

## PREAMBLE

Understanding our children's welfare to be our first consideration, we have joined together to create an atmosphere of friendly competition and personal satisfaction for our swimmers. The design and management of our league will stress individual challenge, measurements and improvement in a sportsmanlike fashion that will enhance the child's satisfaction in themselves and their team. Because the rewards to neighborhoods, clubs, families and coaches are secondary to the swimmers' fun and satisfaction, it shall be a commitment from all involved to be sure all competition is conducted with the highest level of virtues of clean competition and sportsmanship. With these ideals foremost in our minds, we form the Capital City Summer League (CCSL).

The CCSL operates per a Code of Ethics that is used as a guide for the swim league. Adherence to this code is required, and failure to comply with these standards may result in disciplinary action from the league.

- All Athletes, Coaches, Volunteers, Officials, and Spectators will treat other Athletes, Coaches, Volunteers, Officials, and Spectators with respect and civility, regardless of race, creed, color, sex, gender identity or ability.
- All Athletes, Coaches, Volunteers, Official, and Spectators will lead by example in demonstrating fair play and sportsmanship for all participants.
- All Athletes, Coaches, Volunteers, Officials, and Spectators will encourage good sportsmanship by demonstrating positive support for all volunteers, coaches, and officials at every event, practice, and meeting.
- All Athletes, Coaches, Volunteers, Officials, and Spectators shall provide support for coaches and officials working with the league to provide a positive and enjoyable experience for all.
- All Athletes, Coaches, Volunteers, Officials, and Spectators will place the emotional and physical wellbeing of their participants ahead of a personal desire to win and will not engage in any behavior or practices that would endanger their physical or emotional well being of any athlete.
- All Athletes, Coaches, Volunteers, Officials, and Spectators will treat each participant as an individual, remembering the large range of emotional and physical development of members of the same age group.
- All Athletes, Coaches, and Officials will do their best to provide a safe playing situation and environment.
- All Athletes, Coaches, and Officials will do their best to organize practices that are fun and challenging for all participants.
- All Athletes, Coaches, and Officials will be knowledgeable in the rules of the league and the sport and will teach these rules to their participants and parents.
- All Athletes and Coaches will use coaching techniques appropriate for the league and the sport of swimming.
- All Athletes, Coaches, Volunteers, Officials, and Spectators must remember that the league is for children and not for adults.

- Individuals not complying with these rules will be subject to suspension or dismissal, including all family members, from the league. A panel of League Officials, Team Representatives and Coaches will be responsible for hearing any complaints pertaining to this rule during the season and rendering any penalty if necessary.

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I. STATEMENT OF PURPOSE

The Capital City Summer League shall operate organized swimming competitions for the benefit of the young swimmers involved. It shall maintain a summer league program of competitive swimming which shall be designed to allow the participating children to learn how best to seek the personal rewards offered by participation in the sport, team spirit, personal challenge, measured growth of their strengths and satisfaction of accomplishment without having been subjected to destructive pressures. To learn how to think and act in a sportsmanlike fashion; to belong to a team and to enjoy the experience of competitive swimming. All competition shall be conducted on the highest level and every adult associated with the program should emphasize by word and action the virtues of clean competition and sportsmanship.

II. DESCRIPTION OF THE LEAGUE

A. The league shall be called Capital City Summer League (CCSL).

B. Members of the league shall be:

0. Circle C Ranch (CCR)
1. Hays Swim Club (HSC)
2. Western Oaks (WO)
3. Belterra (BEL)
4. Shady Hollow (SH)
5. South Austin Area Barracudas (SAAB)
6. Texas School for the Deaf (TSD)
7. Travis Country (TC)
8. Any other neighborhood swim team duly admitted pursuant to these bylaws.

C. Maximum team membership shall be 10 teams per division if more divisions are added. Members may be added or removed if approved by a majority of all league board members.

D. Each member club shall appoint a voting member League Representative and an alternate. Each member team shall have only one vote.

E. New teams will be on a 2-year probationary status. At the end of the two-year probationary period, the League will vote on the probationary team's full membership.

F. Prior to the summer swim season, amendments to these bylaws may be made by a majority vote of the Board. During the summer swim season, amendments will be made by majority vote of the Board.

III. LEAGUE OFFICIALS

A. Officers of the League shall be: President, Vice-President, Secretary, Treasurer, Awards Chairman, and Head Meet Director. Six team positions will rotate in two-year terms:

| 2022/23                 |      | 2024/25                 |          |
|-------------------------|------|-------------------------|----------|
| President               | BEL  | President               | SH       |
| Vice President          | SH   | Vice President          | TC       |
| Secretary               | TC   | Secretary               | CCR      |
| Treasurer               | CCR  | Treasurer               | SAAB     |
| Awards                  | SAAB | Awards                  | TSD      |
| Head Meet Director      | TSD  | Head Meet Director      | BEL/HAYS |
| Communications Director | WO   | Communications Director | WO       |

Board officer positions will rotate in ascending order. After serving as President, that member will roll out of rotation for at least the next 2 years, with new members rotating into officer positions as determined by the current board.

- B. Each officer shall be a parent representative of a different team and may vote. Coaches may not vote for absent Board Members during league business, but coaches may attend league meetings.
- C. The President shall preside over all business meetings of the league and have all powers normally delegated to such office. The President shall organize the meet officials Stroke and Turn Clinics and assure that each team understands League bylaws and USA Swimming Rule Book as it pertains to stroke and turn judging.
- D. The Vice-President shall conduct business for the league as requested by the President, chair the Bylaws Committee, maintain an up-to-date copy of the bylaws and meet guides, and conduct investigations of formal protests. The Vice-President shall maintain an up-to-date copy of league records.
- E. The Treasurer shall care for and record all fees and assessments and provide a detailed accounting of all funds. The Treasurer will also manage the league insurance policy.

- F. The Secretary shall take the minutes of any meetings and send a copy to each team representative in the league. Additionally the Secretary will keep and maintain a current email distribution list for the League.
- G. The Awards Chairperson will order sufficient ribbons for all teams for the entire season. The Awards Chairperson will also order awards for the Championship meet to include ribbons, medals, tee-shirts, trophies and labels.
- H. The Head Meet Director shall act as arbitrator for any questions or conflicts concerning eligibility and sportsmanship. The Head Meet Director shall serve as Championship Meet Director and ensure that necessary supplies including DQ slips are ordered for the Championship Meet.
- I. The Communications Director shall be the person in charge of updating and maintaining the league website, record book, and all league wide communications.

#### IV. FEES AND ASSESSMENTS

- A. An annual league membership fee will be determined based on the expenses associated with awards, the championship meet and insurance. Fees are assessed on a per registered swimmer basis. The fees are to be paid to the League Treasurer by May 1. Money for additional swimmers must be paid to the Treasurer 14 days prior to Championships. To remain a member in good standing, member teams must pay dues, fees, and fines as set out herein.
- B. Any CCSL members who have not paid their dues by the end of the Champs meet may be assessed a fine in the amount of \$1 per unpaid swimmer, per day until all dues and fines are paid in full.
- C. Members who have not paid their dues before the first scheduled meet of the following year will not be allowed to participate and may be terminated as members in the League pursuant to a Board vote.
- D. Fees for the Championships (entry or splash) will be set by the Board of Directors during the budget process. Fees are due the week of Champs. Failure to remit appropriate fees may result in the removal all swimmers from the Championship meet.
- E. As CCSL is an Unincorporated Association, no member shall require a W9 or other tax document to make payment, and shall not be a valid exception to avoid IV(c).
- F. Each team shall maintain a current roster of all swimmers participating in CCSL-sanctioned activities.
- G. The Roster must include: Parents Name, Swimmers Name, an Address of where swimmer lives, Date of Birth, Subdivision, and phone number.
- H. Swimmers may not participate in any CCSL meet unless their name is on the roster.
- I. The Treasurer may, at his or her discretion, require teams to submit a final roster at the end of the CCSL season.

