



GREATER RICHMOND AQUATIC LEAGUE

HANDBOOK

STATEMENT OF PURPOSE

The Greater Richmond Aquatic League (GRAL) is an organization of swimmers, coaches, and parents whose aim is to promote and participate in the sport of summer swimming. GRAL provides an opportunity for young people to compete against others of similar ability in an atmosphere of fair play, good sportsmanship, and safety.

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GREATER RICHMOND AQUATIC LEAGUE BYLAWS

ARTICLE I - NAME

The name of this organization shall be Greater Richmond Aquatic League (GRAL).

ARTICLE II – PURPOSE

The purpose of this organization shall be to afford all organizations (herein after “member club” or “club”) the benefits of swimming organized competition in the Novice, Advanced, Junior Varsity, Varsity, and Senior Varsity levels of competence in accordance with *USA Swimming Rules and Regulations*.

ARTICLE III – MEMBERSHIP

Section 1 – Member Clubs

Member clubs of GRAL shall be organizations that sponsor an age-group swimming program for its members and families who are elected to membership in accordance with the bylaws of that organization. Each member club shall designate a representative (hereafter referred to as a GRAL Board Representative) to attend the GRAL Board of Directors meetings and report back to the member club.

Section 2 – Application for New Member Club

Written application of a new member club to GRAL shall be received no later than the January board meeting of the season in which that new member club intends to participate. This application will be voted on at the next scheduled meeting, and the member club may be eligible to participate in that season’s swim schedule. The application should include name of the club, distance of pool and number of lanes, membership details (including information about swimmers’ access to the pool and any restrictions on membership), prior league experience, and contact name and information.

Section 3- Removal from GRAL Membership

A member club may be removed from GRAL membership at any time by a two-thirds vote of the GRAL Board Representatives for all member clubs when it is considered to be in the best interest of GRAL.

ARTICLE IV - BOARD OF DIRECTORS

Section 1 – Board Membership and Voting

The affairs of this organization shall be conducted by the GRAL Board of Directors consisting of a GRAL Board Representative from each member club and the elected GRAL officers (herein referred to as the Executive Board). If the GRAL Board Representative is absent, the Parent Representative (defined in Section XII, Item 2, of the *GRAL Handbook Rules*), or other designated member club representative, may vote for the member club. In any voting matter, there shall be only one (1) vote per member club, plus one (1) vote per Executive Board position

and one (1) vote of the immediate past President. If an Executive Board position is shared by more than one person, that position still exercises one (1) vote.

Section 2 – Member in Good Standing

Each GRAL Board Member (i.e., Executive Board Members and GRAL Board Representatives) shall be a member in good standing of its member club and shall have been selected and designated by the member club to serve on the GRAL Board of Directors.

Section 3 – Executive Board

The Executive Board shall be the elected officers and are empowered to conduct necessary business in the intervals between regularly scheduled board meetings. The Executive Board shall not change a motion of business previously voted on by the Board of Directors unless a special meeting of the Board of Directors is called, as provided in the bylaws, or the motion is further discussed at the next regularly scheduled board meeting.

Section 4 – Attendance at GRAL Meetings

Attendance at GRAL Meetings. Each member club must be represented at all GRAL meetings. If a GRAL team fails to have a representative at three or more meetings within a calendar year, the Executive Board is empowered to take action.

ARTICLE V - OFFICERS AND THEIR ELECTION

Section 1 – Elected Officers

The following elected officers shall comprise the GRAL Executive Board:

1. President
2. First Vice President-Officials
3. Second Vice President-Training and Certification
4. Third Vice President-Equipment
5. Fourth Vice President-Champs
6. Secretary
7. Treasurer
8. Immediate Past President

Section 2 - Nominating Committee

A Nominating Committee shall be formed consisting of one (1) representative from each division and elected by the GRAL Board and two (2) at-large appointments made by the President. The Nominating Committee will be announced by the Executive Board at the March meeting. Only those persons who have signified their consent to serve if elected shall be nominated for an elected office, and an attempt will be made to have representation from all divisions among the officers.

The Nominating Committee shall perform the following:

- a. Nominate an eligible person for each office vacancy and report its nominees at the annual meeting, at which time additional nominees may be made from the floor.
- b. Continue its search if it does not identify a suitable nominee for a vacant position by the annual meeting.

Section 3 - Elections

- a. Elected officers shall be elected by majority vote of the Board of Directors at the annual meeting, with the exception of the immediate past President. If there is not a majority selection, the President's vote carries the selection. If no one is nominated for a vacant position at the time of the annual meeting, the Nominating Committee will continue the search until a suitable nominee is identified. The Board of Directors then will be asked to vote by electronic mail. A majority vote still will be required.
- b. The newly elected officers shall assume their duties at the close of the annual meeting and shall serve for a term of two (2) years, unless fulfilling a resigning officer's term, in which case the term ends at the original ending date.
- c. No officer shall be eligible to serve more than two (2) consecutive terms in the same office. Exceptions shall be allowed by a majority vote of the Board of Directors. No exceptions shall be allowed for the same position in consecutive years unless no one else is interested in holding the position.
- d. No GRAL Board Member shall be eligible for the office of President unless he/she has served on the Board of Directors.
- e. More than one person may serve in any elected officer position. Each elected officer position has one vote.

Section 4 - Removal of an Officer

An officer may be removed at any time by a two-thirds (2/3) vote of all eligible voting members of the GRAL Board if said removal is deemed in the best interest of GRAL.

Section 5 - Vacancies

- a. A vacancy occurring in any office shall be filled for the unexpired term by a GRAL Board Representative elected by a quorum vote either in person or by electronic mail, and notice of such election shall be given in a timely manner.
- b. A quorum vote consists of a 2/3 majority of GRAL Board Representatives plus at least four (4) Executive Board members.
- c. In the event a vacancy occurs in the office of President, the First Vice President shall serve for the remainder of the unexpired term of the President.

ARTICLE VI - DUTIES OF OFFICERS

Section 1 - President

The President shall preside at all meetings of the GRAL Board of Directors and of the Executive Board. The President shall be an ex-officio member of all committees except the Nominating Committee.

Section 2 – Vice Presidents

The Vice Presidents shall perform the following:

- a. All Vice Presidents act as aides to the President and, in their designated order, perform the duties of the President in the absence of that officer.

- b. The First Vice President (VP of Officials) shall organize all training clinics and provide assistance to individual teams regarding officiating.
- c. The Second Vice President (VP of Training and Certification) shall manage the testing of officials and keep records of work schedules and testing to ensure certification. The VP of Officials and VP of Training and Certification will work closely together to ensure continuity among GRAL officials.
- d. The Third Vice President (VP of Equipment) shall maintain and distribute supplies necessary for the swimming season. This shall include ordering and maintaining records of all supplies.
- e. The Fourth Vice President (VP of Champs) shall organize and serve as chairman of the championship meet (hereafter referred to as Champs).

Section 3 - Secretary

The Secretary shall perform the following:

- a. Maintain a complete and accurate record of all proceedings of the meetings of the Board of Directors and Executive Board.
- b. Notify all board members prior to each meeting of the date, time, and location of the meeting. Board notification shall be at least one (1) week prior to the meeting and may be either written on the previous month's minutes or by electronic mail.
- c. Act as the webmaster by being responsible for setting up, maintaining, and updating the GRAL webpage in a timely manner.
- d. Update the *GRAL Handbook* each year before the first swim meet of the season.

Section 4 - Treasurer

The Treasurer shall have custody and collection of all funds of GRAL and perform the following:

- a. Maintain a full and accurate account of records and expenditures.
- b. Make disbursements as authorized by the President.
- c. Prepare an annual budget for Board approval to be presented at the February meeting.
- d. Present a financial statement at every meeting and at other times as requested by the Executive Board.
- e. Present a full report at every meeting at which new officers assume their duties.

The Treasurer's accounts shall be examined periodically by an auditor outside of the GRAL Board or an Audit Committee consisting of three (3) members appointed by the President. The auditing shall be completed by and approved at the January meeting of the following year.

Section 5 – Immediate Past President

The immediate past President shall serve in an advisory role to assist the current Board with voting privileges unless his/her vote causes the Executive vote decision to end in a tie.

Section 6 – Duties at Expiration of Term or Resignation

All officers shall perform the duties outlined by these bylaws and those assigned from time to time. Upon expiration of the term of office (or resignation), each officer shall turn over to the President without delay all records, books, and materials pertaining to the office and shall return to the Treasurer without delay all funds pertaining to the office.

Section 7

If an issue that requires resolution arises and involves an Executive Board member's club, the affected member will not be allowed to vote.

ARTICLE VII - COMMITTEES

Section 1 – Standing Committees

The Executive Board may create such standing committees as it deems necessary to carry on the work of GRAL.

Section 2 – Special Committees

The power to form special committees and appoint their members rests with the Executive Board.

ARTICLE VIII - MEETINGS

Section 1 – Dates of Meetings

Regular meetings for the Board of Directors shall be held monthly from January through July, and the annual meeting shall be held in September. Dates of regular meetings shall be determined by the Executive Board and announced at the preceding annual meeting in September.

Section 2 – Special Meetings

Special meetings may be called by the President or at the request of three (3) Board of Director members. The call for a special meeting must state the business to be transacted, and no business shall be transacted except that specified in the call. Notice shall be attempted to each Board member either at least seven (7) days in advance by mail, or two (2) days in advance by electronic mail.

Section 3 – Ad Hoc Business Meetings

The Executive Board shall be empowered to transact necessary business at intervals between regular meetings and such other business as may be referred to it by all members of GRAL. A full report of all such transactions must be given at the next scheduled board meeting. (See also Article IV, Section 3.)

Section 4 – Annual Meeting

The annual meeting of the GRAL Board of Directors shall be on the 3rd Sunday in September of each year at such place as designated in the notice of the meeting.

Section 5 – GRAL Fiscal Year

The GRAL fiscal year begins January 1st of each year and ends December 31st of the same year.

Section 6 - Quorums

A two-thirds (2/3) majority of GRAL Board Representatives plus at least four (4) Executive Board members shall constitute a quorum for the transaction of business at any meeting of the GRAL Board of Directors. A quorum of the Executive Board shall be a simple majority.

ARTICLE IX - ELIGIBILITY OF SWIMMERS

Section 1 – Team Rosters

Each member club shall deliver an initial roster of all swim club members to the Computer Coordinator prior to the GRAL Season Registration deadline. The roster shall contain a certification by the President or Membership Chairman of the member club that all swimmers on the roster are members in good standing of the member club. A swimmer is a member in good standing if the swimmer has full use of the swimming facilities of the club on a full-time basis, the full summer pool season, and has been admitted to membership, paid all applicable dues and fees, and complied with all rules and regulations of the member club, association, or organization.

