

OPERATING PROCEDURES

OF THE

SUBURBAN AQUATIC LEAGUE

SPRING/FALL 2017 EDITION

TABLE OF CONTENTS

<u>Article</u>	<u>Description</u>	<u>Page</u>
I	General	3
II	Club Eligibility and Admission	3
III	Swimmer and Diver Eligibility	4
IV	Divisions and Scheduling	5
V	Facilities and Expenses	7
VI	Meet Program, Procedures and Rules	8
VII	Diving	12
VIII	Tri Meets	16
IX	Other Meets	17
X	Championship Swimming and Diving Meets	18
XI	Awards	22
XII	Results and Records	22
XIII	Amendments	24
	Appendices A, B, C, D	24-27

Article I: General

- A. This document is intended as a comprehensive set of rules governing swimming and diving competitions within the Suburban Aquatic League. The then current editions of USAS and/or USAD Rules and Regulations shall govern instances not covered in this document. The Suburban Aquatic League is a Pennsylvania 501(c)(3) non-profit corporation and a voluntary membership organization. The purpose and function of The Suburban Aquatic League is to develop and enforce rules, which are authorized or adopted by its member clubs, regulating athletic competition.
- B. Wherever used in this document:
1. Suburban Aquatic League may also be known as SAL or League.
 2. The singular shall include the plural and the masculine shall include the feminine.
 3. Swimmer and diver may also be referred to as athlete, competitor or contestant.
 4. Postmark shall include Electronic Mail (email date and time) and First Class mail (keep receipt for proof of delivery).
 5. Any limitation on the number of event entries shall include diving events as well - as swimming events.
 6. Representatives are boy, girl or dive representatives. A coach may not be the sole representative of any team.

Article II: Club Eligibility and Admission

- A. Membership in the League is limited to teams conducting meets out of School and/or School District facilities located in Bucks, Chester, Delaware and Montgomery counties in Pennsylvania. See Bylaws, Article IV, for further requirements.
- B. Clubs wishing to enter the League shall make written application prior to the regularly scheduled Spring meeting. The Executive Committee, after review of the applicant's qualifications, may:
1. Approve the application and present it to Council members for their consideration.
 2. Prior to approval, require the applicant to host two dual meets in order to demonstrate organizational competence.
 3. Reject the application.

See bylaws for official procedures

Article III: Swimmer and Diver Eligibility

- A. Swimmers and divers representing SAL Clubs must be bona fide members of that Club. An ineligible swimmer/diver is one who has not been released from their prior SAL team and/or has never been rostered with the SAL. An unrostered swimmer/diver is one who has not been rostered with the league for the current year but has been rostered in the prior year(s). The League Chairperson will review questions of eligibility.
- B. A swimmer or diver may not change clubs within the League without a written release from the previous club. Releases must be written by the team administrator, Boys' or Girls' Representative, or club president of the releasing club and filed with the appropriate League Registrars before the athlete may compete for the acquiring Club. Exceptions to this rule may be made by the League Chairperson. An athlete may choose to sit out 12 months from the last time they swam/dove and join another club without a release. Any athlete(s) who competes within 12 months without a release is considered ineligible and the competing team thus forfeits the win of the meet and is fined \$500. Only said athlete forfeits all times, scores and awards.
- C. USAS and USAD individual registration is not required for SAL competitors.
- D. Members of college varsity swim or dive teams are not eligible to compete in the SAL.
- E. SAL Team Coaches, paid or unpaid, are not eligible to compete in the SAL. High School students who are otherwise eligible will be exempted from this rule.
- F. Each team in the League shall submit to the appropriate League Registrars a roster with the names and birthdates of its competitors. The registrars are: the Boys' Registrar, the Girls' Registrar and the Diving Registrar. The appropriate League Registrars shall designate the manner in which the initial rosters and additions are to be submitted. Initial rosters shall be in the custody of the appropriate League Registrar no later than 11:59pm on the date of the fall swim coaches' meeting. If a team fails to submit its roster by the due date/time, the team will be fined \$200 per day and shall be considered unrostered/unregistered as a whole team until rosters have been received. Payment is to be made immediately to the league treasurer. The 10 day rule, as defined below, will go into effect upon receipt of said roster. The team shall forfeit its meets, wins, scores, and times, until payment has been received.
 - 1. The names of additional swimmers and divers may be added during the season by emailing the appropriate registrars the child's name, date of birth, sex, and codes if they are a diver. The names, birthdates etc. shall be in the hands of the appropriate Registrars at least ten days in advance of the meet in which the swimmers and divers are eligible to participate. Until the ten day waiting period, **The 10 Day Rule**, has elapsed, affected swimmers and divers **may not compete officially or unofficially** in any SAL sanctioned meets. Divers are not

