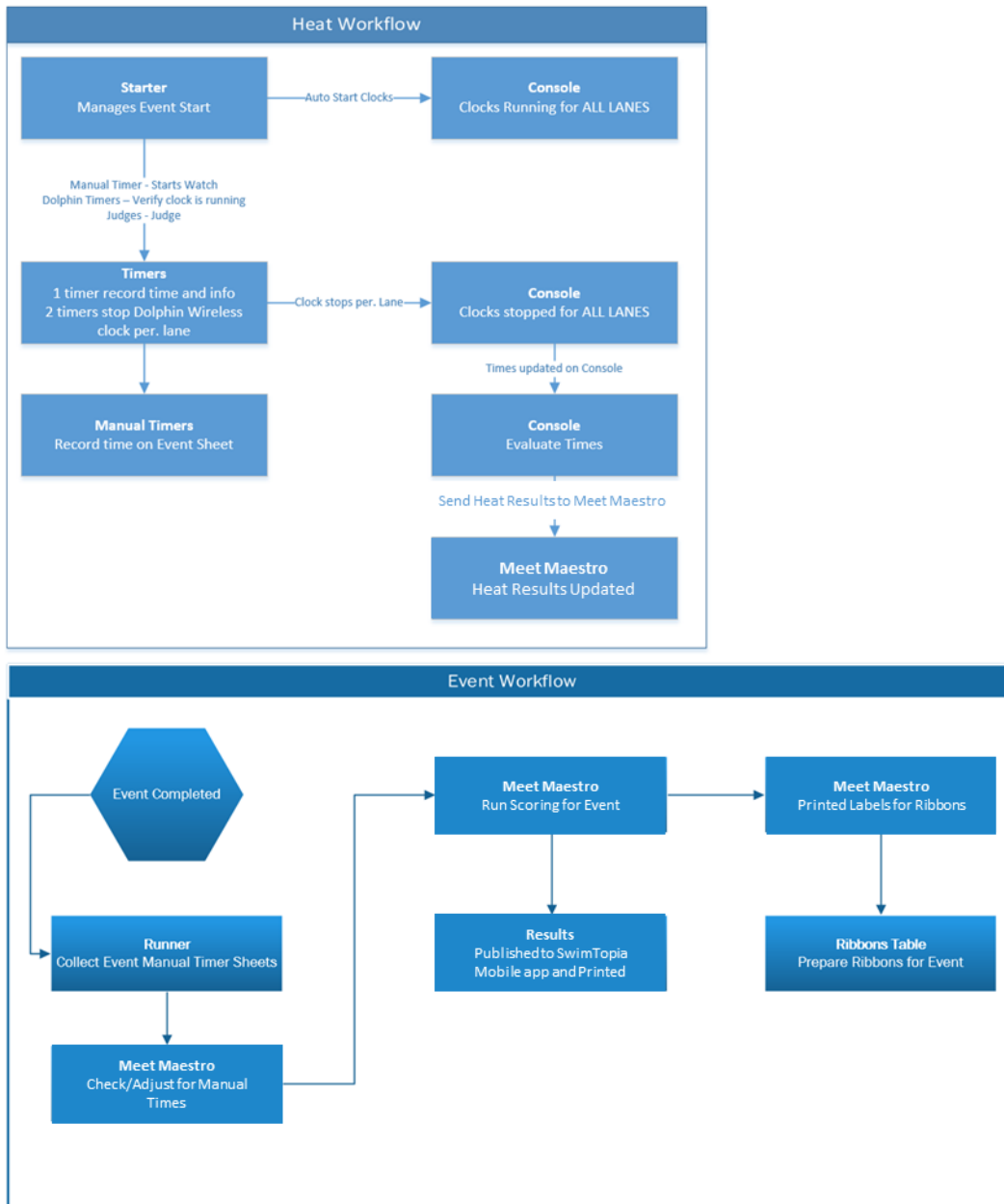


4) Meet Awards

- a) Presenting ribbons to swimmers is left to the discretion of the hosting team
 - i) Line up swimmers after heat for immediate handout of ribbons
 - ii) Delay ribbons until after the meet
 - (1) Ribbons will be prepared as soon as official results are available.

- (2) Ribbons can be picked up by team representatives from the ribbons table as the results become available and ribbons are prepared

5) Meet Workflow



6) Post-Meet Procedures

- a) The visiting team is responsible for completing heat results as well as compiling dual meet scores. Away Team is responsible for helping with these tasks.
- b) The visiting team is responsible for exporting the results from Meet Maestro back to SwimTopia (via the Finalize & Export option on the Settings page).