V. ELIGIBILITY

- A. No ineligible swimmer shall compete in any league meet.
- B. A swimmer's age on May 1<sup>st</sup> (the age-up date) of the current swim season will fix the age- group level at which he or she may compete during the season.
- C. A swimmer must be age 18 years or younger on May 1st of the current swim season; OR a currently enrolled high school Senior on May 1<sup>st</sup> of the current swim season.
- D. All age-groups are defined as being open to swimmers of that age-group or any swimmer of a younger age.
- E. Swimmers shall score only against members of their own sex.
- F. Practices may begin up to 3 weeks before the first scheduled meet (does not include a Fun Meet which a team can decide to put on for their own swimmers), subject to the schedule of meets in a particular year decided upon a vote by the Board.

VI. CONDUCT OF SWIM MEETS

- A. Each team will submit blackout dates and request for meet hosting to the President by the end of the month of March in the current swim season. The President will then propose a meet schedule, to be furnished to the League Representatives as early in the new year as possible, but no later than one week before the March meeting, such that any problems can be resolved between the distribution and the League meeting at which time the schedule is to be approved.
- B. "In-Season" swim meets occur during the summer season before the Championship Meet. In-season meets are normally held at community, club, school, park, or city pools. All meets will have a home team and one or more visiting teams participating. The "Championship Meet" (or Champs) is held at the end of the summer season with the goal of all of the league's teams participating.
- C. If a meet is canceled due to inclement weather, it may be rescheduled by mutual agreement of the participating teams. A rescheduled meet must be held prior to the Championship Meet. A meet in progress canceled for inclement weather and rescheduled shall start at the point at which the original meet stopped. If a meet is canceled by the Home Meet Director for any reason, the leader after half of the day's events have been completed is considered to be the winner. If fewer than half of the day's events have been completed, there is no declared winner.
- D. During in-season meets, the Home Team shall provide:
  - a. Home Team Meet Director
  - b. Official Coach for the Home Team
  - c. Head timer

- d. Nine (9) Timers
- e. Starter: The combination strobe light/horn system will be used for all starts. A back- up starter system will be available if possible.
- f. Sufficient Life Guard Coverage
- g. Three (3) Stroke & Turn Judges
- h. Two (2) Ready Bench Volunteers
- i. Three (3) Scoring and Awards Officials (including heat ribbon distribution)
- j. Computer Operator
- k. Two (2) Runners

Announcer (optional)

- E. During in-season meets, the Visiting Team should provide: (The Home Meet Director will coordinate in advance with the visiting teams to adjust this list if necessary, especially during multi-team meets.)
  - a. Visiting Team Meet Director
  - b. Official Coach for Visiting Team
  - c. Nine (9) Timers
  - d. Three (3) Stroke and Turn Judges
  - e. Two (2) Ready Bench Volunteers
  - f. Three (3) Scoring and Awards Officials (including heat ribbon distribution)
  - g. Computer Operator
  - h. Two (2) Runners
- F. Each team has an obligation to provide sufficient volunteers to run a meet. Failure of the Home Team to adequately staff the proper volunteers as per above, taking into consideration the number of swimmers on each team, shall be reported by the Visiting Team Meet Director to the Vice President, except that a Home Team may notify the Visiting Team in advance of the meet of any staffing issues and same will not be grounds to report to the Board. Failure of the Visiting Team to adequately staff the proper volunteers as per above shall be reported by the Home Team Meet Director to the Vice President.
- G. Should a team have two complaints in a season about failure to adequately staffing a meet, affirmed by a vote of the Board, that team shall be placed on a 2-year probation. A subsequent complaint will result in that team being removed from the CCSL.

- H. Backstroke flags will be provided and placed approximately five yards or five meters from the ends of the pool.
- I. Provisions should be made by the home team to keep spectators at a reasonably safe distance from the pool so that meet officials can perform their duties. The Meet Director shall determine which areas are restricted to swimmers and meet officials.
- J. During In-Season Meets, teams are not restricted as to the number of competitors in each individual event. The number of competitors in relay events will be at the discretion of the home Meet Director based on lane availability and pool time constraints.
- K. Official watch times will be used to place the swimmers in order of finish. Three watches will be provided for each lane. A head timer will start two watches at each race for backup, in case a lane timer's watch malfunctions. If electronic timing is available, the electronic time takes precedent.
- L. Should a meet proceed in violation or alteration of any rules or Bylaws of the CCSL, it is the obligation of the Home Team Meet Director to notify the Board of Directors of the CCSL before conclusion of the subject meet. Failure to do so will result in the meet results not counting for any CCSL related matters, including Champs qualification or CCSL records.
- M. The appeals process set forth in Section X will govern any additional impact that hosting a meet in violation or alteration of any rules or Bylaws of the CCSL.
- N. The following are meet entry rules:
1. Event Eligibility: For in-season meets and the Championship meet, swimmers may be entered in three (3) different individual events and two (2) different relay events. Swimmers may "swim up" in age-group but not down. Swimmers may not swim in the same event in two different age groups. For example, a 9- year-old girl may swim in both the 9-10 girls' freestyle and 11-12 girls' backstroke. She may not swim in the 9-10 girls' freestyle and the 11-12 girls' freestyle. She may swim in both the 9-10 girls freestyle relay and the 11-12 girls' medley relay. She may not swim in the 9-10 girls freestyle relay and the 11-12 girls freestyle relay.
- O. In the event that a meet will be under 4 hours, and upon mutual agreement by the teams in the meet, the meet director may allow for swimmers to swim up to four (4) different individual events.
2. Championship Eligibility: Swimmers shall have at least one (1) legal recorded time per individual event they wish to enter at Championships. A legal recorded time is a legal swim (no DQ) of a specific individual event, swum during the current season at a regularly scheduled in-season CCSL Meet (not a "fun meet", out-of-league meet, or time trials.) Teams may not enter "relay only" swimmers at the Championship Meet.
  3. For in-season meets, the entry list (see Appendix B) data file is due to the home team computer operator no later than 2pm on THURSDAY prior to the weekend's meet.
  4. After the Home Team Computer Operator has received the entries from all participating teams, the heat sheet will be compiled. The compiled heat sheet will be made available for review by the participating Meet

Directors and/or designated representatives. After a reasonable amount of review time the Home Meet Director will declare the heat sheet final. Once the heat sheet has been finalized, the documents for the meet (lane/timer) sheets will be printed. There will be NO late entries or deck entries after the heat sheet has been finalized, except in the event of computer operator error and only with permission of the Home Meet Director.

5. The Home Team Computer Operator will electronically post the heat sheet by 5pm on the day before the meet.
6. Each participating team will be responsible for informing their team's parents and volunteers about the availability and location of the heat sheet.
7. Each participating team will be responsible for providing their own printed copies of the heat sheet.