Membership structures (i.e. how swimmers are accepted to a team and if they have full access to the pool at non-swim team times) of teams accepted to GRAL prior to 2017 are grandfathered. Unless a team disassociates from GRAL and then re-applies, its structure as of 2017 does not need to comply to the definition above. Any changes made after 2017 must comply with the definition. Any teams added after 2017 must comply with the definition.

Section 2 – Denial of Participation in Meets

No one will be allowed to swim in a regular season meet that is not listed on the member club's roster or has not paid the GRAL registration fee at the appropriate time.

Section 3 – Swimmer Representation

A swimmer may represent only one member club for the purpose of competition in a GRAL meet.

Section 4 – Swimmer Transfer

A swimmer may not transfer during the current summer season from one member club to another without the approval of the Executive Board.

Section 5 – Swimmer Exemptions

Any person within GRAL paid to coach or assist in coaching a club, or otherwise employed by a pool facility or its management company (hereafter referred to as the swimmer/employee), is not eligible to swim in any GRAL meet for the duration of that calendar year unless either of the following conditions are met:

1. An exemption request is provided in a timely manner prior to the first meet of the season and is approved by the Board or the Executive Board.
2. A swimmer/employee has at least one (1) year prior member club participation as a GRAL swimmer with the hiring member club, AND is a member in good standing with the association for the current season. (See Article IX, Section 1 for the definition of a qualifying swimmer.)

A swimmer seeking such an exemption also may petition the Board or Executive Board if his/her employment or swimming status changes during the swim season. Any swimmer exemptions will be listed on the website.

ARTICLE X – CONSULTANT

Section 1 – Computer Coordinator

The Executive Board shall hire a Computer Coordinator at the annual meeting in September. The Executive Board shall review the GRAL budget and recommend appropriate annual compensation to be included in the annual budget approval process at the February meeting.

Section 2 – Computer Coordinator Responsibilities

The Computer Coordinator shall be responsible for the following:

1. Setting up the software for each season and ensuring it gets delivered to each club.
2. Supporting the software during the season.
3. Providing training as needed to support the software.
4. Making recommendations to the Board each September for software changes that need to be considered for the following swim season.
5. Researching cost impacts of both hardware and software for any recommendation made.
6. Receive registration from each member club.
7. Maintain the official record of all swimmers and their times by acquiring and importing all meet results on a weekly basis.
8. Auditing relays on a weekly basis to ensure compliance.
9. Maintain and publish all official Champs records and all official season records.
10. Manage Champs registration and dry deck.

ARTICLE XI - REGULATIONS GOVERNING MEETS

All swim meets shall be conducted in accordance with the most recently published edition of the *USA Swimming Rules and Regulations*, except to the extent such rules and regulations have been modified or amended by the Board of Directors.

ARTICLE XII - PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised shall govern the Board of Directors in all cases in which they are applicable and in which they are not in conflict with these bylaws.

ARTICLES XIII – AMENDMENTS

Section 1 - Notice

These bylaws may be amended at any regular meeting of the Board of Directors provided that notice of proposed amendments shall have been given at the previous Board of Directors meeting or at least thirty (30) days prior to the meeting at which the amendment is voted upon and that a quorum has been established. Bylaw amendments require two-thirds (2/3) vote of the GRAL Board Representatives and the Executive Board.

Section 2 – Substitute Bylaws Committee

A committee may be appointed to submit a revised set of bylaws as a substitute for the existing

bylaws only by a majority vote of the Board of Directors, or by a two-thirds (2/3) vote of the Executive Board. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

ARTICLE XIV – DISSOLUTION

In the event of dissolution of GRAL, the remaining assets of the league will be divided equally among the current member clubs after payment of all outstanding debts, collection of all owed money, and successful completion of a necessary audit.

GREATER RICHMOND AQUATIC LEAGUE RULES

CODE OF CONDUCT

Good sportsmanship is of primary importance. Respectful behavior on the part of swimmers, coaches and parents should be displayed at all times and places, including swim team business that is conducted outside of a meet. Club membership is both an honor and a responsibility and unsportsmanlike conduct will not be tolerated.

- The Coach is responsible for the behavior of his/her club.
- The Board Representative, or Parent Representative in his/her absence, is responsible for the behavior of the coaches and club parents.
- The Referee has the authority to suspend a swim meet for unsportsmanlike behavior.

Any individual who cannot uphold the standards of good behavior may be denied further participation in league activities as determined by a vote of the Executive Board or full Board. Sanctions may include disallowing a swimmer's future participation with the league.

Remember, this swim league exists for the sport of swimming and the enjoyment of our children. Please strive as parents, coaches, and swimmers to focus on this fact and encourage an enjoyable experience for all.

I. GENERAL INFORMATION

- 1.) Meets will be run in accordance with the most recent USA Swimming Rules except as noted below:
 - a.) GRAL does not recognize split times and lead-off swimmer's times.
 - b.) A swimmer will not be disqualified until he/she is charged with a second false start in the same event.
 - c.) In relay races involving in-the-water starts, the team of a swimmer whose hand has lost touch with the end of the course before his/her preceding teammate touches the wall shall be disqualified, unless the swimmer in default returns a hand to the wall after the preceding teammate has touched the wall.
 - d.) With regard to the backstroke turn, the words immediate and continuous have been removed, and the backstroke flag has been added as a point of reference.
 - e.) A fixed 15-meter mark is not required, with the exception of the championship meet.
 - f.) Taping will be only permitted with a Dr.'s note at the discretion of the Referee or the VP of Officials. This modification will NOT apply at CHAMPS.
- 2.) Exhibition swimming is not allowed without an exemption granted by the Executive Board, including participation in relays.
 - a.) Teams may combine two consecutive age brackets if they do not have sufficient eligible swimmers on their roster to form a single relay in one of the age brackets. The combined relay must swim at the higher age bracket and follow GRAL advanced and senior varsity relay rules. At least one swimmer must be in the age bracket in which it competes. Swimmers may not swim more than two age groups higher than their age group. Reminder that GRAL allows swimmers to participate in 3 individual events and 1 relay event. For a swimmer who swims up in another age bracket, this relay will count as their 1 relay event, and they will not be eligible for another relay. This relay will count for points.
 - b.) If a swimmer is added to an age group after the season has started and an exemption has been granted, the fourth swimmer would then nullify the exemption.

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- c.) All approved relay exemptions will be posted on the GRAL website, and the team shall make the referee aware before the start of the meet. The referee shall alert the opposing team's coach.
- d.) A separate relay exemption is allowed in the following case: an exemption can also be granted if the only 4 swimmers in an age group are the same gender and would otherwise qualify for a senior varsity relay.
- 3.) Intentional and obvious swimming below a swimmer's ability will be grounds for disqualification of that swimmer in that event. Disqualification shall be made by the Referee.
- 4.) No person officiating or working a GRAL swim meet shall be allowed to partake of OR be under the influence of ALCOHOLIC BEVERAGES OR ILLEGAL DRUGS during the meet. After being warned by the Referee of the infraction, the offending member club must comply or may be asked to FORFEIT the MEET.
- 5.) NO SMOKING, VAPING, ALCOHOLIC BEVERGES, or ILLEGAL DRUGS are permitted on the deck or in common-use swim meet areas during a GRAL swim meet. After being warned by the Referee of the infraction, the offending member club must comply or may be asked to FORFEIT the MEET.
- 6.) Requests for exemptions to Bylaw Article IX, Section 5, must be presented in writing to the Executive Board prior to the start of the swim season or to the Executive Board if the swimmer's employment or swim club status changes during the swim season. Each request will be voted on individually by a subset of the Executive Board. The approved exemption will apply to the approved swimmer as long as he/she remains a swimmer for the requesting club.

The Member Club making the request shall be the club that anticipates hiring the swimmer/employee. This club shall supply the Executive Board with a completed Swimmer/Employee Exemption form on each swimmer to be considered. A \$100.00 penalty/fine for each swimmer/employee exemption rule violation will be imposed and collected from Member Clubs prior to Champs Registration and the swimmer will no longer be allowed to swim that season.

II. DUES, REGISTRATION AND INSURANCE

- 1.) Annual dues of \$200.00 for each Member Club's membership are due by the February board meeting. If annual dues are not received by the February Board meeting, a \$25 penalty will be assessed.
- 2.) A registration fee of \$7 will be assessed for each swimmer registered for GRAL competition and is payable at the June Board meeting (for swimmers on the team's initial roster) or at Champs registration (for swimmers added to the roster during the season).
- 3.) If a Member Club's initial registration is not properly completed and submitted on time, a late registration penalty of \$50 will be assessed.
- 4.) The Computer Coordinator will publish the registration process.
- 5.) All swimmers must be certified as members in good standing of the club by the President or Membership Chairman of that club. (See Article IX, Section 1 of the bylaws.)
- 6.) A club that has a special-needs swimmer with any disability may petition in writing to the Executive Board for a change in swimmer classification or other rule changes as appropriate to the disability. If approved, the exemption is valid for the current swim season only. Special Needs exemptions will be posted on the website. The coach of that swimmer's team shall notify the Referee, who will notify the opposing coach.

- 7.) A Certificate of Insurance, documenting liability coverage for each Member Club's pool and pool area, must be submitted to the GRAL Secretary by the May meeting. Member Clubs will not be permitted to register for GRAL competition until this Certificate of Insurance is submitted. GRAL will carry its own insurance to cover the Championship Meet. GRAL will also carry Directors & Officers insurance to protect its Executive Board.

III. POOL REQUIREMENTS

- 1.) All clubs must designate the length of their pool as 25 yards, 25 meters, or other specified distance, such as 26 yards. Time conversions will be made by the League Computer Rep via the software if a pool is of non-standard length. Instructions on how to accomplish this will be documented. Any clubs requesting to join GRAL must certify their pool length. It is strongly recommended that new clubs admitted to GRAL have a pool with at least SIX lanes.
- 2.) Starting blocks must be in compliance with current USA Swimming rules. In pools with water depth less than 4 feet at the starting end, the swimmer must start from within the water. In pools with water depth of 4 feet or more at the starting end, the front edge of the starting platform should be at least 1 foot, 8 inches and no more than 2 feet 5 1/2 inches above the water surface for meter pools, while the front edge of the starting platform should not be higher than 2 feet 6 inches above the water surface in yard pools. Should a visiting club find that the home club's starting blocks are not in compliance, the visiting club may request that their swimmers start from the side of the pool, rather than the blocks, provided that a valid claim is made to the Referee prior to the scheduled start time of the meet. Each individual swimmer shall have the option to use the block or enter the water from the deck (backstroke not included) unless required by USA Swimming (USS) rule to start from within the water. All swimmers who dive from the block or the side must be certified to do so. An "X" shall be placed on the upper arms of swimmers who are not certified to dive. An "O" shall be placed on the upper arms of swimmers who are not certified to dive off the block but are certified to dive from the side. Another method may be used to identify swimmers if a team does not wish to write on the swimmer. Only a qualified coach may make dive certifications.