F. DUAL-MEET RESULTS AND SCORING

- 1) Meet Maestro is used to create combined results for the meet.
- 2) Meet Maestro will receive times from the Dolphin Wireless Watches.

- 3) Result time resolution
 - a) If the times from the 2 Dolphin Wireless watches differs less than .31 of a second
 - i) The average of these times will be used
 - b) If the times from the 2 Dolphin Wireless watches differs more than .31 of a second or if only a single Dolphin watch time was received or if no Dolphin watch times were received, times will be highlighted yellow in Meet Maestro.
 - i) The manual backup time will be entered into the 3rd watch slot in Meet Maestro.
 - ii) CASE #1: If the manual time is less than .31 of a second away from one of the Dolphin times, it means that Dolphin time is valid. If the manual time is greater than or equal to .31 of a second away from one of the Dolphin times, it means that the Dolphin time is invalid. Delete the invalid Dolphin time. When the invalid Dolphin time is removed, Meet Maestro will take the average of the remaining Dolphin and the manual watch time.
 - iii) CASE #2: If the 2 Dolphin times are greater than or equal to .31 of a second apart and the manual watch time is greater than or equal to .31 of a second apart from both Dolphin times, the valid time shall be the middle of the three. Delete the fastest and the slowest times leaving only the middle time. **NOTE:** You may need to re-enter the middle time in the second watch slot in Meet Maestro in order to clear the yellow highlighted condition on the lane.
 - iv) CASE #3: If the 2 Dolphin times are greater than or equal to .31 of a second apart and the manual time is between the two Dolphin times, the valid time is the manual watch time. Discard the Dolphin times. **NOTE:** You may need to re-enter the watch time in the second watch slot in Meet Maestro in order to clear the yellow highlighted condition on the lane.
 - v) CASE #4: If only a single Dolphin time was received, Meet Maestro will determine the time by averaging the Dolphin time and the Manual watch time that was input in the 3rd watch slot.
 - vi) CASE #5: If no Dolphin times were received, the manual watch time will be the official time. **Note:** You may need to enter the manual watch time in the second watch slot in Meet Maestro in order to clear the yellow highlighted condition of the lane.
- 4) When two or more competitors tie, each competitor will receive the point value for that place. In such cases, no awards shall be given for the place or places immediately following the tied places. If two tie for first place, there is no award for second place; if three tie for first place, there are no awards for second or third place, and so on. All tied places earn the higher place points.
- 5) When an individual or relay team is disqualified, the following places move up in order of finish. NO points are awarded to disqualified swimmers or relay teams.
- 6) Meet Maestro will be used to automatically do all scoring.
- 7) Scoring will be done as follows:
 - a) Individual Events:
 - i) Scoring the top 8 positions with points: 11-9-7-5-4-3-2-1
 - ii) Scoring is done for top 8 positions regardless of how many lanes
 - b) Relay Events:
 - i) Scoring the best finishers with points 14-7.
- 8) If a relay team is disqualified, no points will be awarded to that team. Finishes will be moved up one place assuming a legal finish.
- 9) The Visiting Team is required to Export the results of the meet from Meet Maestro back to SwimTopia. This must be done within 3 days of the meet date.

G. PROTESTS AND FORFEITURES

- 1) No one, except a head coach at a meet, will be allowed to question or protest to the referee the decision of an official during the meet. After hearing a protest and any appropriate rebuttal, the meet's referee will decide what action is appropriate. Then the meet continues.
- 2) The Referee's decision is final.

- 3) Any further protests or questions must be submitted to the league Vice-President in writing within twenty-four (24) hours of the conclusion of the last event of that meet. The Vice-President shall inform the other teams(s) of the protest filed within twenty-four (24) hours of receipt of protest and shall investigate and rule on the protest within seven (7) calendar days of the meet.
- 4) A home team will forfeit a meet if it is not ready to begin the meet at the scheduled starting time.
- 5) A visiting team will forfeit a meet if it has not arrived before the scheduled starting time of a meet.
- 6) Forfeit score shall be 50-0. In a forfeit situation, the forfeiture may be waived and the meet swum if both League Reps give mutual consent.