P. Swimwear Restrictions

- a. Swimmers shall be limited to one swimsuit, which shall be constructed of a woven/knit textile material, permeable to water and air, constructed so as to not aid in buoyancy, and shall not contain zippers or other fastening systems. In addition, the suit shall be constructed so that the style/shape for males shall not extend above the waist or below the top of the kneecap and for females shall not extend beyond the shoulders or below the top of the kneecap, and it shall not cover the neck.
- b. Technical suits are banned from CCSL competition. If a swimmer arrives at the blocks in a tech suit, they will be removed from the race. If they are inadvertently allowed to swim, they will be disqualified. The ban on tech suits includes any suit banned by USA Swimming, including suits worn by 12U swimmers and Joylin tie back suits
- c. It is the coach's responsibility to assure that swimmers are properly attired, and it is the team's responsibility to make sure coaches and parents are aware of the CCSL rule regarding suits.

Q. Safety Concerns

1. Upcoming Meet

- a. If a Public Health Body or Governmental Entity such as Austin Public Health posts a public health or safety risk which could impact the meet, the league will meet to vote by simple majority on cancelling any impacted meets
- b. If there is not a Public Health advisory yet a safety and health concern is raised, the league will vote to determine if a meet should proceed. Such vote will be by two-thirds of board members.

2. In Meet – conflict resolution

- a. If a safety concern is raised during the meet, and the Home Meet Director and the Visiting Meet Director cannot come to a satisfactory conclusion they will engage with the League Meet Director on guidance.
- b. The League Meet Director is determined by By Laws rotation.
- c. The meet will be paused for no more than 20 minutes, allowing the discussion to be had.
- d. The League Meet Director will have final vote for that particular scenario.

VII. LEAGUE CHAMPION

- A. The CCSL Team Champion for each season shall be determined in the following manner:

1. League CHAMPS meet

- a) The primary way for the CCSL League to determine its season team champion shall be during a final, league-wide CHAMPS meet to be held at a single pool location sufficient to safely compete all teams and athletes.
- b) Any collegiate natatorium or NCAA competition pool, such as at Texas A&M University or the University of Texas, shall be an approved venue to hold the League CHAMPS meet
- c) In the event CCSL is unable to secure a collegiate natatorium or NCAA competition pool, then the CCSL league shall select a venue (or multiple venues) for the CHAMPS meet approved by a vote of the Board.
- d) On in manner board votes.

VIII. SCORING RULES

- A. When the lane/time sheets arrive from the runners, the Scoring Officials determine the official time using the following guidelines:
  - I. When two of the times agree, that is the official time.
  - II. If all three times are different, the middle time is used.
    - A. Exception: If one of the three times is more than one second away from the other two, it is disregarded and the remaining two, it is disregarded and the remaining two times will be averaged.
  - III. If only two times are available, they will be averaged.

B. Points will be awarded on the following Basis:

1. In-Season Meets:

| Individual Events |          | Relays          |           |
|-------------------|----------|-----------------|-----------|
| 1 <sup>st</sup>   | 7 Points | 1 <sup>st</sup> | 14 Points |
| 2 <sup>nd</sup>   | 5 Points | 2 <sup>nd</sup> | 10 Points |
| 3 <sup>rd</sup>   | 4 Points | 3 <sup>rd</sup> | 8 Points  |
| 4 <sup>th</sup>   | 3 Points | 4 <sup>th</sup> | 6 Points  |
| 5 <sup>th</sup>   | 2 Points | 5 <sup>th</sup> | 4 Points  |
| 6 <sup>th</sup>   | 1 point  | 6 <sup>th</sup> | 2 Points  |

During in-season meets, each team may only score three (3) swimmers per individual event and one (1) relay team per relay event. Ribbons will be awarded to the top six (6) swimmers in individual events and the top three (3) relay teams regardless of score.

2. Championship Meets

| a | Relays |
|---|--------|
|   |        |

|                  |           |                  |           |
|------------------|-----------|------------------|-----------|
| 1 <sup>st</sup>  | 12 Points | 1 <sup>st</sup>  | 24 Points |
| 2 <sup>nd</sup>  | 10 Points | 2 <sup>nd</sup>  | 20 Points |
| 3 <sup>rd</sup>  | 9 Points  | 3 <sup>rd</sup>  | 18 Points |
| 4 <sup>th</sup>  | 8 Points  | 4 <sup>th</sup>  | 16 Points |
| 5 <sup>th</sup>  | 7 Points  | 5 <sup>th</sup>  | 14 Points |
| 6 <sup>th</sup>  | 6 Points  | 6 <sup>th</sup>  | 12 Points |
| 7 <sup>th</sup>  | 5 Points  | 7 <sup>th</sup>  | 10 Points |
| 8 <sup>th</sup>  | 4 Points  | 8 <sup>th</sup>  | 8 Points  |
| 9 <sup>th</sup>  | 3 Points  | 9 <sup>th</sup>  | 6 Points  |
| 10 <sup>th</sup> | 2 Points  | 10 <sup>th</sup> | 4 Points  |
| 11 <sup>th</sup> | 1 Point   | 11 <sup>th</sup> | 2 Points  |

During the Championship meet, each team may only score three (3) swimmers per individual event and one (1) relay team per relay event. Medals will be given to the top 3 places in individual events and first place for relay events. Individual event winners will also receive a tee-shirt. Individual event places 4 through 11 will receive ribbons.

Relay event places 2 and 3 will receive ribbons.

- C. An individual or relay team swimming unopposed is eligible to receive awards and score points.
- D. In case of a tie, the points for the place tied and the following place(s) are added together and divided equally between the competitors.
- E. USA Swimming disqualification (DQ) rules apply to all meets. False starts observed by the assigned stroke and turn judges will result in a DQ. The severity of enforcement will exist within a framework of growth and inclusion and education.
- F. Age Groups for Individual Events shall be:

| In-Season Neighborhood Meets | Championship Meet |
|------------------------------|-------------------|
| 6 and under                  | 6 and under       |
| 8 and under (7 and 8)        | 7 and under (7)   |
| 10 and under (9 and 10)      | 8 and under (8)   |

|                          |                          |
|--------------------------|--------------------------|
| 12 and under (11 and 12) | 9 and under (9)          |
| 14 and under (13 and 14) | 10 and under (10)        |
| 18 and under (15-18)     | 11 and under (11)        |
|                          | 12 and under (12)        |
|                          | 14 and under (13 and 14) |
|                          | 16 and under (15 and 16) |
|                          | 18 and under (17 and 18) |

G. Age Groups for Relay Events shall be:

| In-Season Neighborhood Meets | Championship Meet            |
|------------------------------|------------------------------|
| 6 and under (Freestyle Only) | 6 and under (Freestyle Only) |
| 8 and under (7 and 8)        | 8 and under (7 and 8)        |
| 10 and under (9 and 10)      | 10 and under (9 and 10)      |
| 12 and under (11 and 12)     | 12 and under (11 and 12)     |
| 14 and under (13 and 14)     | 13 and under (13 and 14)     |
| 18 and under (15 through 18) | 18 and under (15 through 18) |

I. SCHEDULE OF EVENTS

A. The events will be held in the order specified with the girls events first and then the boys event, starting with the youngest age group first. Odd-numbered events are girl's events and even-numbered events are boy's events. Individual events will be seeded by time, gender and length, but not age.

B. Order of Events

1. Individual Medley
2. Freestyle Relay
3. Backstroke
4. Freestyle
5. Medley Relay

6. Breaststroke
7. Butterfly

C. The lists of events (Appendix B for In-Season Meets, Appendix D for the Championship Meet) will be used for the summer league session. These event lists will provide for more standardized swim meets, therefore increasing efficiencies and expectations. However, by mutual consent of Meet Directors, modified meets may be scheduled with different formats.

