

NORTHLAND SWIM CONFERENCE

RULES AND REGULATIONS

Adopted April, 2025

Representatives of the clubs which comprise the NORTHLAND SWIM CONFERENCE met and adopted the following rules and regulations that will apply for all future swim meets. These rules and regulations shall remain in force until amended by a majority vote of duly authorized swimming representatives.

- A. The current USA Swimming Rules and Regulations publication will serve as a guide for the Northland Conference rules.
- B. Contestants may compete for only one club within the league in one season. It is required that to be eligible to swim on a swim team, the participant must be a member in good standing of that team.
- C. Each club will compete as determined by the scheduling committee and approved by the duly authorized representatives of the member clubs. There will be a final inter-club Championship Meet.
- D. All dual meets will commence at 6:00 p.m., unless rescheduled due to postponement.
- E. In all meets the competition age will be determined by the actual age of the contestant on June 1st of the CURRENT year.

F. SWIMMING ORDER OF EVENTS:

<u>Event</u>	<u>8 & Under Distance</u>	<u>All Other Ages Distance</u>
Medley Relay (bk, br, fly, fr)	100	200
Freestyle	25	50
Butterfly	25	50
Backstroke	25	50
Individual Medley (fly, bk, br, fr)	~~	100
Breaststroke	25	50
Freestyle Relay	100	200

- G. Relays will be one length of the pool for each of the four swimmers in the 8 & U age group, and two lengths for each of the four swimmers in all other age groups (8 & U, 25 meters each swimmer; all others, 50 meters each swimmer).
- H. A relay contestant of a dual or championship meet may swim up, at the discretion of the coach, to fill a void slot, but cannot swim the same relay in two age groups within the same meet. In no case may a swimmer displace another in an upper age group. A void may not be created to fill a void.
- I. For relay events, no more than one relay per team will be competing for points. Each team may initiate the scheduling of exhibition relays as long as the meet timeline is observed (e.g. 4-hour dual meet rule). All B, C, D etc relays must be marked as "Exhibition" while seeding and will be shown as B, C, D etc on the heat sheet. This must be marked in the balloting section of the sheet before the heat is swum. Exhibition relays will not count for meet points.
- J. Each team will submit their line ups to the home team via the electronic software program. The program will verify that the meet can be conducted in the required four-hour time frame. If the software indicates that the lineups submitted by the two teams cannot be completed in four hours, each team will eliminate heats until the four-hour time frame is established. The meet referee will monitor the progress of the meet to ensure that the four-hour timeline is maintained.
- K. Visiting team shall furnish the following depending on number of lanes at the home team pool:

Item-Per Half	5 Lanes	6 Lanes	8 Lanes
Digital watches to 1/100 sec	14	18	24
Timers	7	9	12
Stroke & Turn Judges	2	2	3
Across the Board Judges	2	2	2
Balloter	1	1	1
Ribbons Person (2nd half only)	1	1	1
Computer Assistant	2	2	2
Assistant to Clerk of the Course	1	1	1
Team Laptop for Data Entry	1	1	1

L. HOME TEAM shall furnish the following:

Item-Per Half	5 Lanes		8 Lanes
Digital watches to 1/100 sec	18	20	26
Timers	8	9	12
Back Up Timer	1	1	1
Referee	1	1	1
Starter	1	1	1
Stroke & Turn Judges	2	2	3
Administrative Official (AO)	1	1	1
Across the Board Judges	2	2	2
Balloter	1	1	1
Runners	1	1	1
Announcer	1	1	1
Safety Marshall	2	2	2
Ribbons Person (2nd half only)	1	1	1
Computer Assistant	2	2	2
Clerk of the Course	2	2	2
DQ forms			
Across the Board forms			
Judges Decision forms			
Starting Blocks (Numbered from right to left when behind blocks facing the pool)			

M. SCORING AND AWARDS

- a. Ribbons will be awarded for the first six (6) places in the individual events. Only 1st place ribbons will be awarded in the relay events. A heat ribbon will be awarded to the winner in all heats of 8 & under and 9-10 events.