H. PLACING AND OFFICIATING

- 1) At league dual meets, there will be the following positions:
 - a) Minimum Two (2) console operators (one from each team),
 - b) Two (2) runners (one from each team)
 - c) Two (2) ribbon table workers (one from each team)
 - d) Two (2) or three (3) timers per lane, agreed between the teams
 - e) Four (4) touch/turn judges (2 per team)
 - f) Two (2) stroke judge (1 per team)
 - g) A Starter
 - h) A Referee
 - i) A Meet Director
- 2) The home team will provide the starter, meet director and referee. All stroke judges, touch/turn judges, and referees must attend a league-sponsored clinic as determined by the league.
- 3) **The Starter** will be responsible for charging false starts to swimmers. The starter will use a starting device, and only whistle in the event of a device failure. An individual's second false start shall result in disqualification, except for 6 & under events.
 - a) After receiving clearance from the referee, the starter instructs the swimmers, including the type of event. The starter then directs them to "take your mark" to which they must immediately respond by assuming a starting position. Enough time should follow "take your mark" to enable swimmers to assume starting positions, but no swimmer shall be in motion immediately before the starting signal is given.
 - b) When a swimmer does not respond promptly to the command "take your mark" or starts before the starting signal is given, the starter shall immediately release all swimmers with the command "stand up". Any swimmer who enters the water or backstroke swimmer who leaves the starting area shall be charged with a false start, except that a swimmer may be relieved of the charge if the false start was caused by the swimmer's reaction to the command "stand-up".
 - c) All swimmers leaving their marks before the starting signal is given, shall be charged with a false start, except that a swimmer who has false started because of the action or movement of another competitor may be relieved of the charge and a false start may be charged only to the offender who moved.
 - d) For backstroke starts, a false start may be charged to any swimmer who fails to maintain his feet and/or hands in a legal position after one warning.
 - e) For relay starts, a still start is required with feet touching some portion of the deck – no running, stepping or hop starts.
 - f) A swimmer may also be disqualified for deliberate delay or misconduct.
 - g) 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, and the starter shall indicate the swimmer(s), if any, who are charged with a false start.
- 4) **The Referee** is responsible for all events and issues pertaining to the swimmers and the judges.
 - a) The Referee will hold a meeting before the meet begins with all officials (timers, judges, etc...) and coaches to review meet procedures.

- b) Cannot disqualify or place swimmers.
 - c) Cannot overrule a judge but can ask questions to verify understanding of the rule if you believe they do not understand a rule. If needed, the Referee has the authority to remove/replace any judge or timer.
 - d) Only speak to coaches about disputes, disqualifications, or questions. If parents and/or swimmers approach you; send them directly to their coach.
 - e) The Referee will be at the finish line to observe the finish and check with stroke and touch/turn judges for disqualifications.
 - f) Coordinate with the Console table and the starter, giving the clear for start signal
 - g) Maintains good sportsmanship during the meet.
- 5) **The Meet Director** is responsible for the conduct/administration of the meet.
- a) Can remove swimmers for poor conduct or sportsmanship (foul language, disruption to the meet, etc...)
 - b) Parents can be removed by Meet Director and/or League Representatives (both teams agree).
 - c) Any ejections must be reported to League Vice-President in writing within 24 hours by the meet director.
 - d) Responsible for keeping the meet running smoothly and efficiently.
 - e) Can be the League Representative for the home team.
 - f) During disputes at the meet, consensus must be reached between the League Reps from both teams or the Division Vice President will be called in to make decision.
- 6) **The Timers** record swimmers time during the meet:
- a) Timer distribution
 - i) Using 2 timers
 - (1) Each lane will have 1 timer from each team
 - (2) One timer has a Dolphin Wireless Watch and a manual stopwatch
 - (3) One timer has a Dolphin Wireless Watch and a Lane/Timer sheet
 - ii) Using 3 timers
 - (1) Each odd lane will have 2 timers from the home team and 1 timer from the visiting team
 - (2) Each even lane will have 2 timers from the visiting team and 1 timer from the home team
 - (3) Two (2) timers will have a Dolphin Wireless Watch
 - (4) 1 timer will have a manual stopwatch and a lane/timer sheet
 - b) The timer will be assigned a lane. The assigned lane is the only lane for which the timer has any responsibility.
 - c) The timer is to sit at the end of the pool in his/her lane with the other timers. One person will be assigned a manual stopwatch and to record the swimmer's time on a timing sheet clipped to a clipboard.
 - d) Manual Stopwatch Procedure
 - i) Make sure the stopwatch is at 0.00. Listen for the Starter to start the race. Watch the starting system for the start of the race. There is a light that will flash and a beep that will sound when the race is started. Since light travels faster than sound, stopwatches are started as the light flashes. The Starters usually says, "Swimmers take your mark!" Then the starting system will be activated.
 - ii) Check the stopwatch to make sure it started.
 - iii) As the swimmer approaches the end, get up, stand as close to the pool's edge as possible, and watch as the swimmer finishes his/her race. The race is finished when he/she touches the wall with ANY part of his/her body. This can be the head, hand, fingernail, etc.
 - iv) The moment the swimmer touches the wall, stop the stopwatch.
 - v) Return to seat and the Recorder will record the times off the stopwatches onto the timing slip. The Recorder will also check the swimmer's name against the lane/timer sheet entry.
 - vi) A Runner will pick up the Event Timer Sheet and take them to the console table.
 - vii) Clear the manual stopwatch. Get ready for the next race.
 - viii) Repeat
 - e) Dolphin Wireless Watch Procedure