considered registered/rostered until the appropriate swim registrar and the diving registrar BOTH receive a separate diving roster of divers registered with their names, birthdates and both of the appropriate designations: their Division designation (E, C, SW, or NW) and D in TM. A diver not registered with both their division designation and the designation of D, in the correct TM areas, is not considered registered/rostered as a diver. The 10 day rule will go into effect upon receipt of an email asking that the athlete be given their correct designations. Any athlete who competes in any SAL meet before the 10 day rule has passed is considered unrostered and ineligible and the team he/she competes for will automatically forfeit the meet win, be fined \$500 and that swimmer or diver will be disqualified thus, forfeiting all awards, times and/or scores. Any athlete not registered properly with the appropriate registrars is considered an unregistered/unrostered athlete and thus, ineligible.

2. Except for competitors moving into the area, no athletes may be added to the roster after January 10th. Any athlete being added to the roster after this date is subject to approval by the League Chairperson.
3. Any person who is acting as a deck official (Starter, Referee, Stroke and Turn Judge, Place Judge) during any portion of a meet shall not be eligible to compete in that meet.
4. Lifeguards may alternate between guarding and participating in the meet provided that another certified lifeguard is guarding while the other is participating. In other words, the deck must be overseen by a lifeguard at all times.
5. Any swimmer who has not competed in 40% of the regularly scheduled dual meets is ineligible to swim in all championship meets, except Divisions.
6. Any diver who has not competed in 40% of the regularly scheduled dual meets is ineligible to dive in all championship meets, except Divisions.

Article IV: Divisions and Scheduling

- A. The League shall be set up in two conferences each containing two divisions as follows:

East (American Conference)

Centennial (CAC)
Council Rock (CR)
Lower Moreland (LMSD)
Neshaminy (CORE)
Pennsbury (PENN)
Dolphins (DCAA)

Central (American Conference)

Colonial Community Aquatics (CCA)
Central Bucks Southwest (SWAC)
Springfield (SACAC)
Upper Dublin (UDAC)
Central Bucks East (CBAC)
Hatboro Horsham (HHAA)

Northwest (National Conference)

Methacton (MAC)
Perkiomen Valley (PVAC)
North Penn (NPAC)
Pennridge (PR)
Souderton (SOUD)
Pottstown-UpperPerk Area Aquatics (TOPS)

Southwest (National Conference)

Lower Merion (LMAC)
Plymouth Whitemarsh (PWAC)
Wissahickon (WCAC)
Radnor (RAC)
Upper Merion (UMAC)

- B. The exact schedule will be published each year by the Scheduling Chairperson. Each team will compete against each team in its division. Only division meets will count in final placement within each division. A Dual Meet Championship will take place over two meets. The first meet will have the Conference teams of the same place competing. The following week the winners and losers will swim/dive the teams in the other conference to crown an overall Suburban Aquatic League Champion. Deciding ties for a division champ will be determined by head to head competition. If there are 3 teams with identical records, scores of the meets against only those teams, in other words, not all competitions, will be used to determine the order of finish. If identical scores still exist only then would more than one team receive trophies. Only those athletes that have competed in 40% of the regularly scheduled meets, mentioned above, are eligible to compete in the dual championship meets. Any team who swims or dives an ineligible athlete will be fined \$500, forfeit that championship meet and all swimmers and divers will forfeit any awards, scores and/or times received.
- C. Each team must submit start times for all Swimming and Diving competitions on their League Directory. League Directories, complete with updated/correct email addresses and phone numbers for ALL current representatives and coaches, are due to the webmaster by 11:59pm on the date of the fall Representative's meeting. All teams are to use the template located on the SAL website. Any team not submitting

the correct directory form, provided on the SAL website, with all pertinent contact information will be fined \$250 per week until the form has been posted on the league website.