IV. CLASSIFICATION OF SWIMMERS FOR REGULAR SEASON MEETS

Times achieved at a GRAL meet during the current season, and the previous two (2) GRAL seasons (including Champs, if applicable) are used to determine a swimmer's classification. NOTE: For established teams transferring from an EXISTING USA Swimming League to GRAL, swimmer's times from the previous league (previous two seasons, including any Championship meets) shall be used to determine the swimmer's GRAL classification. Only times from the equivalent events (i.e., same stroke and length) are to be used (no conversion to calculate a theoretical time in a unique GRAL distance).

- 1.) Definition of a NOVICE SWIMMER (N)
A Novice swimmer is any swimmer with no time in a given event or who has not achieved a valid Advanced, Junior Varsity, Varsity, or Senior Varsity time in that event in the age group in which the swimmer is competing.

- 2.) Definition of an ADVANCED SWIMMER (ADV)
An Advanced swimmer is any swimmer who has achieved a valid Advanced time and has not achieved a valid Junior Varsity, Varsity, or Senior Varsity time in that event in the age group in which the swimmer is competing.
- 3.) Definition of a JUNIOR VARSITY SWIMMER (JV)
A Junior Varsity swimmer is any swimmer who has achieved a valid Junior Varsity time and has not achieved a valid Varsity or Senior Varsity time in that event in the age group in which the swimmer is competing.
- 4.) Definition of a VARSITY SWIMMER (V)
A Varsity swimmer is any swimmer who has achieved a valid Varsity time and has not achieved a valid Senior Varsity time in that event in the age group in which the swimmer is competing.
- 5.) Definition of a SENIOR VARSITY SWIMMER (SV)
A Senior Varsity swimmer is any swimmer who has achieved a valid Senior Varsity time in that event in the age group in which the swimmer is competing.
- 6.) Classification of an ADVANCED RELAY
All swimmers entered in an Advanced relay must be classified as Novice or Advanced in the stroke and distance that they are scheduled to swim. All points earned for the relay will be awarded in the Advanced Relay category. Advanced relays are limited to Novice and Advanced Swimmers and may be comprised of single sex relay clubs and/or mixed sex relay clubs.
- 7.) Classification of a SENIOR VARSITY RELAY
A relay is classified as Senior Varsity when at least ONE swimmer is classified as JV, Varsity, or SV in the stroke and distance he/she is scheduled to swim. The SV Relay must be mixed sex (to contain at least one boy and one girl). All points earned for the relay will be awarded in the Senior Varsity Relay category.
- 8.) AGE GROUPS: Governing day will be June 1st (i.e., if a swimmer turns 9 on June 1st, he/she will swim as a 9&10).
 - a.) age 6 & Under
 - i. There will be a category for age 6&U that will be awarded points/ribbons only in 25 yard/meter Freestyle and Backstroke, separately from 7-8 swimmers.
 - ii. A 6&U may swim all events. He/she will be scored separately only in 25 y/m Freestyle and Backstroke.
 - iii. The swimmer will swim at the same time as and be mixed in with the 8&U. The computer designates these events as A (for 6 & Under) and B (for 7 – 8), but combines the event for seeding purposes.
 - iv. Time standards will be the same as for 8&U.
 - v. Qualifiers will swim at Championships as 8&U.
 - b.) age 8 & under
 - c.) age 9 & 10
 - d.) age 11 & 12
 - e.) age 13 & 14
 - f.) age 15 through 18*
 - i. *A swimmer may participate if they meet one of the following criteria:
 1. The swimmer turns 18 years old prior to June 2nd of the current year; OR

2. The swimmer is 19 years old and graduated from high school in the same school year immediately preceding the season being swum.

V. SCHEDULING

1.) SCHEDULE OF MEETS

- a.) All swim meets are scheduled to begin NO LATER THAN 6:30 pm. Clubs are encouraged to begin meets at 6 pm in order to complete their meets in a timely fashion. NOTE: At the beginning of each season, each club is to reserve its pool for a make-up date for each of its home meets (preferably the next day).
- b.) All clubs will swim the last meet of the season on Tuesday using the same starting time as listed above. Swimming on Tuesday will give clubs a rain make-up date on Wednesday and allow ample time for clubs to prepare for Champs registration.
- c.) Clubs wishing to move the first meet of the season to an alternate date MUST submit their request in writing via electronic mail, by all affected Member Clubs Parent Reps, to the President, by the May meeting. If no request is received, the meet must be swum on the scheduled league specified date. If the affected clubs cannot agree on a date, they may petition the Executive Board to help find a solution.

2.) WEATHER SITUATIONS

- a.) The lifeguard or pool management are responsible for monitoring the weather. At the first sound of thunder or sighting of lightning, the pool and deck must be cleared of people and secured. It is the responsibility of the Meet Director, the Parent Representatives, and Pool Management to ensure that this is done. The home club is responsible for issuing instructions for that pool's weather safety procedure.
- b.) Postponements are to be decided by the Meet Director, Pool Management, and Parent Representatives (one from each club) after a 30-minute delay. A 30-minute waiting period is to be enforced before swimmers may begin to swim after the last sighting of lightning or sound of thunder. ***If a meet has to be stopped at 10:30pm or later due to weather related issues, the meet shall be postponed and will be finished on the agreed rain date. If the 8&under relays were swum, then the 9&older relays can be swum on the postponed date, provided event 44 is in the water by 10:30 pm (on the make-up day).***
- c.) The League encourages clubs to wait out the storm delay and finish the meet. Information on storms in the area and the remaining time necessary to complete the meet should be taken into consideration. See the weather guidelines below for more guidance on this subject.
- d.) Meets must be rescheduled at the earliest possible date acceptable to all clubs. If there are questions, the home club Parent Rep will contact a GRAL Executive Board member before leaving the pool.
- e.) In the event of a second postponement of the same meet, creative alternative solutions need to be discussed in order to complete the meet. These can include finishing the meet on Saturday morning, changing pool location, etc. All individual events MUST be completed in all cases. Relay alternatives shall be approved by a GRAL Executive Board member prior to leaving the meet.

- i. If all relays are not swum, then no relays shall score points. For those relays that were swum, ribbons shall be distributed, and the swimmers shall be eligible for triple/quad.
- f.) Meets must be completed in the scheduled sequence to avoid giving an unfair advantage to any club(s).
- g.) In the event of a rain postponement, and restart of the meet on another day, already registered GRAL swimmers may be added to the postponed meet, and previously entered swimmers for that meet may change entered events (as long as the number of individual events does not exceed 3 including Scratches, No Shows, and Disqualifications). Relays may change classification as long as the change is made prior to the meet start on the new day.

3.) WEATHER GUIDELINES

- a.) Safety is very important to GRAL, and the league wants all families, swimmers, and pool management people to make decisions with safety first in mind, including not ending meets later than 11:30 p.m. Following are guidelines to assist teams with the decisions.
- b.) Within twelve hours of a meet's scheduled start time, if there is agreement between Parent Representatives from both teams, in conjunction with the home team's Meet Director, teams may proactively reschedule the meet to the designated rain date only in the event that severe weather conditions are present or expected that could potentially delay the start of the meet past 8 PM.
- c.) If weather delays happen before meet start:
 - i. Once the computer rep has completed the meet setup, teams should use the meet report timeline to determine what time Event 44 (Girls 9-10 50 Free) would be in the water and what time the meet is expected to end. Use that information to determine if you can get event 44 in the water by 10:30pm and begin making the following decisions.
 - ii. Teams should scratch all relays to help get Event 44 in the water by 10:30pm.
 - iii. Meets must start (i.e. first event in the water) no later than 8pm (Division I & II), 8:30pm (Division III & IV).
 - iv. Home team warm-ups may be canceled or reduced if parent reps agree. Away team warm-ups can also be reduced if parent reps agree, but Away team must have enough time to warm-up (dive off blocks and count strokes with flags).
 - v. If lightning or thunder are observed 30 minutes prior to these start times (8pm or 8:30pm), then the meet will be postponed.
 - vi. Meet must end by 11:30 p.m. regardless of the event, and the rest should be finished on the rain date (or not at all if only relays are left).
- d.) If weather delay happens after meet start but before 10:30 pm:
 - i. If Event 44 will not be in the water by 10:30pm then scratch relays at end of meet
 - ii. Meet must end by 11:30 pm regardless of the event, and the rest should be finished on the rain date. If only relays are left, both teams must agree to finish them or forfeit them.
- e.) If weather delay happens after 10:30 pm:
 - i. No exceptions - postpone the meet and finish on the rain date. You pick up on the individual events or relays where you left off. If in the middle of an

event (at least one heat has swum but not all), then the computer rep will know what to do and swimmers will not need to re-swim.

VI. MEET ENTRIES

- 1.) If new swimmers are to be added to a Club's roster for an upcoming meet, an Additional Swimmer Form (including all top times) report MUST be sent to the opposing Club's Computer Rep., Coach(es), and to computer@gralva.com at least 24 hours prior to the start of the meet. Additions to the initial roster cannot exceed 20% of that initial roster, or ten (10), whichever is larger, for the first meet. If the electronic delivery is not completed to all of the above listed recipients by the designated time, the new swimmer cannot swim that meet. Offending Clubs may be fined or penalized as determined by the Executive Board.
- 2.) The Visiting team must deliver their meet entries to the Hosting Club's Computer Rep. no later than 8:00pm the night prior to the meet.
- 3.) Opposing Club's entries SHALL NOT be reviewed by anyone other than either club's Computer Rep before meet programs are printed and delivered to the appropriate individuals (as outlined in the Computer Handbook).
- 4.) Changes to individual events or classification of relays cannot be made after the start of the meet; no swimmer may be added to the meet after the start of the meet.
- 5.) An individual swimmer may not enter more than three individual events plus one relay per meet. In the event of a rain postponement, and restart of the meet on another day, already registered GRAL swimmers may be added to the postponed meet, and previously entered swimmers for that meet may change entered events (but only for the number of events that they have left; if they scratched, no-showed, or disqualified in an event, that event still counts as one of the three). If the meet is restarted on another day, additional relays and changes in classifications of relays are permitted. These additions and changes MUST be submitted to the home club Computer Rep prior to the restart of the meet.