- i) Make sure the stopwatch is at 0.00. Listen for the Starter to start the race. Watch the starting system for the start of the race. There is a light that will flash and a beep that will sound when the race is started. The Starters usually says, "Swimmers take your mark!" Then the starting system will be activated.
 - ii) The Watch will start **automatically**, check the stopwatch to make sure it started
 - iii) As the swimmer approaches the end, get up, stand as close to the pool's edge as possible, and watch as the swimmer finishes his/her race. The race is finished when he/she touches the wall with ANY part of his/her body. This can be the head, hand, fingernail, etc.
 - iv) The moment the swimmer touches the wall, stop the stopwatch.
 - v) Repeat
- 7) **Head Timers**
- a) There are two Head Timers standing on either side of the pool. Each Head Timer has two stopwatches. One Head Timer is responsible for lanes 1, 2 and 3 and the other is responsible for lanes 4, 5 and 6.
 - b) At the start of the race, both stopwatches are started at the flash of the starting system.
 - c) Look towards the Timers to see if any hands are raised. If you see a hand raised, quickly deliver one of your stopwatches to him/her. Make sure you take the Timer's old stopwatch.
- 8) **The Runners** pick up event timer sheets at the end of each event
- a) Keeping the cards together per lane, go to the console table and paper clip them.
 - b) Make sure the console operators know the sheets are there.
 - c) Go back to the where you started and repeat.
- 9) **Console Operators**
- Each team must have at least two certified console operators. Training sessions will be held in the spring of each year to train and refresh the console operators. In order to obtain certification, the console operators will be required to attend one of the training sessions each year. The console operators will be responsible for managing the Dolphin Wireless console and the Meet Maestro software. They will also receive the event timer sheets and double check automatic times against the backup times.
- 10) **Ribbon Volunteers** will receive heat result labels from the console/scoring table and attach the label to the correct ribbon. The Ribbons gets sorted by team
- 11) **Stroke Judge**
- a) A stroke judge will disqualify a swimmer who violates any stroke or kick rule listed in Appendix A except for the following:
 - i) A 6 & under swimmer is not disqualified unless there is an unfair advantage. A 6 & under is allowed two (2) stroke infractions per race in the backstroke.
 - ii) A 7-8 swimmer is allowed one (1) stroke infraction per race and/or relay leg.
 - iii) All swimmers, including a 6 & under swimmer will be disqualified if they do not finish the race legally – i.e. on the back in the backstroke. This is a touch-turn infraction.
 - iv) A stroke judge will disqualify a swimmer who gains an unfair advantage by doing any of the following:
 - (1) Pulling on a lane rope.
 - (2) Pulling on a pool's side.
 - (3) Pushing off the pool's bottom.
 - (4) Pushing off a pool's side other than at the starting or finishing ends.
 - b) A touch/turn judge will disqualify a swimmer who violated any turn, finish, or relay race rule listed in Appendix A.
 - c) Under sections 10, 11 & 12 listed above, all heats will be judged. If a swimmer is disqualified for any reason, the meet referee will mark the timing slip with "DQ" & reason for the DQ in a bold, easily seen way to indicate to the scoring table that this swimmer has been disqualified.
 - d) During the Meet of Champs, a judge will write both the nature of any disqualification and "DQ" on the timer's sheet for the swimmer disqualified.

- e) Backstroke flags must be fifteen (15) feet from each end of the course and about seven (7) feet above the water surface. Incorrect placement of the backstroke flags is allowed if all coaches approve and the touch/turn judges are instructed to be lenient in assessing disqualifications in the backstroke.