- D. Swim start times (including warm up) shall be no earlier than 7AM and no later than 5PM. These times may be adjusted if agreed to by both teams. These limitations shall not apply to diving.
- E. Diving competitions may be held on the scheduled Saturday (before or after the swim meet), on the Sunday after the scheduled Saturday or during a weeknight evening no more than one week prior to the scheduled meet. Any competition not occurring within the above time frame must be approved by the League Chairperson. Meets must conclude with the last diver finishing no later than 9pm. Any evening meet requiring divers to be on the boards after 9pm will result in the host pool's team forfeiting their scores.
- F. Any club not fielding a full girls' team and a full boys' team during the season will be placed on probation. Fielding a full team is defined as having an average of **75** entries for each meet. For purposes of meeting this requirement a relay shall count as 4 entries.

Article V: Facilities and Expenses

- A. The minimum standards for facilities in the League shall include:
 - 1. A 25 yard or meter indoor pool (minimum 6 lanes), properly maintained
 - 2. Lane dividers and backstroke flags
 - 3. Adequate one meter diving facilities for those clubs with a diving team
 - 4. Adequate locker rooms and deck space
 - 5. Reasonable spectator accommodations
- B. All teams competing in the SAL will be required to use the most current versions of Team Manager and Meet Manager for purposes of meet management. This includes, but is not limited to, meet operations, submission of data to the League Registrars and submission of entries into all championship meets.
- C. All teams are required to obtain liability insurance that meets the requirements of any facility they utilize for the hosting of dual meets and invitationals. All teams are required to submit insurance accords, stating "swimming and diving," and naming the SAL as an Additional Insured for purposes of liability. Accords will be due to the League Chair no later than 11:59pm on the evening of the Fall Representatives Meeting.
- D. Home teams shall furnish the facilities for all dual and tri meets and assume associated expenses for such meets. In unusual circumstances, (non-weather/non-emergency) without prior approval given by the League Chair and League Presidents,

teams unable to furnish facilities for the hosting of meets will be placed on suspension.

- E. The League shall arrange for an independent facility, a non-SAL team related pool, to be used for the League Championship meet.

Article VI: Meet Program, Procedures and Rules

A. General

- 1. The contestant's age on October 31st shall be his or her age for the entire season.
- 2. USAS and USAD rules shall apply to both swimming and diving.
- 3. All host teams must supply a lifeguard at all swim and dive competitions.

B. Dual and Tri-Meets

- 1. In dual swim meet competitions, competitors are limited to either:
 - a. Three (3) official individual events plus one (1) official relay, or
 - b. Two (2) official individual events plus two (2) official relays
- 2. In tri-meet swimming competitions, teams are limited to two (2) official entries per event

C. Meet Program and Order of Events

- 1. The program and order of events for all dual and tri-meets shall be that as shown in Appendix A. Changes in the program shall be approved by the Executive Committee prior to the beginning of each season. The order of events may be rearranged if the coaches agree in advance of the meet date but events may not be added or deleted. The referee can add additional heats to a maximum of 15 unless the team head coaches agree to more heats at least two (2) days in advance.
- 2. All entries must be in the hands of the head scorekeeper at the start of warm-ups. Entries shall be submitted on a thumb drive in either a Team Manager or Meet Manager file. Each team should also have available at all home and away meets, on a thumb drive, their entire team roster, including swimmers and divers. The meets shall be run using the most recent edition of Meet Manager. Entry changes must be in writing and must be in the hands of the head scorekeeper at least two (2) events in advance. An event is considered swum when it is announced.
- 3. Teams will use alternate lanes. During dual meet competitions, the home team will use lanes 1,3,5 while lanes 2,4,6 will be used by the visiting team. Lane assignments for tri-meet competitions are specified in Article VIII.