VII. MEET PROCEDURES

- 1.) All EVENTS are to be seeded FASTEST to SLOWEST.
- 2.) Senior Varsity relays with at least one swimmer with a Junior Varsity or better time are to be mixed with any combination of swimmers, as long as both sexes are represented. Novice and Advanced swimmers may be moved up to swim Senior Varsity relays. Advanced and Senior Varsity relay time cards must denote the order in which they will swim during the relay. Advanced relays and Senior Varsity relays may be printed on any color cards.
- 3.) The swimmer-classified Relay cards for 9-10, 11-12, 13-14, and 15-18, shall be delivered to the Clerk of Course prior to Event 44. Change of swimmers and/or position in relay swim can be made up until that event is checked in at clerk. Relay Swim classifications must not change after the meet programs have been printed or distributed electronically (unless the meet is postponed to another day, see section V.2), and they shall be verified prior to the start of the meet.
- 4.) All meets shall be swum using the Order of Events as specified by the League.
- 5.) Flyover Starts will be used for ages 9-10 and older for all starts except backstroke events.
- 6.) Relays will not be held if EVENT 44 (50 Free 9-10 Girls) is not in the water by 10:30pm and the meet is completed on that night. 8&Under Relay scores will not be included if all relays are not swum.

- For those relays that were swum, ribbons shall be distributed, and the swimmers shall be eligible for triple/quad.
- If the meet is postponed, the Parent Representatives from both teams can make the decision to cancel the 8&Under relays and start with Event 2. However, if the meet is then postponed to another day, relays will not be swum.
- If the meet is postponed to another day, it is permissible to swim the relays, regardless of when Event 44 got into water the prior night as long as Event 1 was swum.
- If the meet is postponed to another day, and on that day, Event 44 is not in the water by 10:30 pm, then the relays should not be swum.

VIII. MEET SCORING AND AWARDS

1.) SCORING - Points toward the club score shall be awarded as follows:

- a.) Individual events: 7-5-4-3-2-1
- b.) Relay Events (Novice Advance and Senior Varsity): 14-10-8-6-4-2. Points are awarded to the Novice Advance Relay or the Senior Varsity Relay category.

2.) AWARDS

- a.) Ribbon labels are awarded for the category in which the swimmer entered the event, not in the category of the time they achieved. (For example, a child enters a JV event and swims it in a Varsity time. The label will be a JV ribbon for that race. The next time the child swims that event, he/she will be a Varsity swimmer.)
- b.) Individual Events - Ribbons: Novice, Advanced, Junior Varsity, Varsity and Senior Varsity: first six places (dual meets), first eight places (tri-meets).
- c.) Relay Events - Ribbons: Novice Advance and Senior Varsity: first six places (dual or tri-meets).

IX. MEET AUDITS

The purpose of auditing is to ensure that the results and times are correct for our swimmers. At the meet, after the results for each event have been printed, an audit shall be performed to check the times input into Team Manager against the Lane/Timer Sheets for correct data entry. The audit shall also check the validity of DQ's (heat and lane number).

The day following the meet an audit of the score sheets may be performed to check the score sheet and results. The League Computer Coordinator will also run an electronic audit of the Relays. Any relay teams found by this electronic audit to be non-compliant shall be DQ'ed by the League Computer Coordinator. The League Computer Coordinator will notify the Coaches, Parent Reps, and Board Reps of both teams via email and will send any new results if necessary. If the DQ'ed team had earned points, a new score report shall be run. If the DQ affected the winner of that classification (SVR, ADVR), or if it changes the meet "winner" (by total points), the coordinator shall revise the Meet Cover Sheet accordingly. If the DQ'ed team is listed as the winner of the event/classification (prior to the DQ), the Computer Coordinator shall run a new 3X/4X report. Any DQ's by the Computer Rep. shall be communicated to the League Reps of both teams (Computer, Coach, Parent and Board Reps).

If an error is found after the meet has ended, the Club's Parent Rep finding the error will contact the other Club Parent Rep. The error shall be discussed, and an agreement reached before any changes made. It is the home club Parent Rep's responsibility to coordinate and verify that the errors have been corrected. Any changes to a time/DQ must be approved by the League President and League Computer Coordinator.

X. MEET RESULTS

- 1) The Hosting Computer Rep. shall ensure the following are sent to computer@gralva.com within 24 hours of the close of the meet:
 - a. Meet Manager backup file (if possible, this should be sent within 2 hours of the close of the meet; preferably from the pool if there is internet access).
 - b. Meet Cover Sheet (electronically completed)
 - c. Triple and Quad Winners for EACH Club in the meet
- 2) The Hosting Computer Rep. shall provide the following to the visiting club(s) at the end of the meet:
 - a. Meet Manager backup file
 - b. A printed copy of the Meet Cover Sheet (if requested)
 - c. A printed Meet Summary Report (if requested)
 - d. Participation Labels (if requested)
- 3) The home club must keep all Lane/Timer Sheets until the GRAL Board's Annual meeting in September.

XI. DIVISION COMMITTEES AND RESPONSIBILITIES

The Greater Richmond Aquatic League (GRAL) may form Division Committees to assist in carrying on the week-to-week business of the League. The Committee may be comprised of just a Chairperson, or it may include representatives for Officials, Champs, Equipment and Supplies and Computer. These positions generally parallel the functions of the Executive Board, and in this way, assist the Executive Board in carrying out its functions.

GRAL retains only one set of Bylaws and Rules that will govern the conduct of all clubs. Certain decisions will be left up to the Division Committees on an annual basis but in no case will the Bylaws and Rules of the League be superseded by the decisions of the Division Committees.

XII. CLUB REPRESENTATIVES AND RESPONSIBILITIES

- 1.) **Board Representative:** (Refer to GRAL Bylaws Article IV - Board of Directors). The Board Representative shall perform the following duties to meet the expectations of the Greater Richmond Aquatic League. Other duties assigned by individual member clubs are at the discretion of each club. The Board Rep shall:
 - a.) Be the officially designated League Representative of the Member Club to the GRAL Board of Directors.
 - b.) Attend GRAL Board meetings and vote for his/her club on issues presented before the membership.

- c.) Present issues for discussion identified by his/her club at the GRAL Board meetings.
 - d.) Submit initial dues and pool certificate of insurance for the clubs at dates as specified by the GRAL Bylaws and Rules.
 - e.) Report back to the Club, Parent Rep, Computer Rep, and Coach about the proceedings at the GRAL Board meetings. The Board Rep is the first line of communication between the club and GRAL board.
 - f.) The Board Rep shall have a copy of the current USA Rules book available and bring the GRAL Handbook to each meet.
 - g.) Identify the official club member attending Champs who will represent the club.
 - h.) Report to the Division Chairperson and/or Grievance Committee as the official representative of the club in the event that a grievance is filed. See Section XV: Grievance Procedure.
 - i.) Work with the Division Committee and Executive Board of GRAL to resolve any questions or issues related to League Rules and procedures that may arise during the season.
 - j.) Remain aware of the conduct of the meet to assure that League Rules and procedures are being followed. Issues that arise should be brought to the attention of the Referee or the Meet Director as appropriate. The Board Rep shall have access to a copy of the current GRAL Handbook at each meet.
 - k.) Resolve any questions related to the audited results of the meet. Note: Until the meet has been signed off and approved by the Referee, the Referee and Meet Officials are responsible for producing the correct results for the meet.
- 2.) **Parent Representative:** The Parent Rep shall perform the following duties to meet the expectations of the Greater Richmond Aquatic League. Other duties assigned by each club are at the discretion of each club. The Parent Rep shall:
- a.) Be the officially designated Parent Representative of the Member Club to GRAL.
 - b.) Pursuant to the GRAL Bylaws Article IV - Section 1, the Parent Rep shall act on behalf of the Board Rep for business conducted at the GRAL Board meetings including voting for the Member Club if the Board Rep is absent.
 - c.) Be sure that club registration information and monies are submitted to the League, as set forth in the Bylaws and/or as stated by the Computer Coordinator. This would include regular season initial registration of swimmers, mid-season additional registrations, and Championship registrations and any money owed to GRAL to be paid at CHAMPS Registration. (Teams can determine who performs these duties as long as someone is responsible.)
 - d.) Coordinate the distribution of supplies and equipment from the Division Committee to the club. Assure that an adequate supply of League-provided materials is on hand for the conduct of the home meets (e.g., ribbons, cards, electronic starter, etc.). Teams can determine who performs these duties as long as someone is responsible.
 - e.) Make sure the club has an adequate number of trained officials to conduct a swim meet. GRAL provides training for selected meet officials. See Section XIII: Meet Officials Training Requirements. Teams can determine who performs these duties as long as someone is responsible; often this responsibility falls on the team's officials rep.

- f.) Schedule the home meets and the following day rain dates with the Pool Management prior to the start of the regular season. Any scheduling conflicts with the Pool Management should be identified to the Division Committee, or directly to the Executive Board if no Division Committee is determined, for resolution prior to the start of the season. Teams can determine who performs these duties as long as someone is responsible.
 - g.) Act as the liaison between the clubs to resolve scheduling questions such as the scheduling of the first swim meet or the rescheduling of a rain-delayed meet. In all cases, the rules regarding scheduling and weather policy shall be enforced.
 - h.) Contact the visiting club(s) Parent Rep(s) at least two days before the meet and notify them of the time to report to the pool, the start of the meet, the weather policy, location for positive check-in and parking information (if required). Both parent reps should also exchange names of swimmers/employees that have been approved by the league under the swimmer/employee exemption rule.
 - i.) Communicate with the other Parent Rep(s) prior to the start of the meet. The home Parent Rep should explain the layout of the deck regarding club seating, introduce the visiting club Rep(s) to the Meet Director and Referee, answer any questions the visiting club(s) may have. The visiting Parent Rep(s) should be available during the meet to assist the Meet Director in the resolution of issues concerning their club when appropriate.
 - j.) Carry out the duties assigned to the Parent Rep in the League rules and ensure an accurate positive check-in list is provided to the home computer person no less than 30 minutes prior to the start of the meet. Teams can determine who performs these duties as long as someone is responsible. Also, specific responsibilities are assigned to the Parent Reps in the event of bad weather. See Section V: Scheduling.
- 3.) **Computer Representative:** The Computer Rep shall perform the following duties to meet the expectations of the Greater Richmond Aquatic League. Other duties assigned by individual member clubs are at the discretion of each club. The Computer Rep shall:
- a.) Be the officially designated Computer Rep for the club to GRAL.
 - b.) Attend any meetings or training sessions of the Computer Reps that may be called by GRAL.
 - c.) Receive software, manuals, and information that pertain to the computer operations of the League. The League has purchased licensed software. The Computer Rep will be the custodian of this software and shall assure that use of the software is consistent with the license agreements.
 - d.) Assure that the club has sufficient hardware and software to carry on the conduct of the season.
 - e.) Assure that sufficient people are trained and available at the meets to support computer operations.
 - f.) Work with the League Computer Coordinator as required to resolve any issues related to computer operations.
 - g.) For home meets, load the newly registering swimmers for home and visiting clubs into the computer prior to the meet and make sure any qualifying times are noted so the child will swim in the correct classification.
 - h.) Run the computer operations of the meet in accordance with the training and direction provided by the League.