I. MEMBERSHIP AND SCHEDULING

- 1) Annually, the chapter teams shall be apportioned into divisions for dual meet scheduling. The primary goal of such apportionment is competitive balance.
- 2) All information needed for scheduling dual meets is due by January meeting. Every director will receive the league's master dual meet schedule listing all meets and starting time by the March meeting.
- 3) Teams who do not meet the Whale requirements for swimming in their own pool will use Katy ISD pools for meets and the Whale league will pay for the pool usage. The Executive Board making the schedule each year will schedule teams who do not meet the Whale requirements, for at least one home meet at a Katy ISD pool. If at all possible, all other meets will be scheduled in pools within that division who can volunteer to host additional meets to reduce the cost to Whale.

J. INSURANCE AND POOL SAFETY

- 1. There must be a minimum of two coaches on the pool deck who maintain all three (3) certifications for all practices and/or swim meets. If there aren't two coaches who maintain all certifications, a certified lifeguard must sit in the lifeguard chair.
- 2. Liability insurance will be reviewed on an annual basis. Any request for change must be submitted in writing to board@swimwhale.com by the January meeting.
- 3. Any team that is accepted into WHALE must have pool depth of at least 3 feet 6 inches.
- 4. All teams must confirm with their HOA and Management Companies that they are in compliance with the ADA Standards that are in effect as of March 15, 2012.

K. PERSONAL CONDUCT POLICY & LEGAL

- 1) Swimmers, their parents, and coaches shall be obligated to behave in an exemplary manner when at all practices, meets and other WHALE functions. The following list is an example of the types of behavior that will not be tolerated and will be subject to disciplinary action:
 - a) theft or destruction of places and/or objects;
 - b) any illegal or extremely offensive behavior;
 - c) the possession, use, or sale/distribution of any controlled or illegal substance or weapons of any form; and
 - d) sexual misconduct.
- 2) The aforementioned list is not exhaustive and may be expanded at any time by the WHALE Board or the WHALE Executive Board.
- 3) Disciplinary actions shall be taken as follows:
 - a) Team notice and team disciplinary action
 - i) Upon the WHALE Executive Board being notified of any such behaviors, the WHALE President or next highest ranking WHALE Executive Board member shall notify the WHALE Board Member (League Representative or his/her designee) from the swimmer's, parent's or coach's team.
 - ii) The WHALE Board Member (or his/her designee) shall consult with his/her team president and/or team board and come to a decision on the disciplinary action the team deems appropriate.
 - iii) The WHALE Board Member (or his/her designee) shall notify the WHALE President of such decision and ensure that the disciplinary action is carried out.
 - iv) In the event a team board takes disciplinary action for behavioral conduct that results in team expulsion, the WHALE Executive Board shall be permitted to report such action to any future team which such swimmer, parent, or coach attempts to affiliate with.
 - b) WHALE Executive Board review

- i) If, upon notice from a team pursuant to Section K.2)a)iii) of a disciplinary action, the WHALe Executive Board believes that the severity of the disciplinary action levied by the team board was insufficient against the swimmer, parent, or coach, then the WHALe President shall discuss a more severe penalty with the team.
 - ii) If such discussions with the team do not yield the desired result of the WHALe President, then the WHALe Executive Board may, by unanimous vote, agree to a more severe disciplinary action. Such disciplinary action may include, but are not limited to, the following:
 - (1) Removal from the current meet;
 - (2) Suspension from the next meet or additional meets this season or next season;
 - (3) Suspension from Meet of Champs and/or All-Stars Meet this season or next season;
 - (4) Suspension for the remainder of the season or the next season; or
 - (5) Expulsion from WHALe.
 - c) Appeal to full WHALe Board In the event that either the team or the swimmer/parent/coach disagrees with the disciplinary action taken by the WHALe Executive Board, the WHALe Board Member for such team or the swimmer/parent/coach (acting on their own accord) may request that their case be heard by the full WHALe Board. The team or the swimmer/parent/coach shall make such request by providing written notice to the WHALe President along with a 250-word or less summary of the appeal. Such summary and a 250-word or less summary prepared by the WHALe Executive Board shall be provided to the WHALe Board in advance of the next regularly scheduled meeting. At such regularly scheduled meeting, the WHALe Board shall vote upon such disciplinary action taken by the WHALe Executive Board. If the disciplinary action is upheld, it shall remain in force, but if it is voted down, the original disciplinary action instituted by the team shall be enforced.
- 4) The following executive board position in WHALe is legally allowed to sign on behalf of WHALe:
- a) President
 - b) Treasurer