4. No admission fee for spectators may be made at any invitational, dual or tri-meet.
5. The home team shall insure that a copy of the League By-Laws, League Operating Procedures, and current editions of USAS and USAD rule books are available on the deck at all meets.
6. The meet is to start on schedule. The team not ready at the starting time will forfeit those events for which they are not ready at intervals of three (3) minutes.
7. Prior to the start of the meet, after all entries for both teams have been imported into MM, the host team is required to print a minimum of five copies of the meet program displaying only the visiting team's entries. These copies should be given to the head coach of the visiting team.
8. Cancellation of a meet is an automatic forfeit by the team making the request unless the request for cancellation is due to unusual circumstances (disaster, weather, etc.). The appropriate League President and Chairperson shall rule on whether the meet is to be forfeited or rescheduled. The meet will be rescheduled on a date that is mutually agreeable to all teams. If the teams cannot agree upon a date, the appropriate League President and Chairperson will select a date.
9. If the score differential of any meet is eight (8) points or less, an event by event audit will be made prior to the results being declared official. The audit will be conducted by the referee and the coaches of the teams.

D. Scoring and Results

1. The scoring method to be used in all dual and tri-meets shall be that indicated in Appendix B.
2. The host team is required to print and post a copy of each event's results to be posted somewhere on the pool deck or nearby hallway after events 8,13,18,23,28,33 and 37.
3. Electronically timed meets shall use that system for the placement of finishes is all events. Malfunctions in the electronic timing system and/or disputes regarding the order of finish shall be resolved in accordance with the appropriate provisions of current USAS regulations.
4. It will be the responsibility of the host club to **electronically** submit all diving scores and swim times to the appropriate League Registrars and webmaster no later than 6pm on the Monday following the meet. If the meet occurs on a day other than Saturday, results must be received within 48 hours of the meet date. Results must be accompanied by the score and team names in the body of the email. Teams will be fined \$100 per day for submitting results late. Payment is to be made immediately to the league treasurer. If results are not provided to the

- registrars on time, those times or scores for the home/host team, both swimming and diving, are disallowed as Top qualification times and scores and will not be recorded in the official league databases. The team shall forfeit its meets, wins, scores, and times, until payment has been received. See Article XII for further dive submission procedures.
5. Divers diving after the official dive meet has finished may not submit their scores to the registrar and may not be counted for participation.
 6. A diver may compete in as many events as his or her age allows. This means that an 11 and under diver may dive up in both the 12 to 14 age event and the 15 and over age event provided they may safely do the dives for that age group. No jumps may be performed when a diver dives up. The rules do not limit the number of divers that may dive up but each age group is limited to (3) official divers, so as many as 3 divers may dive up officially in the two older age groups.
 7. The number of divers that may participate in a meet, officially or unofficially, is a maximum of 12 divers for each team for each gender. Theoretically, this means three official divers and one unofficial diver in each of the three age groups for each team. However, if one team only has 12 eleven and under divers, they could dive 3 official divers with the other 9 divers unofficial, leaving the other two age groups empty of divers from their team. The coaches and team reps must agree at least two days in advance if they are going to have any additional unofficial divers and how many if it would make the total number of divers more than the 12 total per team per gender. If a team does not fill each of their 12 spots both teams must still agree if the smaller team is going to allow their spots to be utilized by the other team. If no agreement is made, the total number of divers shall not exceed 12 per team per gender. Please remember that due to pool use time restrictions the number of unofficial divers may need to be reduced. If an agreement cannot be made then the meet should be divided into a girls' meet and a boys' meet or the matter should be brought to the attention of the League Chair and Diving President. They will decide on a time and location for the meet to occur.
 8. Changes made to meet results after submission to the league will be required via email with an explanation of which events/heats were changed and an explanation as to why. No changes will be made to swimming or diving results after 10 days from the league scheduled meet date. Each team is responsible to check their results.

E. Officials

The following officials shall be required for all dual meets:

Home Team

- (1) Announcer
- (1) Starter/Referee
- (1) Runner
- (1) Finish Judge
- (1) Stroke and Turn Judge
- (3) Diving Judges
- (2) Dive Table Workers
- (2) Scorekeepers
- (9) Timers
- (1) Diving Referee
- (1) Timing Judge (Electronically Timed Meets)

Visiting Team

- (1) Finish Judge
- (1) Stroke and Turn Judge
- (2) Diving Judges
- (2) Dive Table Workers
- (1) Scorekeeper
- (9) Timers