- i.) Provide reports, data, and files as required by the League to other clubs and to the League (as outlined in the GRAL Computer Handbook).
 - j.) Prepare club registration for Championships and provide accurate reports to the League for swimmers attending Championships.
 - k.) Assure that all the information from the completed meet is correctly distributed by the home club to visiting clubs and to the Computer Coordinator as set forth in the Rules as well as Triple/Quad winners.
- 4.) **Officials Coordinator:** The team Officials Coordinator (OC) responsibilities begin in the spring to secure returning officials and recruit new officials for their team. The OC shall perform the following duties to meet the expectations of the Greater Richmond Aquatic League. Other duties assigned by individual member clubs are at the discretion of each club. The Officials Coordinator shall
- a.) Recruit officials for their team.
 - b.) Track the training of each team official. GRAL official roles include referee, starter, clerk and strokes & turns judges. It is recommended that the OC also oversee the computer rep and head table worker roles.
 - c.) Ensure that training criteria are met before a new official begins to walk/shadow.
 - d.) Plan an officials' worker board to ensure that new officials are paired with experienced officials.
 - e.) Ensure that all officials attend the referee officials meeting and are in position for each half of the meet, home and away.
 - f.) Plan a schedule that ensures returning officials complete the minimum number of shifts to remain certified for the next season.
- 5.) **Champs Coordinator:** The team Champs Coordinator will lead coordination efforts for their team with the help of the VP of Champs and shall perform the following duties to meet the expectations of the Greater Richmond Aquatic League. Other duties assigned by individual member clubs are at the discretion of each club. The Champs coordinator shall:
- a.) Attend the mandatory Champs kick off meeting.
 - b.) Communicate deadlines and pertinent Champs information with team.
 - c.) Organize Champs registration for their team on the specified date.
 - d.) Submit mandatory Champs documents by specified dates.
 - e.) Assign a point person(s) the days of the event if not personally in attendance.
- 6.) **Coaches:** Each team shall be individually responsible for managing their coaches.
- a.) Coaches shall have adequate training to safely teach diving and stroke swimming.
 - b.) Coaches shall not be listed on the sex offender list or barred from coaching by USA Swimming.
 - c.) Coaches shall pass a test administered by GRAL with a score of 80% or higher prior to the start of the season (by the deadline set by GRAL) or within a week of being hired (if hired later than the deadline).
 - d.) Coaches are encouraged but not required to take the GRAL Strokes and Turns training class.
 - e.) Teams may not have more than 4 official coaches on deck at Champs, unless approved by the Executive Board.
 - f.) Coaches must take a concussion training class and provide a certificate to the GRAL Board in order to coach. This class only needs to be taken once, and prior certificates carry over to the next year.

XIII. MEET OFFICIALS RESPONSIBILITIES AND TRAINING REQUIREMENTS

This section of the Rules identifies selected Meet Officials, enumerates the League's expectations for the conduct of the job, and specifies certification and training requirements, when applicable, to each of these jobs. Where USA Swimming (USS) Rules describe the requirements of a specific job, it is noted under each job description. GRAL Rules take precedence in any event where there is a difference in the job description. In general, USA Swimming Rules provides detailed job descriptions which are to be followed by GRAL officials. A complete listing of all personnel and equipment required by the League to run a meet can be found in Section XIV: Personnel and Equipment Requirements. These expectations are written with regular season meets in mind, but to the extent that the Championship meet mirror the regular season, the expectations for these officials at the Championship meet remain basically unchanged.

Meet Officials include those identified in this section plus all other adult volunteer workers such as Timers, Runners, Table workers, etc. that are required to conduct the meet. It does not include club tasks, i.e., Relay Parents or Snack Bar Workers. The League expects Meet Officials to keep their focus on the assigned tasks at the meet. Children should not be on deck with Meet Officials. Meet Officials shall remain impartial during the conduct of the swim meet. Any position listed below that requires passing a written exam is referred to as a Certified Official. Certified Officials shall pass a GRAL written exam (with an 80% pass rate), with the written exam to be taken on a timetable as required by GRAL for each certified position.

GRAL training is waived for current USA Swimming (USS) Referees, Starters, and Strokes & Turns Judges. The Officials Coordinator will use the Virginia Swimming lists to determine who is currently USS certified. If certification has lapsed in the prior year (but no longer), the official can petition to be considered certified by GRAL for that year only. Referees certified by USA Swimming shall be required to pass the GRAL written exam for Referees one time, but not attend the class, as long as their certification is current. Starters and Strokes and Turns Judges certified by USA Swimming shall not be required to take tests or classes in those areas as long as their certification remains current.)

Officials shall not do two jobs at the same meet at the same time (e.g., Referee in Charge and Strokes & Turns Judge).

The term “walking a meet” is used for some of the training listed below. This term refers to the practice of working side by side with a Certified Official at a regular season meet.

The term “shadowing a meet” is used to designate an experienced official who is observing a trainee for the purposes of certification. Shadowing a meet counts toward recertification in that position.

Unless otherwise specified, a meet is a full meet (both halves), not a half meet. It is possible to work the first half at one meet and the second half at a different meet in order to make up one full meet. Walking must involve seeing every stroke at the meet. Anyone who walks to fulfill training requirements must have his/her name listed on the Meet Cover Sheet in order to receive credit from the League. It is the responsibility of the

person who is walking to make sure that s/he is listed on that cover sheet. Those who walk the positions may also have a paper record card signed by the Referee of the meet to serve as the walking record and backup to the Meet Cover Sheet. The Officials Coordinator will update certification statuses after every meet and prior to the next season.

- 1.) **Meet Director**: A responsible person designated by the Home Club. He/she shall arrange seating for spectators and designate areas for each Club's swimmers. The Meet Director is responsible for seeing that all required equipment and materials are available before the meet, including arrangements for the pool, pool deck, deck officials, Announcer, Clerk of Course, computer area, club positive check-in tables and the Table Workers. Adequate lighting is a necessity. See Section XIV: Personnel and Equipment, item 2.
 - a.) During the course of the meet, the Meet Director shall make sure that all certified and trained personnel required to run the meet are accounted for, and on hand when required. The Meet Director will work with the Parent Reps to make sure all positions are filled. See Section XIV: Personnel and Equipment Requirements, items 1 & 3.
 - b.) The Meet Director shall enforce the individual club warm-up times and communicate this to the Parent Reps and/or Coaches. Typically, the Home Club warms up first.
 - c.) The Meet Director or designee (such as the Referee or Computer Rep) shall complete the cover sheet listing individuals working certified positions as well as those individuals who are training or walking and include the water depth measured prior to warm-ups. This cover sheet should be provided electronically to the League Computer Rep at the end of every meet (within 24 hours).
 - d.) The Meet Director, along with the Parent Reps and Pool Management, shall work together in accordance with League rules to resolve any weather-related meet delays.
 - e.) The individual clubs may assign other duties to the Meet Director beyond those listed here. However, the League strongly advises against additional duties during the meet.

TRAINING –*Training for this position is the responsibility of each club. Each club must have a Meet Director who has been trained using GRAL approved guidelines and information. No certification required.*

- 2.) **Referee (Certified)**: See USA Swimming Handbook for duties. The League recommends that the Referee be fully cognizant of the job responsibilities and rules governing the performance of the Clerk of Course, Starter, Strokes & Turns Judges, Table Workers, and computer functions. The Referee shall be aware of any concerns that arise during the conduct of the meet in any of these areas and be prepared to intervene to resolve those concerns.
 - a.) The Referee shall meet with the Head Table worker, Head Computer Operator, Clerk of Course, Head Timer, Runners for DQ cards, and Strokes & Turns Judges prior to the start of the meet to assure that all is in order for the meet.

- b.) The Referee shall meet with the Coaches for every club prior to the start of the meet. This provides an opportunity for instructions and establishes the authority for running of the meet, giving the Referee an opportunity to make any statements regarding the conduct of the meet and coaches a chance to ask any questions they may have.
- c.) The Referee shall meet with the Starter and the Strokes & Turns Judges to review the pool's layout meet procedures, specific stroke and/or turn technical review and record the names of the officials including the "walkers." In the event that more than one Referee will work the meet, there is only ONE **Referee in Charge** on Deck at any time with authority for the meet. If an additional Referee is on deck, his/her only job is to assist the **Referee in Charge** of the meet. The additional Referee may be asked to assist other Meet officials. ONLY the **Referee in Charge** of the meet has the authority to question and sign DQ cards. It is not the job of any additional referee to write DQ cards unless he/she is substituting for an absent Strokes & Turns Judge. **The Referee in Charge** has final authority on any questions that need to be resolved.
- d.) The Referee shall meet with all trainees walking during the meet, as well as their supervisors, to ensure that they're aware of their responsibilities and training in accordance with GRAL requirements. For example, the Referee should ensure that Stroke & Turn trainees on their third walk are making calls and are under supervision of an approved, experienced official (see section 3 below).
- e.) The Referee shall remain keenly aware of events in the pool to assure the meet is being conducted in accordance with USA Swimming Rules and GRAL Rules. As such, the Referee should have access to both documents during the meet and be familiar with their content.
- f.) The Referee must remain on deck through the course of the meet and must signal the Starter that the competition can begin before each heat. The Referee shall confirm any false start calls with the Starter. GRAL deviates from USA Swimming in that a swimmer is only disqualified for a second false start in the same event.
- g.) The Referee shall spot check the seeding of the swimmers as they arrive at the block.
- h.) The Referee shall review and approve with his signature or initials all disqualifications from the Strokes & Turns judges prior to the DQ cards going to the Table Workers.
- i.) The Referee shall ensure working officials and trainees appear on the Meet Cover Sheet and whether they worked or walked a full meet or a partial meet (e.g., 1st half or 2nd half).
- j.) The Referee shall have final say in all disputes. Therefore, the Referee shall remain until the last event has been scored. In the event a primary referee must leave, a mutually agreed upon GRAL certified referee shall continue the referee duties. If a replacement is unavailable, the meet will be postponed and continued at a later date before the next scheduled meet if this occurs in Meets 1 – 5 or results of the last meet are due prior to Champs registration.
- k.) Referees are required to have concussion training (either provided by the CDC or NFHS and linked on the GRAL website). A certificate shall be provided to the Officials Coordinator upon passing. At this time, this training is only needed

once. Those who are USA Swimming Certified are exempt, as concussion training is required for USA Swimming Certification.

TRAINING - *(Prerequisite - The Referee candidate must have worked four full GRAL meets or eight half GRAL meets in the past four seasons as a Strokes & Turns Judge prior to becoming a Referee).*

The Referee must complete the GRAL training courses and pass all tests in Clerk of Course, Starter, Strokes & Turns Judge, and Referee during the first year of training OR if certification is NOT continuously maintained. Referees must attend a stroke and turns and referee clinic every year. Referees are required to pass the appropriate certification exams every year.