## II. **CONFLICT OF INTEREST POLICY**

A. **Purpose:** The purpose of the conflict of interest policy is to protect the CCSL's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer, director, or team of the CCSL or might result in a possible excess benefit transaction. This policy is intended to supplement but not to replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

### B. **Definitions:**

1. Interested Person-any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
2. Financial Interest- a person has a financial interest if the person has, directly or indirectly, through business, investment, or family;
3. An ownership or investment interest in any entity with which the MSSSL has a transaction or arrangement,
4. A compensation arrangement with the CCSL or with any entity or individual with which the CCSL has a transaction or arrangement, or
5. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the CCSL is negotiation a transaction or arrangement.
6. Compensation includes direction and indirect remuneration as well as gifts or favors that are not insubstantial.
7. A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate Board decides that a conflict of interest exists.

### C. **Procedures:**

1. Duty to Disclose- In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the CCSL Board of directors considering the proposed transaction or arrangement.
2. Determining Whether a Conflict of Interest Exists- After disclosure of the financial interest and all

material facts, and after any discussion with the interested person, he/she shall leave the Board meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest-

- a) An interested person may make a presentation at the Board meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b) The President shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c) In the case that the President is the interested person, the Vice President shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- d) After exercising due diligence, the Board shall determine whether the CCSL can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- e) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board shall determine a majority vote of the disinterested directors whether the transaction or arrangement is in the CCSL's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

D. Violations of the Conflicts of Interest Policy

1. If the Board has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
2. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action. Disciplinary and/or corrective action can include, but is not limited to, suspension or removal of the member from CCSL.

III. Protests

A. In Season Meet Protests

1. All protests must be submitted in writing to the Board of the CCSL, along with a copy of the meet results, within 48 hours of the conclusion of the meet (Sat. and Sun. excluded).
2. Protests will be decided by a panel of team representatives that are not involved in the protested meet. This panel will decide all protests within one week of the filing of the protest. Decisions of the panel are final.

**B. Champs Meet Protests**

1. All protests must be submitted in writing to the Board of the CCSL within 24 hours of the conclusion of the meet.
  2. Protests will be decided by a panel of the President, the Vice President, and the Meet Director. Should any member of the panel be conflicted, another member will be appointed. Should the President be conflicted, the Secretary shall participate. Should the Secretary be conflicted, the Treasurer shall participate. Should the Treasurer be conflict, the Awards shall participate. This panel will decide all protests within one week of the filing of the protest. Decisions of the panel are final.
- C. Teams which fail to respect the decisions issued by the Board, or panels set forth herein, shall be deemed to have withdrawn from the CCSL. Upon a vote by the Board, said team will be officially removed from the CCSL.

## **Appendix A: In-Season Meet Guide**

This Meet Guide has been developed to assist each team to prepare for the summer swim meet season. It offers a standard approach for preparing for each in-season meet. This guide is intended to provide all necessary references for (a) training volunteers and (b) the conduct of an in-season meet. This guide is based on a combination of hints, operating experiences, and direct reference to the CCSL Bylaws. It is not intended to replace the Bylaws. It should provide a practical sequenced format for preparation and conduct of in-season meets.

Applicable sections of this guide should be available to each swim group volunteer during any meet. The In-Season Meet Guide has been organized into four sections to provide easy access to specific instructions.

SECTION I: GENERAL PREPARATIONS FOR THE SEASON  
SECTION II: SPECIFIC PREPARATIONS FOR HOME TEAMS  
SECTION III: SPECIFIC PREPARATIONS FOR VISITING TEAMS  
SECTION IV: JOB DESCRIPTIONS FOR VOLUNTEERS

Maintenance of the In-Season Meet Guide is the responsibility of the CCSL League Vice President. If you have any recommendations for improvements to this Guide, please contact the League Vice President or your team's CCSL Board representative.

### SECTION I: GENERAL PREPARATIONS FOR THE SEASON

1. Coaches and parents are reminded to read and practice the principles outlined in the preamble to the CCSL Bylaws. We should place above all else, the importance of creating a positive environment for all the children involved in the activities of this league. Any decision, including the optional use of blocks, shall be done for the benefit of the children involved.
2. Every meet official must recognize the importance of their contribution to the conduct of a swim meet. The fairness of the meet operation relies upon the attention and cooperative performance of all meet officials. During every meet there are critical periods which require the special attention of all meet officials. This may mean missing your child's swim or finish, but it is necessary that we be fair to all swimmers. If this is unreasonable, please ask to be relieved of your duties in advance. All officials should refrain from showing bias while "on the deck".
3. Each team should select an active support organization prior to the end of each season. Included in the organization should be a specific individual to serve as the MEET DIRECTOR for the upcoming year. This individual will be the focal point and authority in preparation and conduct of the upcoming in-season meets. This responsibility ideally should be separated from any other key responsibility (e.g., Coach or President) because of the conflict of responsibilities during critical periods. The Meet Directors will act as the official points of contact for channeling communications relevant to preparation for an in-season meet between the participating teams.

### SECTION II: SPECIFIC PREPARATION FOR HOME TEAMS

1. All meets are scheduled to start at 8:00 AM on the Saturday prescribed in the schedule except for any deviations due to weather, etc. which may be made by the Home Meet Director. The start time, meet format, and date of the meet may be changed in advance only by mutual unanimous consent of the competing teams.

2. The Home Meet Director should contact each participating Visiting Team Meet Director by THURSDAY prior to the meet to coordinate any specific arrangements not covered in this guide. The Home Meet Director should contact their team's supporting organization Chairs (ex: Head Timer, Head Ready Bench, Head Scorer, etc.) by THURSDAY prior to the meet to confirm all necessary volunteers have committed. Local details to be worked out include:

- Equipment Set-up Announcer (1)
- Starter (1)
- Stroke & Turn Judges (3 per shift)
- Timers with stopwatches (9 plus Head Timer)
- Scoring and Awards Officials (3 including heat ribbon distribution) Ready Bench (2)
- Runners (2 - 3 per shift)
- Scorer/Computer Operator (1)

Consideration should be given to using at least two shifts per meet.

3. The Coach and Meet Director should discuss the upcoming meet by the THURSDAY prior to the swim meet, to ensure any special needs can be accommodated.

4. The Coach should prepare a set of entry worksheets or files for the upcoming meet by THURSDAY to allow for the preparation of the heat sheet. This entry file shall be provided to the home meet computer operator or Meet Director at the time of seeding of the meet - normally by 2 pm on THURSDAY before the meet. Each swimmer can be seeded in no more than three (3) individual events in a swim meet, plus two (2) relay events.

Care must be taken when developing the heat sheet since it governs who may swim in what events, heats, and lanes. Scratches may be accepted up to the point of the first starting gun. There will be NO LATE ENTRIES OR DECK ENTRIES after the heat sheet has been finalized, except in the event of computer operator error and only with permission of the Home Meet Director. A swimmer may be seeded at any age group at or above his or her league age as of May 1. Any points accrued by the swimmer stay with the event swum.

Heat sheets must be posted and available as a printable file by 5 pm the day before the meet.

5. The following equipment and supplies are to be provided at each in-season meet by the home team:

- Strobe light starting system
- Backup starting system and amplifier
- First Aid Kit
- Official lane/timer sheets
- Official DQ Slips
- Official ribbons (for both teams, include extras for ties)
- Clipboards (12 to 15, enough for all groups of timers and each pair of judges)
- 3 stopwatches for each Lane (plus 2 for backup, plus 2 for the Head Timer) and spare batteries.
- Sharpened pencils (minimum of 20, for all workers on both teams)
- Drinking Water (minimum recommended: 10 oz glass per worker for both teams for each 1.5 hours worked)
- Name tags (home team workers only)
- Computer, Printer, paper and labels for results, scores, reports, and awards.