- b. SCORING:

Place	Individual Event Points	Relay Points
1st	7	7
2nd	5	
3rd	4	
4th	3	
5th	2	
6th	1	

c. SCORING IN CASE OF A TIE: (example)

- i. Two way tie for 1st ($7 + 5$, divided by $2 = 6$ points for each team. There is no 2nd place).
- ii. Three way tie for 1st ($7 + 5 + 4$ divided by $3 = 5 \frac{1}{3}$ points for each team. There is no 2nd or 3rd place).

N. Modified balloting will be used incorporating three watches at each lane in a dual meet with timers representing both teams present in each lane. The HOME team will provide two timers for the odd numbered lanes and the VISITING team will provide two timers for the even numbered lanes. The remaining third timer assignment will be made from the opposing team. (Ex. Lane 1 will have (1) visiting timers and (2) home timers).

O. No swimmer may swim more than three individual events and two relays including exhibition during a meet.

P. Time shall be written "as is" at the block.

Q. Times achieved in the Coves Pool will be adjusted according to the conversion table developed by the Coves and ratified by a majority of the clubs.

R. A Certified Stroke and Turn Judge and/or Starter is one that has attended a USA Swimming Officials' Clinic. All Stroke and Turn Judges, Starters, Referees, and Administrative Officials must be certified and in good standing with USA Swimming. Certified Officials must adhere to Missouri Valley registration for the position and have current USA Swimming Officials registration.

S. There will be Across-the-Board judging at all dual meets. One judge and one recorder from the same team are required to be positioned on OPPOSITE SIDES of the pool. Also, each team will provide a minimum of two Stroke Judges that will be positioned on opposite sides of the pool from each other. The meet referee will arrange for the Stroke and Turn Judges to rotate around the pool by one position at the end of each stroke (at

the conclusion of all age groups and boys/girls heats of the event) to allow a mix of experience in each position.

- T. The Home Team is responsible for providing a certified referee at all home meets. The referee must instruct the stroke judges, timers, and across-the-board judges before each meet. If a referee or a referee in-training is not provided, the Rules Committee shall review the meet with forfeiture of Home Team times as a possible action.
- U. Backstroke flags are required and should be placed 5 meters before each end of the pool above the surface of the pool. The Home Team is responsible for the placement of the backstroke flags.
- V. At all dual meets, event, event number, swimmer information and an actual qualifying time must be indicated on the meet's electronic data sheets. Swimmers will be seeded by fastest to slowest qualifying times.
- W. Any event having entrants will be swum.
- X. A team forfeits a meet if it does not show up.
- Y. Weather delays and cancellations shall be made by the appropriate authorities. If the clubs involved cannot agree on a date to reschedule, the conference will consider that the meet has been held as scheduled. All swimmers present will be considered to have swum the meet.
- Z. League records may be established in any league meet at a 25-meter pool. New records should be reported to the Northland Conference First Vice-President by the home team as soon as possible.
- AA. A Rules & Grievance Committee will be established annually and comprised of a representative from each team. The Northland Conference President will conduct all meetings. Any rule changes for the current season shall originate in this Committee, which will convene as directed by the Northland Conference Board. Any rule changes will be presented to the Northland Conference Board in writing after the January meeting and on or before April meeting and voted on no later than the May meeting. This Committee will have the power to interpret rules, determine violations, and resolve disputes. All decisions of the Committee will be binding. Protests and grievances shall be made within 48 hours, in writing. All protests and grievances must be voted on by the majority of team representatives on the Rules & Grievance Committee. Decisions on all protests and grievances shall be determined by a majority vote. Each team representative shall be notified of the rules meeting on protests and grievances for participation.