APPENDIX A

ARTICLE 101 - INDIVIDUAL STROKES AND RELAYS

101.1 BREASTSTROKE

- 1) Start
 - a) The forward start shall be used.
- 2) Stroke
 - a) From the beginning of the first arm stroke after the start and after each turn, the body shall be kept on the breast. It is not permitted to roll onto the back at any time.
 - b) Throughout the race the stroke cycle must be one arm stroke and one leg kick in that order.
 - c) All movements of the arms shall be simultaneous and in the same horizontal plane without alternating movement.
 - d) The hands shall be pushed forward together from the breast on, under, or over the water.
 - e) The elbows shall be under water except for the final stroke before the turn, during the turn and for the final stroke at the finish. The hands shall be brought back on or under the surface of the water. The hands shall not be brought back beyond the hip line, except during the first stroke after the start and each turn.
 - f) During each complete cycle, some part of the swimmer's head shall break the surface of the water. After the start and after each turn, the swimmer may take one arm stroke completely back to the legs. The head must break the surface of the water before the hands turn inward at the widest part of the second stroke.
- 3) Kick
 - a) After the start and each turn, a single downward butterfly kick followed by a breast-stroke kick is permitted while wholly submerged (2006 Rules & Regulations 19). Following which, all movements of the legs shall be simultaneous and in the same horizontal plane without alternating movement. Updated policy as of November 2014!

- b) The feet must be turned outwards during the propulsive part of the kick. A scissors, flutter or downward butterfly kick is not permitted except as provided herein. Breaking the surface of the water with the feet is allowed unless followed by a downward butterfly kick.
- 4) Turns and Finish
 - a) At each turn and at the finish of the race, the touch shall be made with both hands simultaneously at, above, or below the water level. The head may be submerged after the last arm pull prior to the touch, provided it breaks the surface of the water at some point during the last complete or incomplete cycle preceding the touch.

101.2 BUTTERFLY

- 1) Start
 - a) The forward start shall be used.
- 2) Stroke
 - a) After the start and after each turn, the swimmer's shoulders must be at or past the vertical toward the breast. The swimmer is permitted one or more leg kicks, but only one arm pull under water, which must bring the swimmer to the surface. It shall be permissible for a swimmer to be completely submerged for a distance of not more than 15 meters (16.4 yards) after the start and after each turn. By that point, the head must have broken the surface. The swimmer must remain on the surface until the next turn or finish. From the beginning of the first arm pull, the body shall be kept on the breast. Both arms must be brought forward over the water and pulled back simultaneously.
- 3) Kick
 - a) All up and down movements of the legs and feet must be simultaneous. The position of the legs or the feet need not be on the same level, but they shall not alternate in relation to each other. A scissors or breaststroke kicking movement is not permitted.
- 4) Turns
 - a) At each turn the body shall be on the breast. The touch shall be made with both hands simultaneously at, above, or below the water surface. Once a touch has been made, the swimmer may turn in any manner desired. The shoulders must be at or past the vertical toward the breast when the swimmer leaves the wall.
- 5) Finish
 - a) At the finish, the body shall be on the breast and the touch shall be made with both hands simultaneously at, above, or below the water surface.

101.3 BACKSTROKE

- 1) Start
 - a) The swimmers shall line up in the water facing the starting end, with both hands placed on the gutter or on the starting grips.
 - b) Prior to the command "take your mark" and until the feet leave the wall at the starting signal, the swimmer's feet, including the toes, shall be placed under the surface of the water. Standing in or on the gutter or curling the toes over the lip of the gutter is not permitted at any time before the start. A backstroke starting block may not be used.
- 2) Stroke
 - a) Standing in or on the gutter or curling the toes over the lip of the gutter immediately after the start is not permitted. The swimmer shall push off on his back and continue swimming on the back throughout the race. Some part of the swimmer must break the surface of the water throughout the race, except it shall be permissible for the swimmer to be completely submerged during the turn and for a distance of not more than 15 meters (16.4 yards) and after the start and each turn. By that point, the head must have broken the surface of the water.
- 3) Turns
 - a) Upon completion of each length, some part of the swimmer must touch the wall.