6. The meet facilities should be checked to ensure that all equipment is in good working condition. This list

includes:

- Pool Area:
  - Clean, chemically balanced water
  - Lane lines between all lanes and along the edge for odd-shaped areas (i.e., diving wells)
  - Backstroke flags (6 feet above water, 5 yards or 5 meters from each end)
  - Starter's strobe light system (recharge the night before the meet)
  - Amplifier for Starter
  
- Ready bench area:
  - 3 to 4 rows of benches or chairs, or comparable items such as turf mats with numbers (Width based on the number of lanes in your pool)
  
- Announcer area:
  - Amplifier system which can be heard in the pool and swimmer areas
  
- Scoring/Computer and awards area
  - Protected tables and 6 to 8 chairs

Special consideration should be given to provide adequate and reasonable accommodations for the visiting teams' swimmers, volunteers, and spectators.

7. The meet shall start only after the finalized Master Heat sheet and Lane/Timer Sheets are ready at the scoring table. The swim meet's final Results Report combined with the Scores Report will be the official record for the League Championship Meet and seeding times.
  
8. Home teams are responsible for printing all labels for ribbons.

### SECTION III: SPECIFIC PREPARATION FOR VISITING TEAMS

1. The Visiting Team Meet Director(s) should contact their team's supporting organization Chairs (ex: Head Timer, Head Ready Bench, Head Scorer, etc.) by THURSDAY prior to the meet to confirm all necessary volunteers have committed. This includes:
  - Stroke & Turn Judges (3 per shift) Timers (9)
  - Ready bench (2 to 3 per shift)
  - Scoring and Awards Officials (3 including heat ribbon distribution) Age Group Parents
  - Scorer/Computer Operator

Consideration should be given to using at least two shifts per meet.

2. The Coach and Meet Director should discuss the upcoming meet by the THURSDAY prior to the swim meet, to ensure any special requests can be accommodated.
  
3. The Coach should prepare a set of entry worksheets or files for the upcoming meet by Thursday to allow for the preparation of the heat sheet. This entry file shall be provided to the home meet computer operator or Home Meet Director at the time of seeding of the meet - normally by 2 pm on THURSDAY before the meet. Each

swimmer can be seeded in no more than three (3) individual events plus two (2) relay events.

4. The following equipment and supplies are to be provided at the meet by the visiting team:

- Name tags for all visiting workers
- Label paper for printing ribbon labels

#### SECTION IV: JOB DESCRIPTIONS FOR VOLUNTEERS

1. Volunteers are the heart of the CAPITAL CITY SWIM LEAGUE operations. They enable the league to consistently conduct swimming meets that require complex coordination among hundreds of swimmers and workers without any significant problems or conflicts. This section of the Guide provides a description of the specific responsibilities of each of the volunteers. The list includes:

- AGE GROUP PARENTS
- HOME MEET DIRECTOR
- OFFICIAL COACH
- READY BENCH
- RUNNER
- AWARDS OFFICIAL
- SCORER/COMPUTER OP
- STARTER
- STROKE & TURN JUDGE
- TIMER

2. This section is intended to provide the chairperson responsible for any of these areas a guide for recruiting and training a staff of volunteers for the upcoming season. We strongly urge that the chair for any area be experienced in that phase of running a meet.

3. This section also provides the Home and Visiting Meet Directors a standard checklist for ensuring consistency and awareness among the volunteers. The Meet Directors should reinforce specific key references in each job description with workers prior to the start of a meet.

4. The applicable job descriptions contained in this section should be copied and made available to specific volunteers prior to the beginning of summer league swim season.

#### AGE GROUP PARENTS: JOB DESCRIPTION

##### I. PREPARING FOR THE SEASON

1. NUMBER REQUIRED - A minimum of about 6 to 12 Age Group Parents ("Zookeepers") per team are required for each home and away meet. The number required varies based on how a team elects to assign parents to the age groups.

2. CERTIFICATION - Age Group Parents are not required to attend a league official's clinic. It is the responsibility of each team to train their volunteer Age Group Parents.

##### II. PREPARING FOR AN IN-SEASON MEET

1. Age Group Parents should print their own copy of the heat sheet prior to the start of the meet. Age Group

Parents should pay close attention to the announcer and begin locating their swimmers about 2 events prior to their next activity. Age Group Parents are responsible for ensuring swimmers report to the Ready Bench at the time of the "first call" announcement for their event.

2. The Age Group Parents for the youngest ages (6 & under and 7 - 8 years) are critical to the timely start of the meet. About 7:45 AM, the Age Group Parents for these ages should begin organizing their swimmers. The younger swimmers should be personally escorted to the ready bench for each event to avoid lost time or missing their event.

#### HOME MEET DIRECTOR: JOB DESCRIPTION

##### I. PREPARING FOR THE SEASON

1. NUMBER REQUIRED - One Home Meet Director is required for each home meet. Each team should have 1 or 2 Meet Directors certified each year.

2. CERTIFICATION - Meet Directors must have current stroke and turn judge certification.

##### II. PREPARING FOR AN IN-SEASON MEET

1. The Home Meet Director shall be in complete charge of the conduct of meet. He/She shall adjudicate all disputes and have the final word in all matters, subject only to a written protest as provided for in the CCSL Bylaws.

2. The Home Meet Director must be involved and approve any negotiations for special requests pertaining to the meet. Such requests must be detailed and must be negotiated by Thursday prior to the meet to allow both teams adequate time to prepare. Officials and Coaches for both teams must be aware of such exceptions.

3. The Home Meet Director must ensure that all officials and Coaches are aware of their responsibilities prior to the start of each meet. The Home Meet Director should use this Guide as assistance for reviewing any special instructions, which will pertain to the meet, and conveying these to the officials to ensure consistency.

4. The Home Meet Director shall review the condition of the pool, support facilities, equipment, and supplies as outlined in Section II of this Guide prior to the beginning of the meet, and ensure corrective action is initiated in accordance with the severity of the problem.

5. The Home Meet Director shall coordinate the necessary scheduling with meet officials to begin the meet at the scheduled start time. The Meet Director must verify the finalized Master Heat sheet is ready at the scorer's table by the start time.

6. The Home Meet Director shall observe the progress of the meet to ensure a smooth integration of activities. Seeking feedback from the various officials and taking action to help, or replace, and official who is ineffective, is critical.

7. The Home Meet Director shall accept protests considering matters of judgment only from the Official Coach, the Visiting Meet Director, or the Team President.

8. The Home Meet Director may override an official's decision if it is not in agreement with the CCSL Bylaws.

9. Individual awards shall not be recalled except in the cases of ineligible swimmers or serious

unsportsmanlike conduct on the part of the swimmer.

10. The Home Meet Director shall make the final judgment on postponement or cancellation of a scheduled meet due to inclement weather. Such decisions should be communicated to the Visiting Team Meet Director as soon as possible. Some guidelines for making a decision include:

(a) BEFORE THE MEET - Texas weather is unpredictable, especially early in the morning. It may be best to delay the meet for an hour rather than canceling immediately. If the conditions involve only a light mist, you may have both teams show up on time, which allows for an earlier start if conditions do clear up. This alternative becomes more feasible if your pool has a warm, covered facility to keep out of the rain. If thunder is heard or lightning is seen pool will be closed for 30 minutes. Meet Directors and coaches will negotiate to determine how long or how many delays will be acceptable to call the meet or continue the meet. Meet directors and coaches may also negotiate races (ie remove relays) to run meet in abbreviated time allowed. Remember, that volunteers and swimmers were going to spend their whole morning at the meet, so attempting to conduct the meet is generally the best rule. If, however, the meet cannot begin by 10:00, or the conditions include severe weather, do not jeopardize the safety of anyone. If deciding to cancel early, or delay, call the Visiting Meet Directors no later than 6:00 AM. The visiting team must have adequate time to notify their families before they drive to the meet for warm-ups.