1. Timers – There shall be three (3) timers per lane. The home team lanes shall have two (2) timers from the visiting team and one (1) timer from the home team. The visiting team lanes shall have two (2) home team timers and one (1) visiting team timer. If one team is short on timers, the other team may make up the shortage.
2. Stroke and Turn Judge – The home team judge shall work the three lanes on the side of the pool that includes two official visiting team lanes and the visiting team judge shall work the three lanes on the opposite side of the pool. Unofficial lanes/heats shall also be judged.
3. Finish Judges – Shall be placed on opposite sides of the pool in the same relationship as the Stroke and Turn Judges. The Finish Judges shall judge and record the order of finish independently. Finish judge cards will only be utilized when there is a problem with the recorded times (8 and unders) or the electronic timing system.
4. Starter/Referee - The maximum number of jobs performed by the starter/ref shall be:
 - a. Starter/Referee
 - b. Stroke and Turn Judge
5. Timing Judge – The Timing Judge shall be used at those meets that employ an electronic timing system. The function of the Timing Judge will be to review the timing tapes for any possible malfunctions in the timing system and to report those discrepancies to the Starter/Referee.

6. Diving Judges - Five (5) diving judges will be used. The high score and the low score of the judges will be eliminated and the remaining scores will be used to calculate the score of the dive.

F. Protest Procedure

1. A member or member club may initiate a protest:
 - a. With regard to a meet by:
 - (i) Giving notice by telephone to the appropriate President within 24 hours following the conclusion of the meet, or
 - (ii) Giving written notice addressed to the appropriate President postmarked (either Email or regular mail service) not later than seven (7) days after the meet. The Grounds for the protest must be set forth in full in such written notice.
 - b. With regard to the actions of a person(s) by giving written notice to the appropriate President.
2. The Rules and Protest Committee shall meet within two (2) weeks following receipt of the written protest. When possible, meetings should be in person. However, meetings can be done as conference calls or via group email if appropriate. If suitable, the Committee shall arrange for a hearing so that the involved clubs or individuals may present their positions. A member of the Committee who is/was also a member of a club involved in the protest will not be eligible to take part in any review or decision involving such protest.
3. After reviewing the pertinent information, the Committee will either dismiss the protest or uphold the protest and assign any disciplinary action deemed necessary.
4. The League Chairperson shall chair all meetings of the Rules and Protest Committee but shall vote only to break a tie.

Article VII: Diving

A. General Requirements and Procedures

1. All diving is to be performed from the one-meter springboard at a minimum of 11 feet of depth.
2. Prior to the start of the season, the Diving Registrar will publish the required dives for each week of the dual and tri-meet season.
3. Diving teams are not permitted to compete by themselves without special permission from the League Chairperson and Diving President. Any team who

does not provide the minimum number of required meet workers is not considered a team for the sake of competition. The league will not recognize records achieved at meets when the volunteer and other meet requirements provided in this document are not met. Ultimately, it is up to each host team to host their boy or girl meet. If the head coach cannot attend a meet time and/or location it is their responsibility to send an assistant or parent coach. Taking your team to dive with another club, because of a scheduling conflict with the host club, at a different time and location is only allowed with permission from the League Chairperson and appropriate president. All scores will be forfeited if this occurs without prior permission. At no time shall a team dive with only their team present. In the event that your team does not have an opponent or diving cannot occur on the scheduled date your team must find another team to dive with, i.e. they should go to another pool to dive with another team or teams. The League Chairperson and Diving Registrar must be notified at least two days in advance that you do not have an opponent, where your team will be diving and with which teams you will be competing. All teams will have to agree to the number of additional divers at least two days prior to the meet date. Results will be submitted as required for regular dual meets (see Article VI;D-4 and Article XII for more details).

4. Each team is limited to three official diving entries per diving event in dual meet competitions. This limit will be reduced by one in tri-meet competitions.
5. The diving program for dual and tri-meet competitions is listed in Appendix C.
6. USAD states that divers cannot change their dive on the board any longer, that the dive sheets are final before the start of the event. SAL implementation of this rule is that the dive sheets are final when the table closes out each event several minutes before the start of each event. If the table does not make a last call for sheets, then it is when they announce the dive order or announce that the next event is ready to start or announce the first diver's dive. Divers and coaches are not to be going to the announcing table to check on dives. The coaches should have their own list of dives being done by their divers.
7. Coaches or judges may tell a diver that they are about to do the wrong dive (Example: a 301 is called and the diver is walking to the end of the board) as long as they speak before the diver has taken their starting position.
8. Divers may do a front jump and/or a back jump; in their age group only, in dual meets and in Division "B" champs. The DD is 1.0.
9. The announcer should announce that all cell phones be turned off, that there is to be no flash photography during a dive and should remind everyone to give respect and quiet during the announcing of the diver's dive, during the execution of the dive and while the scores are being announced. Of course, some cheering of the diver after their dive has been announced and during the time they are getting ready to perform the dive is acceptable. Cheering for a diver after executing a