A New Referee Trainee shall walk at least half of a meet as a Starter and half of a meet as Clerk of Course unless he/she is already certified in either one of these two positions. The New Referee Trainee shall also walk at least one full meet as a Referee to successfully complete the training qualifications as a Referee.

Note that the test and walking requirements for Strokes & Turns are taken care of by the prerequisites for becoming a Referee. Referees are Strokes & Turns Certified.

A USA Swimming Certified Referee must take the appropriate Referee test (that addresses GRAL-specific rules) one time or have been trained as a GRAL Referee. After that s/he is considered a Certified GRAL Referee as long as s/he maintains USA Swimming Certification. If his/her USA Swimming Certification lapses, s/he will follow the training guidelines as a non-USA Swimming Certified Referee.

Recertification

- *Work a minimum of 1 meet per year as Referee.*
- *Attend Experienced Referee Roundtable every year.*
- *Pass certification tests (Referee and S&T) every year.*
- *Maintain Strokes & Turns Certification.*

- 3.) **Strokes & Turns Judge (Certified):** See USA Swimming Handbook for duties. The Strokes & Turns Judge evaluates each swimmer to ensure that the designated strokes and turns for the event are being performed in accordance with USA Swimming rules, except where they differ from GRAL (e.g., the backstroke turn). Four or more qualified adults shall serve as Strokes & Turns Judges at all regular season meets. It is preferred that the judges are split equally among the teams. A Strokes & Turns Judge must raise his/her arm when an infraction is seen. Strokes & Turns Judges must sign or initial each disqualification card, specifying the infraction. Strokes & Turns Judges are required to sign in at the Referee meeting prior to the meet start in order to get credit on the cover sheet for working. If a judge will be late and not make the meeting, the Parent Representative should notify the Referee, and the judge should check in with the Referee prior to working. This also applies to new judges who are walking a meet. It is the person who is working or walking's responsibility to make sure s/he is listed on the cover sheet for credit. Strokes and Turns judges are required to have concussion training (either provided by the CDC or NFHS and linked on the GRAL website). A certificate shall be provided to the Officials Coordinator upon passing. At this time, this training is only

needed once. Those who are USA Swimming Certified are exempt, as concussion training is required for USA Swimming Certification.

TRAINING – *The Strokes and Turns Judges must complete the GRAL training courses and pass the written test during the first year of service, then every other year thereafter. To complete League training requirements, applicants are required to walk a total of three halves, which may be in any meet (odd or even) and either half. The third walk shall be supervised (shadowed) by a certified Strokes & Turns judge who has worked at least 8 GRAL halves or is USA certified. The list of persons who are certified to shadow a third walk will be posted on the Web site or otherwise distributed to teams. In order for the shadow to be credited, the certified person must appear on that list, or an exception must be sought ahead of time from the VP of Officials. A USA Swimming Certified Strokes and Turns judge is considered certified as long as his/her USA Swimming Certification is current or was current within the past year.*

Recertification

- *Work a minimum of 2 halves during the previous year either as a Strokes and Turns Judge or a Referee.*
- *Complete GRAL training course every other year.*
- *Pass GRAL written test every other year.*

- 4.) **Clerk of Course (Certified):** The individuals for the Clerk of Course work together to get the swimmers seeded in heats and lanes. All classifications of swimmers may be combined to fill the heats. Individual swimmers will be placed according to seed time, fastest to slowest in lane groups, based on USA Swimming seeding rules for standard events. Heats will be swum slowest first and fastest last. The League will conduct pre-seeded meets that are seeded after an accurate Positive check-in has been turned into the Home Club Computer Rep 30 minutes prior to the start of the meet. The swimmers should be allowed to swim with the fastest competition available. In a pre-seeded meet, empty lanes may occur in any heat if there are scratches. SV and ADV relays will be treated as a SINGLE event.
- The visiting and home clubs must provide to the home Computer Rep. (or meet computer operator) a list of all scratches and changes no less than 30 minutes prior to the start of the meet.
- a.) Every effort shall be made to allow all swimmers registered for that meet to swim even if they are late arriving to Clerk. The Referee will be notified if a swimmer has shown up to swim after his/her assigned heat is in the water. The late swimmer may be placed in an empty lane in a later heat. The timers involved in the change will be notified of the late swimmer's name. The Referee must be consulted if there are additions to an event or if an event needs to be skipped in order to combine heats.
 - b.) The Clerk of Course shall keep the Starter and Referee informed of any changes to the number of heats for each event. The Clerk shall also inform any affected timers of the changes and is encouraged to write the changes on his/her meet program.
 - c.) The Clerk shall work with the Announcer to give swimmers a first call, second call, and final call for each event.

- d.) The Clerk and Computer Rep should work together to seed the relays. The computer will not competitively seed the relays (i.e., it will place teams in clumps rather than dispersing them throughout the heat) and either the Computer Rep or the Clerk may make changes to ensure the seeding is more competitive. The Clerk must be familiar with how to seed in case changes need to be made after the program is printed. If relays scratch, the Clerk shall reseed them so that there are not any open lanes. Relay seeding and/or changes must be communicated to the Starter and Referee prior to the start of the event.

TRAINING – *The Clerk of Course must complete the GRAL training courses and pass the written test during the first year of service OR if certification is NOT continuously maintained. To complete the certification process, the trainee must walk a half meet (either first or second) and all relays as Clerk. There is no USA Swimming equivalent to a GRAL Clerk of Course, therefore all GRAL Clerks must go through the training.*

Recertification

- *Work a minimum of two halves per year.*
- *Pass GRAL written test every other year.*

- 5.) **Starter (Certified):** See USA Swimming Handbook for duties. The Starter is in control of the meet from the Referee's signal until a successful start is completed. There will be a certified Starter at each meet. Electronic starters will be used at all GRAL meets. The visiting team shall bring their electronic starter to the meet in case of a malfunction with the home team's starter. Starters are required to have concussion training (either provided by the CDC or NFHS and linked on the GRAL website). A certificate shall be provided to the Officials Coordinator upon passing. At this time, this training is only needed once. Those who are USA Swimming Certified are exempt, as concussion training is required for USA Swimming Certification.

TRAINING: *The Starter must complete the GRAL approved training course and pass the written test during the first year of service OR if certification is NOT continuously maintained. New Starter shall walk one full meet (beginning half – either first or second – in observing the trained Starter, and final half – either first or second, the opposite of the beginning half – in acting as Starter with a trained Starter in observation) prior to completing the League training requirements. A shadowing Starter must not be in his or her first year of certification.*

A USA Swimming Certified Starter is considered certified as long as his/her USA Swimming Certification is current or was current within the past year.

Recertification

- *Work a minimum of two halves per year.*
- *Pass GRAL written test every other year.*

- 6.) **Head Computer Rep :** This individual will be required to oversee the accurate entry of meet information and record the results as they come in, print final reports, export all files as required, and make appropriate backups. Each member club has a Computer Rep who shall ensure that the individuals at the computer have been trained.

TRAINING - *The League offers support to the Computer Reps throughout the season, but no formal training is provided. New Computer Reps should be familiar with the materials on the website. The Member Club Computer Rep shall ensure that anyone who will act as a Head Computer Operator is capable of performing the duties. No certification required.*

- 7.) **Head Table worker (Certified):** The Table workers receive the Timer event/lane sheets from the runners and process the information through posting of results. Tasks may include receiving and sorting timer event/lane sheets, computer input reports, labeling ribbons, DQ envelopes, and posting results and scores.

TRAINING – *Training for this position is provided by GRAL. Each club must have a Head Table Worker who is certified. Recertification requires that the Head Table Worker work one whole meet per season.*

- 8.) **Head Timer:** The Head Timer will assign one timer per lane to record times on the swimmer's event/lane Sheet. He/she will ensure that the timers have proper event/lane sheets before an event is started. He/she must make sure the runners receive the event/lane sheets as soon as possible after the race. There shall be three adult timers per lane, and each club should be represented on each lane. All timers (including the Head Timer) should start their watches whether or not they are timing a swimmer. The Head Timer should occasionally review the results of the three times in a lane to make sure the timers are staying close together on the recorded times.
- 9.) **Timers:** The timers have two primary roles.
- a) Obtain as accurate of a time as possible for each swimmer to the hundredth of a second (0.00). To accomplish this, each timer shall have a clear line of vision to the starter device and shall start the stopwatch(es) at the sight of the light which signifies the start of the heat. Additionally, each timer shall have a clear line of vision of the vertical wall of the pool and shall stop the stopwatch(es) as soon as any part of the swimmer's body touches the wall.
 - b) Ensure that an accurate record of which swimmer swam in each heat is documented. For each heat, timers shall verify the name of each swimmer as they approach the block (and/or exit the water in the case of 25 yard/meter events and/or 100 yard/meter relays) by asking each swimmer, "What is your name?" If the reply given matches the lane/timer sheet, a check mark shall be made next to the Swimmer's name on the sheet. If the swimmer gives a different name than is on the sheet for that event/heat, the swimmer shall not be allowed to the block, and/or the timer shall communicate to the Starter and Referee to hold the start of the heat until the lane/timer sheet is revised to list the correct swimmer.

TRAINING – *The Head Timer or Starter provides training at the start of each meet and oversight throughout the meet. The Head Table Worker and Computer Rep also provide oversight.*

- 10) **Announcer:** The League requires the Announcer read the weather policy for that club prior to the start of the meet and once the Meet Director has cleared the pool for a

weather delay. The Announcer should tell the Meet Director, Pool Management, and the Parent Reps where to meet in the event of a weather delay.

- a.) Working with the Clerk of Course, the Announcer should make a first call, second call, and final call for each event.
- b.) The Announcer must be careful not to interfere with the Referee or Starter from the time of the Referee's signal until a successful start has been completed.
- c.) These are the League requirements. Individual clubs may assign other duties as deemed necessary.

TRAINING – None. The Announcer receives oversight from the Clerk of Course and the Referee.

XIV. PERSONNEL AND EQUIPMENT REQUIREMENTS

1.) Personnel Needed for Meets

- a.) Meet Director
- b.) Referee
- c.) Head Timer with an Assistant Head Timer from the visiting club along with three (3) timers per lane.
- d.) Clerk of Course - 1 certified and 2 assistants (1 assistant shall be from the home team and 1 assistant shall be from the visiting team to assist in locating and identifying away team swimmers at COC). If the home team would like more than 2 clerk assistants, they may request additional volunteers from within their own team.
- e.) Starter
- f.) Strokes & Turns Judges – a minimum of four (4) required with two (2) recommended from the visiting club.
- g.) Announcer
- h.) Runners (2 or more as needed).
- i.) Computer Operator (1) and Computer Caller from visiting club(s).
- j.) Table workers: 2 from each club (including certified Head Table Worker from home team), Ribbon Labelers (1 from each club).