(a) DURING THE MEET - Upon first notice of any severe conditions, take action to suspend activities and minimize risks to both the swimmers and parents. This will most likely involve at least a temporary interruption of the meet. If the conditions involve only rain, then the decision becomes more difficult. Certainly any heavy rain dictates an interruption of activities, but do not underestimate the importance of quickly delaying a meet in even a light mist; a delayed decision will result in wet, cold swimmers and volunteers, as well as the potential destruction of the paperwork necessary to run your meet. Your actions rely partially on the facilities at your pool.

11. All neighborhood meets are scheduled to start at 8:00 AM on the Saturday prescribed in the schedule except for any deviations due to weather, etc. which the Home Meet Director may make. The start time and date of the meet may be changed in advance only by mutual consent of the competing teams. The meet shall start only after the finalized Master Heat sheet is ready at the scoring table. Scratches may be accepted up to the point of the first starting gun. There will be NO LATE ENTRIES OR DECK ENTRIES has been finalized, except in the event of computer operator error and only with permission of the Home Meet Director. The Master Heat sheet will be the official record for the League Championship Meet and seeding times. The Home Meet Director shall forward the final results report, scores report and associated computer files to the Visiting Meet Director after each meet.

12. The host or home team shall warm-up prior to 7:35 AM and must be out of the water to allow the visiting teams to begin warm-up promptly at 8:00 AM. The visiting teams shall be allowed to warm-up until 7:55 AM and must be out of the water and ready to begin the meet promptly at 8:00 AM. Deviations to this schedule may be made only the Home Meet Director.

13. If a meet in progress is interrupted by the Home Meet Director due to inclement weather, it may be rescheduled by mutual agreement of the teams. The rescheduled meet shall start at the point at which the original meet stopped. If a meet is canceled by the Home Meet Director for any reason, the winner after half of the day's events have been completed will be the winner. If fewer than half of the day's events have been completed, there is no declared winner. If not held within two weeks, the meet is canceled.

14. All swimmers in an event will be seeded by time from slowest to fastest, with slowest swimmers entered into the first heat. Swimmers can be moved up into empty lanes if it will result in deletion of a heat(s) in an event. Moving swimmers into open lanes requires close coordination between the Ready Bench, Timers, Stroke

Judges, and Scorers.

### III. AFTER THE MEET

The Home Meet Director shall make a written report to the CCSL President on any disqualification not involving the swimming of an event, or on any unsportsmanlike conduct he or she considers detrimental to the conduct of the meet.

#### OFFICIAL COACH: JOB DESCRIPTION

##### I. PREPARING FOR THE SEASON

1. NUMBER REQUIRED - A minimum of 1 Official Coach per team is required for each home and away meet.
2. CERTIFICATION – Official coach may attend the League Stroke and Turn Judging clinic in lieu of ASCA, USA-S or UIL certification.

##### II. PREPARING FOR AN IN-SEASON MEET

The Home Meet Director shall review the following guidelines with all Official Coaches before the start of each meet.

1. The Official Coach shall submit the official list of entries for each event for his or her team on their official team disk or file on the THURSDAY prior to the meet at the convenience of both teams so that the meet can be seeded using the league's selected software. Scratches may be turned in to the scoring table up to the point of the start of the first race. There will be NO LATE ENTRIES OR DECK ENTRIES after the heat sheet has been finalized, except in the event of computer operator error and only with permission of the Home Meet Director. If a swimmer misses an event, he/she can still participate in their other, subsequent scheduled events.
2. For In-season meets, the Official Coach may submit a written protest to the CCSL League Meet Director and League Vice President within 48 hours on what is considered a serious or deliberate infraction of League Bylaws or unsportsmanlike conduct during a meet.
3. The Official Coach is responsible for instructing the swimmers on his or her team in the proper stroke technique as described in the "Stroke Judges preparation", this Section. The Coach should work with the swimmers to be attentive and take their marks quickly in response to the instructions of the Starter.
4. The Official Coach is responsible to counsel any swimmer guilty of unsportsmanlike conduct or abuse of the letter or spirit of the CCSL Bylaws.
5. The Official Coach is responsible for early negotiation of any special requests dealing with the conduct of the meet. Such requests must be negotiated with the visiting Coaches, the Home Meet Director, and Visiting Meet Directors by THURSDAY prior to the meet to allow both teams a fair opportunity to prepare.
6. The Official Coach is responsible for preparing a team entry disk or file for each meet by 2 pm on THURSDAY prior to the meet to allow for the preparation of the official heat sheets and lane/timer sheets.
  - (a) A swimmer may be entered at any age group at or above his or her league age (age on May 1 ). Any points accrued by the swimmer stay with the event. For In-season meets and the Championship meet, swimmers may be entered in three (3) different individual events and two (2) different relay events. Swimmers may "swim up" in age-group but not down. Swimmers may not swim in the same event in two different age groups. For example, a 9-year-old girl may swim in the 9 – 10 girls freestyle and 11 – 12 girls backstroke. She may not swim in the 9 – 10 girls freestyle and the 11 -12 girls freestyle. She may swim in the 9 – 10 girls freestyle relay and the 11 – 12 girls medley relay. She may not swim in the 9 – 10 girls freestyle relay and the 11 – 12

girls freestyle relay.

7. False starts will be judged by the stroke judges and ruled as DQ's. The event will not be interrupted for a false start.

#### READY BENCH: JOB DESCRIPTION

##### I. PREPARING FOR THE SEASON

1. NUMBER REQUIRED - A minimum of 2 Ready Bench Workers per team per shift are required for each home and away meet. We recommend that each team recruit and train 4 to 8 Ready Bench Workers for the year.

2. CERTIFICATION - Ready Bench Workers are not required to participate in league training. It is the responsibility of each team to train their own ready bench personnel.

##### II. PREPARING FOR AN IN-SEASON MEET

1. Ready Bench Workers are responsible for organizing the swimmers into heats in accordance with the heat sheet before the start of each event.

Ready Bench Workers:

(a) Verify each swimmer or relay team. Compare swimmer names with the heat sheet. Notify the Age Group Parents of any missing swimmers, and notify the Official Coach of any swimmers not on the heat sheet.

(b) Arrange the swimmers from both teams into their respective heats and lanes.

(c) The Ready Bench Workers may reassign a swimmer to a later (higher seeded) heat if there is an open lane and a remaining swimmer is not left to swim alone in the previously assigned heat. Such changes should only be initiated when they will result in fewer heats. Girls and boys heats may be combined but will be scored separately. When reassigning swimmers into different heats or lanes, ensure the Starter, Timers, Stroke Judges, and Scorers are aware of changes. Timers must note the change of heat and lane for the swimmer on the lane/timer sheet.

2. Ready Bench Workers should stage swimmers such that one group moves to the on-deck area behind the starting blocks as the group from that area moves to the starting blocks. This is especially important when the second group is required to stand on the starting blocks (ex: backstroke).