- BB. Only a league representative of a team is authorized to file a protest with the Conference President. All decisions of the Northland Conference Rules & Grievance Committee shall be binding.
- CC. Requirements for membership shall be determined by each individual team. DD. A record of each dual meet will be transferred electronically within 72 hours of the meet to the Computer Director.
- EE. TOBACCO, ALCOHOL, VAPING, AND OTHER DRUG PRODUCTS — Smoking, vaping and use of other tobacco or marijuana products is prohibited on the pool deck, in the locker rooms, in spectator seating or standing areas, and in all areas used by swimmers, during the meet or during the warm-up periods in connection with the meet. In accordance with USA Swimming Rules, no alcohol products are to be possessed, advertized, or used in any area of the venue (103.12)
- FF. Radios are not allowed in the team areas unless earphones are used.
- GG. Foreign objects will not be allowed in the pool except for the discretion of the referee.
- HH. Each coach shall be responsible for the conduct of his/her team.
- II. The Head Swim Coach of each team will be eligible to swim for the team he or she is coaching provided he or she is 18 years old.
- JJ. No individual can serve as a team coach and as a Northland Conference Representative at the same time.
- KK. “Stoppers” may prevent an 8 & U contestant from striking his/her head on the end of the pool, by the “stopper” placing a hand flush with the end of the pool. The progress of the swimmer may not be helped or hindered, or the contestant will be disqualified from the race.
- LL. The first installment of Northland Conference dues will be decided by the Conference Representatives and paid to the Treasurer of the Northland Conference by each member team by June 1st of each year. The second installment of dues will be based on the number of swimmers on each team. A team member is defined as one who holds a current USA Swimming membership.
- MM. All Northland Conference swim coaches and assistant coaches must be members of USA Swimming and complete safety training as required by USA Swimming (CPR, American Red Cross First Aid, and American Red Cross Safety Training for Swim Coaches). The Vice-President will verify the membership of all coaches and assistant coaches.

NN. Dual meets will structure events, swimmers and times per computerization.

OO. All dual and championship meets will be conducted using flyover starts.

NORTHLAND SWIM CONFERENCE CHAMPIONSHIP MEET

- A. The meet director and the meet referee for the Championship Meet will be selected by majority vote of the Northland Conference Board of Representatives.
- B. The Championship Meet qualifying times for each event will be adjusted and adopted annually, before the season commences by the Conference Representatives at a Northland Swim Conference Board meeting.
- C. In order for a swimmer to compete in an event at the Championship Meet, the swimmer must satisfy the qualifying time for the event and compete in three of his/her team's dual meets.
 - a. In order to receive credit for competing in a meet, a swimmer must compete or DFS (declare false start) in one individual event.
 - b. For any meet not completed on the originally scheduled date, all swimmers entered in an individual event will receive credit for competing in that meet.
 - c. Any swimmer that had not already received credit in the originally scheduled meet can be given credit for competing or DFS (declare false start) in an individual event by competing in the rescheduled meet.
 - d. Exceptions for eligibility are restricted to medical hardships. Documentation, including a written physician's authorization, must accompany a request for exception and be submitted to the President prior to the seed meeting for the Championship Meet. Upon confirmation the criteria have been met, the President shall notify the Championship Meet Director and Computer Director and allow the excepted swimmer to be seeded. The September meeting minutes of the Northland Conference will document the exceptions.
- D. No swimmer shall swim more than three (3) individual events and two (2) relay events during the entire meet.
- E. If a swimmer is entered in more than three (3) individual events, the swimmer will be allowed to swim only the first three events in meet order.
- F. All entrants must have a proven meet time in the event they are to swim.
- G. A time is a meet time or an exhibition time regardless of the age group in which the time was officially recorded.