- b) During the turn the shoulders may turn past the vertical toward the breast after which a continuous single arm pull or a continuous simultaneous double arm pull may be used to execute the turn.
 - i) Once that one pull is completed (hands at side) all kicking may stop or may continue. At that point the swimmer is allowed to glide or kick into the wall to complete the turn.
 - ii) If a swimmer chooses to complete the turn on their breast (3.2), they cannot touch the wall with their hand/s during the turn.
 - c) The swimmer must return to a position on the back before the feet leave the wall.
- 4) Finish
- a) The swimmer shall have finished the race when any part of the person touches the wall while the swimmer is on their back at the end of the course.

101.4 FREESTYLE

- 1) Start
 - a) The forward start shall be used.
- 2) Stroke
- 3) In an event designated freestyle, the swimmer may swim any style. No stroke rules need to be applied to any freestyle event (even if swimmer chooses to swim another stroke like back, breast or butterfly) except the following: Some part of the swimmer must break the surface of the water throughout the race, except it shall be permissible for the swimmer to be completely submerged during the turn and for a distance of not more than 15 meters (16.4 yards) after the start and each turn. By that point the head must have broken the surface.
- 4) Turns
 - a) Upon completion of each length the swimmer must touch the wall.
- 5) Finish
 - a) The swimmer shall have finished the race when any part of his person touches the wall after completing the prescribed distance.

101.5 INDIVIDUAL MEDLEY

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

- 1) Start
 - a) The forward start shall be used.
- 2) Stroke
 - a) The stroke for each one-fourth of the designated distance shall follow the prescribed rules for that stroke.
- 3) Turns
 - a) Intermediate turns within each stroke shall conform to the turn rules for that stroke.
 - b) The turns when changing from one stroke to another shall conform to the finish rules for the stroke just completed, and shall be as follows:
 - i) **Butterfly to backstroke.** The swimmer must touch as described in 101.2.5. Once a legal touch has been made, the swimmer may turn in any manner, but the shoulders must be at or past the vertical toward the back when the swimmer leaves the wall.
 - ii) **Backstroke to breaststroke.** The swimmer must touch the wall while on the back. Once a legal touch has been made, the swimmer may turn in any manner, but the shoulders must be at or past the vertical toward the breast when the swimmer leaves the wall and the prescribed breaststroke form must be attained prior to the first arm stroke.
 - iii) **Breaststroke to freestyle.** The swimmer must touch as described in 101.1.5. Once a legal touch has been made, the swimmer may turn in any manner.

- 4) Finish
 - a) The swimmer shall have finished the race when any part of his/her person touches the wall after the prescribed distance.
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101.6 RELAYS

- 1) Freestyle Relay
 - a) Four swimmers on each team, each to swim one-fourth of the prescribed distance using any desired stroke(s). Freestyle finish rules apply.
- 2) Medley Relay
 - a) Four swimmers on each team, each to swim one-fourth of the prescribed distance in the following order: first, backstroke; second, breaststroke; third, butterfly; and fourth, freestyle. Rules pertaining to each stroke used shall govern where applicable. At the end of each leg, the finish rule for each stroke applies in each case.
- 3) Rules Pertaining to Relay Races
 - a) No swimmer shall swim more than one leg in any relay event.
 - b) When automatic relay take-off judging is used, each swimmer must touch the touch plate or pad in his/her lane at the end of the course to have finished his/her leg of the relay race.
 - c) In relay races a swimmer, other than the first swimmer, shall not start until his/her teammate has concluded his/her leg.
 - d) Any relay team member and his/her relay team shall be disqualified from a race if a team member other than the swimmer designated to swim that leg enters the pool in the area where the race is being conducted before all swimmers of all teams have finished the race. Exception: When an in-the-water start is required, or such start is approved by the Referee.
 - e) Each relay team member shall leave the water immediately upon finishing his/her leg, except the last member.
 - f) In relay races the team of a swimmer whose feet have lost touch with the starting platform (ground or deck) before his/her preceding teammate touches the wall shall be disqualified.
 - g) In relay races involving in-the-water starts, the team of a swimmer who has lost touch with the end of the course before his/her preceding teammate touches the wall shall be disqualified, unless the swimmer in default returns to the original starting point at the wall.