dive is also acceptable as long as it is kept within reason and does not prevent the announcer from announcing the scores. If at any time the announcer feels that any conduct is getting too loud or objectionable, he/she should announce for the conduct to be stopped or the meet will be stopped until the interfering or unacceptable conduct has stopped. If the unacceptable conduct continues, the announcer should request for both coaches to come to the table and be asked to get their divers and/or parents to behave with good sportsmanship or disciplinary action will be taken. Any team who is found to have behaved in an unsportsmanlike manner may have their team's scores omitted from that meet's results as decided by the Diving President and League Chairperson.

10. A dive may be added at any time, even at any of the championship competitions. It is not a requirement that a diver had previously performed a specific dive in a dual meet to use that dive in a championship meet.

B. Referee: Selection and Responsibilities

1. The referee will be either a PIAA official or a person agreed to by the diving coaches prior to the start of the meet, and their responsibilities:
 - a. Failed Dives:
 - (i) Will declare a failed dive if the diver performs a twisting dive and the amount of twist is greater or less than that announced by 90 degrees or more when feet hit.
 - (ii) In head-first dives, if any part of the body below the waist enters the water before the hands, the referee shall declare a failed dive.
 - (iii) In feet-first dives, if any part of the body above the waist enters the water before the feet, the referee shall declare a failed dive (landing on the buttocks on a 1 or 2 somersault is not a failed dive but landing on their back is).
 - (iv) When referee is certain a diver has performed a dive of a number other than that announced, the referee shall declare a failed dive.
 - (v) If the referee does not call a dive as failed, you, as another judge, may give the dive a zero if you feel it was failed.
 - (vi) 2 balks attempting the same dive is a failed dive
 - (vii) 2 failed dives results in a disqualification

b. Mandatory Deductions:

- (i) **Balks:** When a diver doing a forward “running” dive takes a step and stops, or in a standing dive stops the movement for the take-off after the legs have commenced to press, the referee shall declare there has been a re-start (balk) and shall deduct 2 points from the award of each judge. Balks are scored by the judges as normal and then read to the score table and recorded with the two points deducted.
- (ii) **Arm Position on Entries: Correct Procedure:** USAD rules state- “All feet-first entries shall be performed with the arms held close to the body, and without bending the arms at the elbows. However, for novice divers performing forward and back jumps the arms may be held motionless and straight overhead.”
- (iii) When one or both arms are held above the head in a feet first entry or below the head in a head first entry, the referee shall declare the maximum award to be 4½ points. If a judge then awards more than 4 ½ points, the referee shall declare the award from that judge to be 4 ½ points.
- (iv) When it is quite clear that the dive has been performed in a position other than that announced, the Referee shall repeat the announcement, and declare that the maximum award shall be 2 points. If a judge then awards more than 2 points, the Referee shall declare the award from that judge to be 2 points.

c. Deductions at Judge’s Discretion:

- (i) There is no mandatory deduction for a diver contacting the board, (that is a PIAA rule) USAD indicates the deduction is up to the judges.
- (ii) Crop hops - allowed but if considered dangerous, judges may deduct ½ to 2 points.
- (iii) Excessive rocking - allowed but if considered to take away from the esthetics of the dive a judge may make a ½ to 2 point deduction at their discretion.
- (iv) Arm position - (see above for correct position) If the arms are not in the correct prescribed position on entry into the water, but not to the level of above the shoulders on feet-first entries and not below the shoulders on head-first entries, judges shall deduct from 1 to 3 points from their award according to the circumstances.

- (v) Divers may do dives with any number of steps in the approach. Divers may do dives standing without announcing that they are doing a standing dive. There is no deduction for a standing dive other than if they do not go as high as a diver that takes an approach. A standing dive that does not go up but just falls into the water is “unsatisfactory” and scores ½ to 2 points.
- (vi) If a diver does not attempt to come out of a tuck or pike position, dive is “unsatisfactory,” scores ½ to 2 points.