- H. Relay times and entries must have a proven dual meet time from the current season aggregate time. Aggregate time is the sum of the four fastest times for each individual stroke from the current dual meet season. Once the Championship Meet is seeded, per USA rules changes can occur but seeding will not change.
- I. Stroke judges must have served a minimum of two seasons and be recommended by the team referee, before judging the Conference Meet.
- J. Starters must have had a minimum of two seasons experience and be recommended by the team referee before starting the Conference Meet.
- K. The Championship Meet will be officiated by a Head Referee who will be assisted by additional referees from the conference.
- L. All swimmers must swim in their own age groups except as noted in the Relay Division rules.
- M. Relay Division:
 - a. Only one entry per club per age group.
 - b. A relay contestant of a dual or championship meet may swim up, at the discretion of the coach, to fill a void slot, but cannot swim the same relay in two age groups within the same meet. In no case may a swimmer displace another in an upper age group. A void may not be created to fill a void.
 - c. Medals shall be awarded to the first, second and third place relay teams.
 - d. Relay swimmers must satisfy the 3 meet rule.
- N. Event Order. During the Conference Championship Meet, the Medley Relay will be moved from the beginning of the session to the end.
- O. An event is closed once swimmers have been released from the clerk of the course to the blocks.
- P. Any swimmer who qualifies for consolation or finals and fails to appear will be removed from the meet, will not be awarded a medal, and will not earn points for his/her team for that event and will be disqualified for the remainder of the meet. A swimmer who qualifies for consolation or finals and is scratched by his/her coach prior to the start of the session shall not be awarded a medal or earn points for his/her team in that event, but shall not be further penalized.

Q.1 Division Structure

- Large Division: Includes the three teams with the most entries entered in the meet (1st, 2nd, and 3rd).
- Middle Division: Includes the teams ranked 5th, 6th, and 7th by number of entered entries.
- Small Division: Includes the three teams with the fewest entries (9th, 10th, and 11th).
- The 4th and 8th ranked teams will be placed based on the average number of entries in each division to maintain balance.

Q.2 Placement of the 4th and 8th Teams

- Step 1: Calculate the average number of entries per team in each division
 - Large Division Average = Total entries from teams 1st–3rd ÷ 3
 - Middle Division Average = Total entries from teams 5th–7th ÷ 3
 - Small Division Average = Total entries from teams 9th–11th ÷ 3
- Step 2: Assign the 4th-ranked team
 - If the 4th team's entry count is closer to the Large Division average, it joins the Large Division.
 - If the 4th team's entry count is closer to the Middle Division average, it joins the Middle Division.
- Step 3: Assign the 8th-ranked team
 - If the 8th team's entry count is closer to the Middle Division average, it joins the Middle Division.
 - If the 8th team's entry count is closer to the Small Division average, it joins the Small Division.

Q.3 Final Adjustments

- No division may have more than four teams. If both the 4th and 8th teams are placed in the Middle Division, whichever is closer to the Middle Division average will stay. The remaining team will move to the other option for their size: either Large or Small.
 - If there is still a tie for the placement of the 4th and 8th teams, with the average difference being the same for both teams, the average number of individual swimmers will be used, following the same method above.
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R. No radios allowed in the team area unless earphones are used.

S. TOBACCO PRODUCTS — Smoking, and use of other tobacco products is prohibited on the pool deck, in the locker rooms, in spectator seating or standing areas, and in all areas used by swimmers, during the meet or during the warm-up periods in connection with the meet.

- T. The annual budget of the Conference will include a planned reimbursement for the host facility. The Meet Director for the Conference Championship Meet may submit claims for reimbursement up to, but not exceeding, the budgeted amount for actual incurred expenses of staffing, security, etc.
- U. When electronic timing equipment is utilized for the Championship Meet, two stop watches will be utilized in each lane as the backup timing method. Across-the-Board judges will not be utilized in conjunction with the electronic timing equipment, but will be available in case of equipment failure, and will be used for 8 & Under events if touch pads are not available at the finish.
- V. Seeding information must be provided by the seeding deadline electronically to the seeding committee.
- W. The meet referee will chair a committee consisting of the meet director, President, V.P. and 1st V.P. to select officials for the championship meet. They will also assign positions and duties for these officials. The committee will use "current" performance evaluations as criteria for their selections.
- X. Spirit Award. Each team votes for the top 3 teams for the spirit award. No team can vote for itself. Failure of a team to submit a completed spirit award ballot will eliminate that team from contention for the spirit award. All completed forms are to be submitted to the meet director by the end of the 11-18-year-old prelims at the championship meet. The following criteria should be considered by the voting team: theme, enthusiasm, banner, sportsmanship, participation, and costumes/attire. The winner of the spirit award will be announced and the trophy presented the night of the championship finals.
- Y. Each team may have 1 (one) coaches' table whose dimensions may not be longer than 6 feet, wider than 30 inches, or taller than 30 inches. No people other than officials/coaches/and swimmers (who briefly stop to talk to coaches) are allowed on the sides of the championship pool.