#### RUNNER: JOB DESCRIPTION

##### I. PREPARATION FOR THE SEASON

1. NUMBER REQUIRED - A minimum of 2 Runners per shift are required for the most events at each meet. All participating teams should provide Runners. We recommend that each team recruit and train 3 to 6 Runners for the season.

2. CERTIFICATION - Runners are not required to attend league training.

##### II. PREPARING FOR AN IN-SEASON MEET

The Home Meet Director is responsible to review the guidelines with all Runners before the start of each home meet:

1. Runners will pick up completed lane/timer sheets and DQ slips. Be alert for DQ slips from Stroke Judges on either side of the pool. The lane/timer sheets and DQ slips are to be delivered to the scoring table.
2. Runners will post results reports and score as they become available from the scoring table.

#### AWARDS OFFICIAL: JOB DESCRIPTION

##### I. PREPARING FOR THE SEASON

1. NUMBER REQUIRED - A minimum of 1 Awards Official per team per shift is required for each home and away meet. We recommend that each team recruit and train 5 Awards Official per year.
2. CERTIFICATION - Awards Officials are not required to attend league training.

##### II. PREPARING FOR AN IN-SEASON MEET

1. Awards Officials are responsible for adhering labels to the appropriate ribbons (or medals) and organizing awards (per teams' preference) for distribution after the meet.

##### III. HEAT RIBBONS

1. Heat ribbons may be awarded at the discretion of Awards Officials in all events at all meets.

#### SCORER/COMPUTER OPERATOR: JOB DESCRIPTION

##### I. PREPARING FOR THE SEASON

1. NUMBER REQUIRED - A minimum of 2 Scorers per team per shift are required for each home and away meet. We recommend that each team recruit and train 5 to 10 Scorers per year.
2. CERTIFICATION - Scorers are not required to attend league training, but should be familiar with the league software designed to seed and manage in-season meets.

##### II. PREPARING FOR AN IN-SEASON MEET

1. The Head Scorer/Computer Operator is responsible for:
  - (a) Advising the Home Meet Director that the finalized Master Heat sheet and Lane/Timer Sheets are ready at the at the scorer's table prior to the start of the meet. The Scorers are also responsible to ensure that no deletions are made to the Master Heat sheet before the planned start time of the meet.
  - (b) Delivering the completed lane/timer sheets, DQ slips, results report, scores report, and associated files to the Home Meet Director at the end of the meet.
2. Scorers are responsible for:

- (a) Receiving and organizing the lane/timer sheets and DQ slips which are delivered to the scoring table by the Runners.
  - (b) Checking each lane/timer sheet with another Scorer from a visiting team. The Scorers will determine the official time in accordance with League Bylaws, record any DQ's and pass the information to the computer operators.
  - (c) Determining the order of finish for an event, after all heats of an event have been run. Order of finish is determined by the Scoring Rules Section of the CCSL Bylaws. Results reports should be printed and posted at the end of each stroke.
  - (d) Scoring for in-season meets is in accordance with the Scoring Rules section of the CCSL Bylaws. The official score may be passed to the announcer at routine intervals.
  - (e) If these rules do not cover a situation, consult the Home Meet Director. If you see consistent problems with a lane or a timer, notify the Home Meet Director so he or she can reconcile the problem.
3. DISQUALIFICATIONS – Disqualified (DQ'd) swimmers will not place and will not receive team points or awards for that event.

#### STARTER: JOB DESCRIPTION

##### I. PREPARING FOR THE SEASON

- 1. NUMBER REQUIRED - A minimum of 1 Starter is required for all events. Starters should not be changed unnecessarily during a meet. A new Starter should be given an opportunity to learn the job prior to a league meet.

##### II. PREPARING FOR AN IN-SEASON MEET

The Home Meet Director should review the following guidelines with the Starter prior to the start of each meet:

- 1. The Starter shall use a strobe light/horn system to start all events.
- 2. A Back-up Starting system will be available for backup in case the primary strobe light system fails to operate.
- 3. The Starter shall begin each event by advising the swimmers, Stroke Judges, and Timers of the event number, event name, heat number, and if appropriate, the order of strokes.
- 4. The Starter shall ask the Timers and Stroke Judges if they are "ready" prior to the start of each race. The Starter should not proceed until all officials signal their readiness by raising a hand.
- 5. After asking the swimmers if they are ready, the Starter shall "start" the race with the words "swimmers, take your marks," then pause to make sure that all swimmers are motionless, and then fire the start tone and strobe light. 1st - "Timers Judges are you ready" 2nd "Swimmers take your marks" 3<sup>rd</sup> fire start tone and strobe light. Rolling starts are not permitted. If one or more of the swimmers does not take their marks or become motionless quickly, the Starter should instruct all swimmers to "stand up", instruct the unprepared swimmer, and restart the race. Repeated failure of a swimmer to take their mark is grounds for a DQ.

6. From the time a swimmer "takes his/her mark" until the end of that heat, that lane belongs to that swimmer. Anyone not swimming who interferes with that swimmer and lane (except for the obvious safety of the swimmer) will be considered an intruder. If the intruder is from that swimmer's team, that swimmer is disqualified. If the intruder is from the opposing team, the highest seeded swimmer from the opposing team for that event will be disqualified.

#### STROKE & TURN JUDGE: JOB DESCRIPTION

##### I. PREPARING FOR THE SEASON

1. RECOMMENDED NUMBER REQUIRED - A minimum of 4 Stroke Judges per shift per team are required for all individual events in each home and away meets. We recommend that each team maintain a staff of at least 10 certified judges. Adjustments to the number of Stroke & Turn Judges may be made by the Home and Visiting Meet Directors.

2. CERTIFICATION – Stroke and Turn Judges must be certified by attending a League approved clinic; however, any team is able to offer stroke and turn certification to their own team. Certification is valid for two seasons and is documented by issuance of a credential (card).

##### II. PREPARING FOR AN IN-SEASON MEET

The Home Meet Director shall review the following guidelines with all Stroke Judges prior to the start of each in-season meet:

1. All Stroke Judges must be CCSL certified.

2. All Stroke Judges are reminded to refrain from displaying partiality to any team or swimmer while they are "on deck", and they are to be attentive to their assigned responsibilities while each race is in progress. It is appropriate, and in the spirit of the league, to encourage all swimmers, especially those struggling to finish. If a judge is aware of a conflict which would interfere with their ability to maintain the necessary attention to their responsibilities, the judge should request that the Starter wait until the judge is replaced.

3. Judges shall work together in pairs on each side of the pool. One member of each pair shall be from each team. Each pair will judge strokes for their half of the pool only, i.e., three near lanes in a six lane pool.

4. Judges shall have the sole responsibility to observe starts, strokes, turns, finishes, and relay exchanges to determine that they comply with the USA Swimming rules.

5. Both judges in a pair must agree on a disqualification. If there is any doubt or disagreement regarding an infraction, then there will be no disqualification. If a judge recognizes that he or she was not in position to make a call, it is up to the discretion of that judge to defer the decision solely to the other judge of that pair.

6. In cases of disqualifications, judges shall accurately and completely annotate an official CCSL DQ Slip, ensure both judges initial it and deliver it to the runner. A sample DQ Slip is included in Appendix E. It is EXTREMELY important to verify the correctness of the filled-in DQ slip. If necessary, signal the Starter to delay the next heat to ensure DQ slip accuracy.

7. A judge may be replaced at the discretion of the Home Meet Director, but only after the Meet Director

attempts to correct the situation in a conference which includes all judges. In such cases, the Meet Director shall submit a written report to the League Meet Director.