APPENDIX B: DUAL MEET EVENTS

Girls	Age	Event-Type	Boys	Mixed	Entries per Age-Gender Group
	6 & under	100 yd. free relay		1	Unlimited
2	7 - 8		3		*
4	9 - 10		5		*
6	11 - 12		7		*
8	13 - 14		9	10	
11	15 - 18		12	13	*
14	6 & under	25 yd. free	15		unlimited
16	7 - 8		17		*
18	9 - 10		19		*
20	11 - 12	50 yd. free	21		*
22	13 - 14		23		*
24	15 - 18		25		*
26	6 & under	25 yd. back	27		Unlimited
28	7 - 8		29		*
30	9 - 10		31		*
32	11 - 12	50 yd. back	33		*
34	13 - 14		35		*
36	15 - 18		37		*
38	10 & under	100 yd. I.M.	39		two heats
40	11 - 12		41		*
42	13 - 14		43		*
44	15 - 18		45		*
46	7 - 8	25 yd. breast	47		three heats (4 lane pool - 4 heats)
48	9 - 10		49		*
50	11 - 12	50 yd. breast	51		*
52	13 - 14		53		*
54	15 - 18		55		*
					*
56	7 - 8	25 yd. fly	57		three heats (4 lane pool - 4 heats)
58	9 - 10		59		*
60	11 - 12	50 yd. fly	61		*
62	13 - 14		63		*
64	15 - 18		65		*
					*
66	7 - 8	100 yd. medley relay	67		Unlimited
68	9 - 10		69		*
70	11 - 12		71		*
72	13 - 14		73	74	*
75	15 - 18		76	77	*

APPENDIX C: MEET OF CHAMPS (MOC) EVENTS

Girls	Age	Event-Type	Boys	Mixed	Entries per Age-Gender Group
	6 & under	100 yd. free relay		1	1 team
2	7 - 8		3		*
4	9 - 10		5		*
6	11 - 12		7		*
8	13 - 14		9	10	2 teams from 3 options
11	15 - 18		12	13	2 teams from 3 options
14	6 & under	25 yd. free	15		Up to 8 entries
16	7 - 8		17		*
18	9 - 10		19		*
20	11 - 12	50 yd. free	21		*
22	13 - 14		23		*
24	15 - 18		25		*
26	6 & under	25 yd. back	27		Up to 4 entries
28	7 - 8		29		*
30	9 - 10		31		*
32	11 - 12	50 yd. back	33		*
34	13 - 14		35		*
36	15 - 18		37		*
38	10 & under	100 yd. I.M.	39		Up to 3 entries
40	11 - 12		41		*
42	13 - 14		43		*
44	15 - 18		45		*
46	7 - 8	25 yd. breast	47		Up to 4 entries
48	9 - 10		49		*
50	11 - 12	50 yd. breast	51		*
52	13 - 14		53		*
54	15 - 18		55		*
56	7 - 8	25 yd. fly	57		Up to 4 entries
58	9 - 10		59		*
60	11 - 12	50 yd. fly	61		*
62	13 - 14		63		*
64	15 - 18		65		*
66	7 - 8	100 yd. medley relay	67		1 team
68	9 - 10		69		*
70	11 - 12		71		*
72	13 - 14		73	74	2 teams from 3 options
75	15 - 18		76	77	2 teams from 3 options

APPENDIX D: ALL STAR MEET (AS) EVENTS

Girls	Age	Event-Type	Boys	Mixed	Entries per Age-Gender Group
38	10 & under	100 yd. I.M.	39		First place from each division
40	11 - 12		41		Call up next fastest swimmers
42	13 - 14		43		to fill 16 lanes total
44	15 - 18		45		*
14	6 & under	25 yd. free	15		First place from each division
16	7 - 8		17		Call up next fastest swimmers
18	9 - 10		19		to fill 16 lanes total
20	11 - 12	50 yd. free	21		*
22	13 - 14		23		*
24	15 - 18		25		*
26	6 & under	25 yd. back	27		First place from each division
28	7 - 8		29		Call up next fastest swimmer
30	9 - 10		31		to fill 16 lanes total
32	11 - 12	50 yd. back	33		*
34	13 - 14		35		*
36	15 - 18		37		*
46	7 - 8	25 yd. breast	47		First place from each division
48	9 - 10		49		Call up next fastest swimmer
50	11 - 12	50 yd. breast	51		to fill 16 lanes total
52	13 - 14		53		*
54	15 - 18		55		*
56	7 - 8	25 yd. fly	57		First place from each division
58	9 - 10		59		Call up next fastest swimmer
60	11 - 12	50 yd. fly	61		to fill 16 lanes total
62	13 - 14		63		*
64	15 - 18		65		*