CHAMPIONSHIP MEET FORMAT

- A. Seed time will be the best time from a dual meet recorded in electronic format or proven with information from an official meet record.
- B. The top qualifying times will swim in one finals heat and one or two consolation heats. The consolation heat(s) will be swum prior to the finals heat.
- C. In the event of ties, swim-offs will be swum per USA Swimming rules to determine placement in the finals and consolation heats. All other ties will be placed and scored as ties.
- D. The championship shall be conducted as a preliminaries and finals meet for individual strokes and timed finals for all relay events. A separate 8 & Under session may be conducted as timed finals for all events.

For 8 lane pools:

SCORING: 1st through 16th places will receive medals; 17th through 24th ribbons.

INDIVIDUAL EVENTS				RELAYS	
Place	Points	Place	Points	Place	Points
1	27	13	13	1	35
2	25	14	12	2	30
3	24	15	11	3	25
4	23	16	10	4	20
5	22	17	8	5	15
6	21	18	7	6	10
7	20	19	6	7	5
8	19	20	5		
9	17	21	4		
10	16	22	3		
11	15	23	2		
12	14	24	1		

For 6 lane pools:

SCORING: 1st through 18th places will receive medals; 19th through 24th ribbons.

INDIVIDUAL EVENTS				RELAYS	
Place	Points	Place	Points	Place	Points
1	27	13	12	1	35
2	25	14	11	2	30
3	24	15	10	3	25
4	23	16	9	4	20
5	22	17	8	5	15
6	21	18	7	6	10
7	19	19	6	7	5
8	18	20	5		
9	17	21	4		
10	16	22	3		
11	15	23	2		
12	14	24	1		

- E. In the event of withdrawal or absence barring a swimmer from competition, the Referee shall fill the consolation or final, when possible, by the alternates for that age group stroke. In the case of finals, the swimmers in consolations shall replace swimmers displaced in finals.

25-YARD POOLS

Meets held in a regulation 25 YARD pool will use the standard **1.11** course factor converting the times to a METER time.

COVES POOL CONVERSION FORMULA*

OFFICIAL TIME = Coves Pool Time (in seconds) x 1.014

EXAMPLE #1

Coves pool time: = 25.23

Convert time: = $25.23 \times 1.014 = 25.58322$ (Round UP to nearest .01)

OFFICIAL TIME: = 25.59

EXAMPLE #2

Coves pool time: = 1:41.27 = (1 minute, 41.27 seconds) Convert pool time to sec. = (min. x 60 sec.) + seconds = $60 + 41.27$ Convert time: = $101.27 \times 1.014 = 102.68778$ (Round UP to nearest .01)

OFFICIAL TIME: = 102.69

If Official Time is over 60 seconds, the time needs to be converted to minutes and seconds.

Subtract 1 min. (60 sec.) = $102.69 - 60$ seconds

Remaining sec. = $42.69 = 1$ min. 42.69 seconds

OFFICIAL TIME: = 1:42.69

EXAMPLE #3

Coves pool time: = 2:58.65 (2 min. 58.65 sec.)

Convert pool time to sec. = $(2 \times 60 \text{ sec.}) + 58.65 = 120 + 58.65$ Convert time: = $178.65 \times 1.014 = 181.1511$ (Round UP to nearest .01) Subtract 3 min. (180 sec.) = $181.16 - 180$ seconds

Remaining sec. = $1.16 = 3$ min. 1.16 seconds

OFFICIAL TIME: = 3:01.16

* **Coves Pool Conversion created by the following formula:** 39.37 inches per meter times 25 meters = 984.25 inches ($39.37 \times 25 = 984.25$) Divided by Coves pool length of 970.5 inches = 1.014