8. For rules pertaining to starts, strokes, turns, and finishes refer to the official USA Swimming guide governing disqualification based on stroke, turn, or finish. Exception: Timers, or other qualified persons, may prevent swimmer's head from hitting the wall in the backstroke.

### **GUIDELINES FOR OFFICIATING SWIMMERS WITH DISABILITIES**

1. Definition – A disability is defined as a *permanent* physical or mental impairment. Temporary conditions (like a broken arm) are not recognized as disabilities.

2. Responsibilities – The swimmer (or swimmer's coach or other representative) is responsible for notifying the referee prior to the competition of any disability. The swimmer or coach is responsible for providing any assistant or equipment if required. The Referee is responsible for inquiring (at the official's meeting or before the meeting) about any disabled swimmers with special needs. The referee is further responsible for determining what modifications will be required and for instructing the Starter and Stroke & Turn officials as to the accommodations to be made for any disabled swimmer.

3. Allowable Modifications – Some of the modifications which the Referee may make to accommodate a disabled swimmer are:

1. A change in starting position.
2. Reassignment of lanes within a heat (e.g., exchanging lanes 1 and 6 in a six-lane pool).
3. Allowing the swimmer to have an assistant on the deck to assist with the start.
4. Flotation devices are not permitted at any time. However, prosthetic devices may be used to replace a missing body part as long as the device does not provide a competitive advantage to the swimmer (e.g., a device that is similar in size and shape to a human foot may be used, but a swimming /diving fin would be unacceptable.)
5. A swimmer with a cardio-pulmonary defect who must stop part way through the course to stand and rest before finishing the swim shall be relieved of the "no standing" rule on breaststroke and butterfly.
6. Other allowable modifications are described in the following sections under type of disability.

#### 4. Blind and Visually Impaired Swimmers

A. Start – With an audible starting system, no modification is required. However, the swimmer may need assistance and extra time getting onto the starting block or up to the edge of the deck. If requested, a kneeling, sitting or in-water start is acceptable.

B. Turns and Finishes – It is permitted to have a "tapper", which is a pole with a soft-tipped end. The swimmer is tapped with the tapper as he/she approaches the end wall as notification of the impending touch or turn. Sound devices shall not be used.

C. Relay Take Offs – A physical touch may be required to signal the relay swimmer when his/her teammate has touched the wall. The touch may not aid the swimmer's take off.

#### 1. Deaf and Hard of Hearing Swimmers

Start – A visual starting signal may be required. This may include a remote strobe light or a Starter's arm signals. If a remote strobe light is used, it shall be placed in a position where the swimmer can clearly see it without having to turn his/her head in an awkward position. If a Starter's arm signal is used, the specific signal shall be

made aware to the swimmer prior to the competition. The Referee may reassign lanes within the swimmer's heat so that the strobe light on the start module or the Starter's arm signal can be more readily seen. Any necessary lane reassignments shall be

symmetrical (e.g., switching lanes 1 and 6 in a six-lane pool). Also acceptable (but not recommended) is to permit an assistant to stand directly behind the deaf swimmer in order to tap the swimmer on the back when the audible starting horn is heard. If the assistant causes the deaf swimmer to leave his mark early, the swimmer shall be charged with a false start.

Turns, Finishes, and Relay Take Offs – No modifications are required.

#### Swimmers with Physical Disabilities

Start – The swimmer may need assistance and extra time getting onto the starting block or up to the front edge of the deck at the start.

Forward Start – The swimmer must face forward toward the course at the start, but the body may be in a standing, kneeling, or sitting position on the deck. If requested, an in-water start is acceptable. If an in-water starting position is used, the swimmer must face forward and hold on to the starting grip or end wall with one hand. If the swimmer cannot use a hand to hold on, then an assistant may be used, or the swimmer may use some other part of the body to maintain contact with the wall.

Backstroke Start -- The swimmer may not be able to hold on to the backstroke grips, wall or gutter for a backstroke start; if so, the requirement that both hands be in contact with the grips or end wall shall be waived, and the swimmer may use an assistant or another body part to maintain contact with the wall at the start.

Stroke and Kick – If a part of the body is absent or cannot be used, it shall not be judged during a swim. However, if a body part is used during a swim it shall be judged in accordance with NWAL rules.

Turns and Finishes – Touches shall be judged in the same manner as strokes and kicks; i.e., on the basis of arm(s) and/or hand(s) that are present and that the swimmer can actually use. In breaststroke and butterfly, the swimmer must reach forward as if attempting a simultaneous two hand touch. When a swimmer has two arms of different lengths, only the longer arm must touch the wall, but both arms must stretch forward simultaneously. If both arms are missing, the swimmer may touch the wall with any part of the upper body.

Relays – The starting position modifications described previously may also be used for relay swimmers. Relay swimmers who cannot exit the water immediately after their swim may be allowed to remain in the lane until all relays have finished so long as they do not interfere with the other swimmers or the timing equipment.

#### Mentally Impaired Swimmers

Start – The swimmer may need assistance and extra time getting onto the starting block or up to the edge of the deck. If requested, a kneeling, sitting or in-water start is acceptable. Patience and clarity in communicating instructions is required of the Starter.

Strokes, Kicks, Turns and Finishes – No modifications are required. Relay Take Offs – No modifications are required.

## TIMER: JOB DESCRIPTION

### I. PREPARING FOR THE SEASON

1. NUMBER REQUIRED – Three (3) Timers per lane per shift are required for each meet. For six lane pools, 18 Timers are needed per shift. Each team should provide up to nine (9) Timers (based on their team size) per shift. Each team should have enough Timers for two shifts at each meet. Timers from each competing team will be divided as equally as possible among the lanes. Up to 20 to 25 Timers on each team should be recruited and trained for each year.
2. CERTIFICATION - Timers are not required to attend league training, but new Timers should not work alone without assistance (and back-up) until after they have demonstrated the ability to accurately obtain and record times. Each team has the responsibility to train their own Timers.

### II. PREPARING FOR AN IN-SEASON MEET

The Home Meet Director shall review the following guidelines with all Timers prior to the beginning of each meet:

1. The Head Timer shall run two stop watches to be utilized for a backup should a Timer's watch malfunction.
2. Timers are responsible for obtaining an accurate time recording for the swimmers in their lane and to record that time on the lane/timer sheet at the end of the race. In fulfilling these responsibilities, the Timer shall:
  - (a) Zero-out their stopwatch before each race (or restart).
  - (b) Verify the lane/timer sheet is for the correct event, heat, lane and swimmer.
  - (c) Raise their hand when they are ready for the start of each race, in response to the Starter's question of "Timers ready?"
  - (d) Listen carefully to the Starter's instructions and press the start button at the flash of the strobe light.
  - (e) Verify the stopwatch has started. If a malfunction occurs, notify the Head Timer for backup timing.
  - (f) Press the stop button as the swimmer (or final swimmer in the case of relay events) touches the wall or starting block. The Timer should stop the watch when any part of the swimmer's body touches the wall/block above or below the water's surface. The Stroke Judge will determine if the touch was legal.
  - (g) Write the time recorded on each watch assigned to their lane on the lane/timer sheet. The time from each of the three Timers must be recorded legibly. Also, attempt to be consistent by recording the time on the same line each time. This simplifies the scoring process and assists in correcting time errors if the need arises.
  - (h) Even if you see that a swimmer will be disqualified, you must always record the times, regardless of the infraction.
  - (i) Hand the lane/timer sheet to the Runners when complete.
  - (j) One of the Timers in each lane should verify the name of the swimmer as the swimmer exits the pool.