2.) Equipment Needed for Meets

- a.) Starting blocks
- b.) Lane markers
- c.) Starting equipment (electronic starter and additional speaker must BOTH be used; Away Team brings their starter for backup)
- d.) Whistle (for Referee)
- e.) USA Swimming Rule book and GRAL Handbook
- f.) Public Address system
- g.) Six (6) watches per lane/2 per person (visiting club to provide its own watches), plus at least 6 extra watches per club and two (2) watches for each club's Head Timer.
- h.) Table and chairs
- i.) Pencils: 40 for officials and table workers; Highlighters for Table Workers – Pink for DQ's and Blue for No Shows

- j.) Paper clips, rubber bands, scotch tape
 - k.) Computer and printer with paper and labels for ribbons
 - l.) Extension cords as needed
 - m.) Cover sheet
 - n.) Backstroke flags
 - o.) Lights for Timers, Clerk of Course, and Table Workers
 - p.) Clipboards for all officials (sufficient number to conduct a meet)
 - q.) Calculator and scissors for Table Workers
 - r.) Appropriately marked measuring device for measuring and recording pool water levels as required by GRAL rules
 - s.) Disqualification (DQ) cards
 - t.) Diagrammed layout of pool, indicating positions for Starter and Stroke & Turns Judges
- 3.) Every effort should be made to have equal club representation on each lane for Timers. Two (2) Strokes & Turns Judges should be from the visiting club, if possible. However, a meet must be conducted with a minimum of four (4) Certified Strokes & Turns Judges at all times regardless of club affiliation, unless an exception is sought from the VP of Officials. Exceptions can be made to go to two Strokes and Turns judges in accordance with USA Swimming rules. Table workers should also consist of representatives from each club and computer times shall not be entered without representation from all teams.
- 4.) If assigned workers do not report at least 15 minutes prior to the start of the meet or at their assigned time, then EACH club is responsible for filling the vacant positions. Meet programs should be given to the Table Workers, Strokes & Turns Judges, Clerk of Course, Referee, Announcer, and Starter. Completed DQ (Disqualification Cards) and ribbons shall be given to the coaches at the end of the meet.
- 5.) Equipment used in GRAL and Championship meets shall conform to specifications outlined in the current USA Swimming handbook. Violations shall be reported to the President of the GRAL for review. Watches that record times 1/100 of a second must be used. Spare watches and batteries should be available. If 8 & Unders start at the opposite end of the pool from the regular starting end, the starting device should be moved to this opposite end in order to conform to the USA swimming rule.

XV. GRIEVANCE PROCEDURE

Any club that has a grievance (or protest) that cannot be worked out between the individual clubs needs to notify GRAL in writing (via a standardized form) of the issues pertaining to the grievance within 48 hours of the completion of the meet in question. If notice is not filed with 48 hours of the completion of the meet in question, this particular grievance procedure cannot be implemented.

The GRAL Grievance Committee will consist of the GRAL President, as Chair, and any two (2) Officers selected by the President for that grievance. No GRAL officer shall serve on the Grievance Committee if his/her home club is involved in the grievance unless the grievance involves a league-wide issue. The GRAL President may delegate this responsibility (Grievance Committee Chair) to another GRAL Officer if necessary. The President must notify all Division Chairs if he/she chooses to delegate the responsibility of the Grievance Committee Chair for any period of time during the season.

The Board Rep (or designee) should complete the grievance form. The Board Reps for all involved clubs will be contacted as soon as possible regarding any grievance. All grievances will be given a response in writing by the Grievance Committee once a decision is determined. All decisions made by the Grievance Committee are final.

XVI. CHAMPIONSHIP MEET RULES AND INFORMATION

- 1.) The PLACE, DATE, and TIME of Championships, called “Champs,” will be announced by the President as soon as the information becomes available. In order to bid for Championships, pools must be permanently marked at both ends.
- 2.) Entries
 - a.) Championship meet entries will be qualified by the Time Standards supplied to each club prior to the first regular season meet. Any swimmer who qualifies in the season with a minimum time may enter.
 - b.) Swimmers must swim the event and make a qualifying time during the current regular season in order to qualify for individual events at Championships. The competitive level at Champs will be based on the best time achieved during the current season AND/OR on the previous season’s Champ’s time for that event.
 - c.) An individual swimmer may not enter more than a total of four (4) events plus two (2) relays for the Championship meet.
 - d.) Registration for Championships will be done according to the prescribed directions in the Championship registration packets. A due date and time will be determined by the GRAL Executive Board. All outstanding fines and fees must be paid by the Member Club prior to successful completion of Champs registration or that Member Club will not be allowed to participate in Champs.
 - e.) A swimmer with a qualifying time for a particular event for Senior Varsity Championships may not swim that event as a Varsity or Junior Varsity swimmer. Similarly, a swimmer who has a qualifying time for a particular event for a Varsity event may not swim that event as a Junior Varsity swimmer.
 - f.) 13-14, 15-18 swimmers (this is known as the “sandbag rule”):
 - i. With six (6) Senior Varsity qualifying times in six (6) different events cannot swim in any Varsity or Junior Varsity events, excluding relays.
 - ii. With six (6) Varsity times in six (6) different events cannot swim in any Junior Varsity event, excluding relays.
 - iii. With a combination of six (6) Senior Varsity and Varsity times in six (6) different events cannot swim in any Junior Varsity events, excluding relays.
 - g.) 8 & Under, 9-10, 11-12 swimmers (this is known as the “sandbag rule”):
 - i. With four (4) Senior Varsity times in four (4) different events cannot swim in any Varsity or Junior Varsity events, excluding relays.
 - ii. With four (4) Varsity times in four (4) different events cannot swim in any Junior Varsity events, excluding relays.
 - iii. With a combination of four (4) Senior Varsity or Varsity times in four (4) different events cannot swim in any Junior Varsity events, excluding relays.
 - h.) If a swimmer has been deemed ineligible to swim an event due to the sandbag rule but desires to swim the event at Champs, the coach may request in writing

that the swimmer “swim up.” If the swimmer is classified as a Senior Varsity swimmer (see 2.f), they may swim the desired Junior Varsity or Varsity event in the Senior Varsity category with a given seed time to place the swimmer within the Senior Varsity event. If the swimmer is classified as a Varsity swimmer (see 2.g) they may swim the desired Junior Varsity event in the Varsity category with a given seed time to place the swimmer within the Varsity event. The swimmer is eligible to medal in the event and receive points for their team.

- i.) Each club will be allowed up to three (3) Freestyle relays and up to three (3) Medley relays regardless of classification. For Example: Wyndham Tidal Waves can choose to enter 3 Freestyle relay teams (8 and Under Age Group) all in the Senior Varsity classification but then would not be permitted to have another relay team in Varsity or Junior Varsity for that specific age group. Each club’s coaches will determine how to spread out these relays. Each swimmer must have swum his/her relay stroke and distance in the current season, unless using an intact relay. Championship relays for each age group will be a single event based on a club’s relay combined entry time using a maximum qualifying time for Junior Varsity, a range of qualifying times, minimum and maximum, for Varsity and a minimum qualifying time for Senior Varsity. The time may be a valid time from a relay in which the same swimmers swam in a regular season meet (intact relay) or a total of the best times for each swimmer (from the regular season and prior year’s Champs) entered in the relay. Intact relay times must be faster than the combined individual times to be allowed. Otherwise, the relay defaults to the combined individual times. Relays must be mixed with any combination of boys and girls. Medals will be awarded based on the Junior Varsity, Varsity and Senior Varsity qualifying times.

3.) AWARDS

- a.) Medals will be given for as many lanes as are available at the Championship pool in each classification.
 - b.) Club points will be awarded for individual events in the same manner as regular season. Club point tallies will be run with and without relays, and with and without divisional breakout. Trophies will not be awarded for the Champs meet. Junior Varsity, Varsity, and Senior Varsity final point totals and overall club point totals will be posted at the venue and on the GRAL webpage when available.
- 4.) **ENTRY FEE** - A \$5.00 per event and \$20.00 per relay fees must accompany registration.
- 5.) **LATE ENTRIES** - Only swimmers who were omitted from individual events or swimmers with individual events omitted by oversight/mistake on the part of **adults** involved, including coaches, will be allowed to be added to the meet under following conditions:
- a.) Team must notify VP of Champs of individual entry additions by 5:00 p.m. the following Tuesday (may do so as soon as mistake is found).
 - b.) A late fee will be assessed of \$25.00 per swimmer entered after Champs' registration ends on Saturday and must be paid to the GRAL Treasurer by 5:00pm the following Tuesday.
 - c.) Swimmer will be placed in the first heat or first available lane with no regard for swimmer's entry time. If adding the swimmer would create an additional heat, the VP of Champs reserves the right to not allow the addition of the swimmer.

- d.) Coaches will be notified at the Coaches meeting just prior to meet start of additional late entries and of any Event Heat/Lane changes. It is the Coach's responsibility to pass this information to his/her team.
- e.) Late entries may or may not appear in the heat sheets depending upon when the information was received.
- f.) Notification to Officials will be prior to the beginning of each CHAMPS session.
- g.) Relay changes can be made up until the swimmers are on the block. New swimmers may be added to relays up until this time with no penalty.

XVII. CONVERSION OF TIMES FOR YARD TO METER AND METER TO YARD

A conversion may not be used to change a swimmer's level. Conversions will be made with a multiplier of "1.11." To convert any yard time to the corresponding meter time, multiply the yard time by "1.11." Note that if a time exceeds ONE MINUTE (60 seconds), you must first convert the time to SECONDS.

The following are given as examples:

<u>YARD TIME</u>	<u>METER TIME</u>
30.3 seconds	33.63 seconds
1:09.8 (69.8 seconds)	1:17.48 (77.48 seconds)
2:05.3 (125.3 seconds)	2:19.08 (139.08 seconds)

XVIII. CALCULATIONS FOR DETERMINING DIVISION AWARDS FOR THE SEASON.

- 1.) In each division, the club winning the meet is awarded five (5) points in each swim classification (N, ADV, JV, V, SV, ADV Relay, and SV Relay). The club winning second place at each meet is awarded three (3) points in each swim classification (N, ADV, JV, V, SV, ADV Relay, and SV Relay). When a tie occurs, both teams shall be awarded four (4) points. These points will be tallied at the end of the regular season to calculate divisional awards. The Computer Coordinator is in charge of keeping track of all points earned and determining divisional first and second place winning clubs for the regular season. For tri-meets, the first place team will be awarded five points, the other teams shall earn 3 points.
- 2.) Len Everett Awards scoring: Members of the Executive Board shall tally up all votes. If there is a tie for 1st place in a division, the designated official shall evaluate 2nd place votes. The tied 1st place club with the most 2nd place votes will be awarded the Len Everett award for that division. All votes shall be reviewed and audited by members of the Executive Board.

XIX. CALCULATIONS TO DETERMINE LEAGUE DIVISIONS FOR THE NEXT SWIM SEASON

- 1.) Total the club points, including relays, scored for each meet. Divide this number by the total league points. Multiply this figure by 100. To this figure, add total club number of swimmers divided by total league number of swimmers multiplied by 100. This final figure is called the "Point/Swimmer Results." To calculate the ranking number to be used in determining the next season's club divisions, multiply the current year's Point/Swimmer results by .75 and the previous year's Point/Swimmer result by .25, and add these two figures together. This gives you the ranking number to be used for next season's divisions:

$$\frac{\text{Total Club Points X (100)}}{\text{Total League Points}} + \frac{\text{Club \# Swimmers X (100)}}{\text{League \# Swimmers}} = \text{Division Calculation}$$

$[(\text{Current year's Point/Swimmer Results}) \times .75] + [(\text{Previous year's Point/Swimmer Results}) \times .25] = 2 \text{ year weighted average Ranking Number}$ used for determining next season's club divisions. The Computer Coordinator is responsible for collecting the required data and completing this calculation.

- 2.) To determine the size of each division, the following rules will apply:
 - a.) 6 or 8 are the target sizes for a division. Divisions shall not be smaller than 6 teams, nor larger than 8. Divisions shall not contain an odd number of teams unless there is an odd number of teams in the league (see XIX.2.d below).
 - b.) Even-sized divisions are preferred (all with 6 teams or all with 8 teams).
 - c.) If the number of teams in the league necessitates differing sizes of divisions, then the procedure will be as follows:
 - i. Teams will be listed in rank order from top to bottom with the team having the highest-ranking number (as described in XIX.1) on top.
 - ii. All of the different possible configurations will be listed out (e.g., if 4 divisions of 28 teams, options will include divisions 1 and 2 having 8 teams and divisions 3 and 4 having 6 teams, divisions 1 and 3 having 8 teams and divisions 2 and 4 having 6 teams, etc.).
 - iii. The standard deviation of each option will be calculated and added together across the option.
 - iv. The option with the lowest total standard deviation will be chosen.
 - d.) If there is an odd number of teams, the Executive Board, with input from the teams in the division, will determine how the meets will be swum (seven weeks with a bye, tri-meets, etc.) with the need for every team to have three meets each of both structures of meet (freestyle and medley).

XX. DETERMINATION FOR TIME STANDARDS

- 1.) At the annual meeting, the president will form a Time Standards committee. This committee will meet prior to the following January Board meeting. At the January meeting, the committee will present its report to revise or let stand the approved time standards currently in use. All changes shall be approved by the Board of Directors once the Committee has presented its report. It is strongly recommended that time standards be adopted for a two (2) year period without significant changes.
- 2.) Reports such as the Champs Meet Entry report, the Champs Meet Results report, and Top Times from previous years may be used to establish time standards for the new swim season.
- 3.) Time Standards will be developed to provide equal representation of swimmers per gender per event per classification (a “20-20-20” guideline will be used for determining regular season JV, V, and SV time standards).

SEASON DIVISIONS AND CLUB INFORMATION

Division 1

Club	Mascot	Abbreviation	Meters or Yards	# of Lanes
Burkwood	Buccaneers	BSRC	Meters	8
Church Run	Rockets	CRR	Yards	6
Canterbury	Crocodiles	CRA	Meters	6
Wyndham	Tidal Waves	WSRC	Meters	6
Ashland	Barracudas	ASH	Meters	8
Raintree*	Rapids	RSRC	Yards*	6
Hungary Creek	Marlins	HCRA	Meters	6
Colonies	Cruisers	CSC	Meters	6

Division 2

Club	Mascot	Abbreviation	Meters or Yards	# of Lanes
Kings Charter	Tidal Waves	KC	Meters	6
Fox Hall	Fins	FH	Meters	6
Twin Hickory	Torpedoes	THAT	Meters	6
Rockville & Dolphin Club	Racers Dolphins	RVDC	Yards	6
Goochland YMCA	Manta Rays	GM	Yards	5
Atlee	Alligators	ARA	Yards	6
Ashcreek	Crocodiles	AC	Meters	6
Milestone	Makos	MS	Meters	5

Division 3

Club	Mascot	Abbreviation	Meters or Yards	# of Lanes
Chestnut Oaks	Stingrays	CORA	Meters	6
Pebble Creek	Piranhas	PC	Meters	8
The Dominion Club	Breakers	TDC	Yards	6
Hanover	Sharks	HCC	Yards	6
Old Church	Otters	OC	Yards	5
The Federal Club	Eagles	TFC	Yards	6

Division 4

Club	Mascot	Abbreviation	Meters or Yards	# of Lanes
Wellesley	Whitecaps	WELL	Meters	6
Mechanicsville	Marlins	MRA	Meters	5
Bell Creek	Barracudas	BC	Meters	5
Tuckahoe Village West	Tiger Sharks	TVW	Meters	6
Wembly	Waves	WEM	Meters	6
Battlefield Green	Ferocious Frogs	BG	Yards	5

* Raintree's pool is 25.31 Yards. After swimmer's times are input into Team Manager, the times are converted (multiplied by 0.987928) to determine the swimmers 25 Yard time.

Order of Events

Weeks 1, 3, and 5

Event #	Event Name	Event #	Event Name
1	Mixed 8 & Under 100 Freestyle Relay	28	Girls 8 & Under 25 Freestyle
2	Girls 9-10 100 Freestyle	29	Boys 8 & Under 25 Freestyle
3	Boys 9-10 100 Freestyle	30	Girls 13-14 100 Breaststroke
4	Girls 11-12 100 Freestyle	31	Boys 13-14 100 Breaststroke
5	Boys 11-12 100 Freestyle	32	Girls 15-18 100 Breaststroke
6	Girls 8 & Under 50 Freestyle	33	Boys 15-18 100 Breaststroke
7	Boys 8 & Under 50 Freestyle	34	Girls 8 & Under 25 Butterfly
8	Girls 13-14 100 Freestyle	35	Boys 8 & Under 25 Butterfly
9	Boys 13-14 100 Freestyle	36	Girls 9-10 50 Butterfly
10	Girls 15-18 100 Freestyle	37	Boys 9-10 50 Butterfly
11	Boys 15-18 100 Freestyle	38	Girls 11-12 50 Butterfly
12	Girls 8 & Under 25 Backstroke	39	Boys 11-12 50 Butterfly
13	Boys 8 & Under 25 Backstroke	40	Girls 13-14 50 Butterfly
14	Girls 9-10 50 Backstroke	41	Boys 13-14 50 Butterfly
15	Boys 9-10 50 Backstroke	42	Girls 15-18 50 Butterfly
16	Girls 11-12 50 Backstroke	43	Boys 15-18 50 Butterfly
17	Boys 11-12 50 Backstroke	44	Girls 9-10 50 Freestyle
18	Girls 13-14 50 Backstroke	45	Boys 9-10 50 Freestyle
19	Boys 13-14 50 Backstroke	46	Girls 11-12 50 Freestyle
20	Girls 15-18 50 Backstroke	47	Boys 11-12 50 Freestyle
21	Boys 15-18 50 Backstroke	48	Girls 13-14 50 Freestyle
22	Girls 8 & Under 25 Breaststroke	49	Boys 13-14 50 Freestyle
23	Boys 8 & Under 25 Breaststroke	50	Girls 15-18 50 Freestyle
24	Girls 9-10 50 Breaststroke	51	Boys 15-18 50 Freestyle
25	Boys 9-10 50 Breaststroke	52	Mixed 9-10 200 Freestyle Relay
26	Girls 11-12 50 Breaststroke	53	Mixed 11-12 200 Freestyle Relay
27	Boys 11-12 50 Breaststroke	54	Mixed 13-14 200 Freestyle Relay
		55	Mixed 15-18 200 Freestyle Relay

Weeks 2, 4, and 6

Event #	Event Name	Event #	Event Name
1	Mixed 8 & Under 100 Medley Relay	28	Girls 8 & Under 25 Freestyle
2	Girls 9-10 100 IM	29	Boys 8 & Under 25 Freestyle
3	Boys 9-10 100 IM	30	Girls 13-14 50 Breaststroke
4	Girls 11-12 100 IM	31	Boys 13-14 50 Breaststroke
5	Boys 11-12 100 IM	32	Girls 15-18 50 Breaststroke
6	Girls 8 & Under 100 IM	33	Boys 15-18 50 Breaststroke
7	Boys 8 & Under 100 IM	34	Girls 8 & Under 25 Butterfly
8	Girls 13-14 100 IM	35	Boys 8 & Under 25 Butterfly
9	Boys 13-14 100 IM	36	Girls 9-10 50 Butterfly
10	Girls 15-18 100 IM	37	Boys 9-10 50 Butterfly
11	Boys 15-18 100 IM	38	Girls 11-12 50 Butterfly
12	Girls 8 & Under 25 Backstroke	39	Boys 11-12 50 Butterfly
13	Boys 8 & Under 25 Backstroke	40	Girls 13-14 100 Butterfly
14	Girls 9-10 50 Backstroke	41	Boys 13-14 100 Butterfly
15	Boys 9-10 50 Backstroke	42	Girls 15-18 100 Butterfly
16	Girls 11-12 50 Backstroke	43	Boys 15-18 100 Butterfly
17	Boys 11-12 50 Backstroke	44	Girls 9-10 50 Freestyle
18	Girls 13-14 100 Backstroke	45	Boys 9-10 50 Freestyle
19	Boys 13-14 100 Backstroke	46	Girls 11-12 50 Freestyle
20	Girls 15-18 100 Backstroke	47	Boys 11-12 50 Freestyle
21	Boys 15-18 100 Backstroke	48	Girls 13-14 50 Freestyle
22	Girls 8 & Under 25 Breaststroke	49	Boys 13-14 50 Freestyle
23	Boys 8 & Under 25 Breaststroke	50	Girls 15-18 50 Freestyle
24	Girls 9-10 50 Breaststroke	51	Boys 15-18 50 Freestyle
25	Boys 9-10 50 Breaststroke	52	Mixed 9-10 200 Medley Relay
26	Girls 11-12 50 Breaststroke	53	Mixed 11-12 200 Medley Relay
27	Boys 11-12 50 Breaststroke	54	Mixed 13-14 200 Medley Relay
		55	Mixed 15-18 200 Medley Relay

GREATER RICHMOND AQUATIC LEAGUE

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