Article VIII: Tri-Meets

Tri-meets shall essentially be the same as dual meets with the following modifications:

A. Officials

1. Stroke and Turn Judges – there shall be a judge from each team. Two judges will be on the side of the pool opposite from the Starter/Referee and one judge will be on the side of the pool with the Starter/Referee.
2. Timers – there shall be six timers per team, assigned one per lane. In addition, the host team shall provide a head timer.
3. Place Judges – there shall be one place judge from each team. Only two judges will be used in any given event. The judges shall be placed on opposite sides of the pool and shall judge and record the order of finish independently.
4. Scorekeepers – the host team shall supply the chief scorekeeper and a second Scorekeeper. Each visiting team will supply one scorekeeper.
5. Diving – the host team will supply a referee and one judge. Each visiting team will supply two judges.

B. Lanes and Diving Order

Team lane assignments will be chosen by lottery by the League Chairperson:

	<u>Team A</u>	<u>Team B</u>	<u>Team C</u>
Individual Events	1,4	2,5	3,6
Relay Events	4	5	3
Diving Order	1,4	2,5	3,6

C. Scoring

Tri-meets will be scored in accordance with the scoring grid outlined in Appendix B. Electronic timing is required. Exceptions to this requirement must be approved by the appropriate League President.

D. Entries

Each team is limited to two entries per event.

E. Meet Results

The winner of the tri-meet will be credited with two wins and no losses. The team with the second highest score will be credited with one win and one loss. The lowest scoring team will be credited with no wins and two losses. It will be the responsibility of the host club to submit all times to the appropriate League Registrars as stated in Article VI and XII.

Article IX: Other Meets

A. Invitational Meets

Swim or dive meets hosted by an SAL member club with entries open to more than two member clubs. An invitational meet is neither a league dual/tri-meet nor a league or divisional championship. The host club may seek league sanctioning for the invitational meet provided they bring a letter with description and date to be voted on at the Fall Reps Meeting. If such sanction is granted, all scores or times may be used for league record and championship qualifying times. Participation will not count toward the required 40% rule. It will be the responsibility of the host club to submit all scores or times to the appropriate League Registrars not later than 6pm on the Monday following the meet. If the meet occurs on a day other than Saturday, results must be received within 48 hours of the meet date. Teams will be fined \$100 per day for submitting results late. If results are not provided to the registrars on time, those times/scores for the host team, both swimming and diving, are disallowed as Top qualification times and scores and will not be recorded in the official league databases. *Last Chance Results must be received immediately following the meet.

B. Observed Meets

An SAL Observed Meet is an invitational meet which is hosted by an SAL member club. It is open to all member clubs of the League but not restricted to member clubs. All times of SAL swimmers will be valid for league records and championship qualifying times, provided:

1. The Starter/Referee and Stroke and Turn Judges must be SAL certified officials.

2. The meet director must submit the times of SAL swimmers (and only SAL swimmers) to the appropriate registrars within 48 hours of the meet date.
3. All rules above (Article IX) apply.

C. Virtual Meets

Virtual swim and dive meets are reserved for weather and facility use emergencies only.

1. Virtual meets MUST be approved by the League Chair and appropriate president prior to the meet. When special circumstances are not approved teams automatically forfeit their times/scores, win.
2. Please work together to decide the timing and location of all swim and/or dive meets if they cannot occur on Saturdays due to building use restrictions or weather related issues. Ultimately, it is up to each host team to host their boy or girl meet.
3. If the head coach cannot attend a meet time and location it is their responsibility to send an assistant or parent coach.
4. Taking your team to swim or dive with another club because of a scheduling conflict with the host club, at a different time and location is only allowed with prior permission from the League Chairperson and appropriate president. All times and scores will be forfeited if this occurs without permission.
5. In the event that your team does not have an opponent for diving on the scheduled date your team must find another team to dive with... i.e., they should go to another pool to dive with another team or teams. At no time shall a team dive without an opponent.
6. Results will be submitted as required for regular dual meets.
7. All other applicable rules regarding dual/tri-meets, including submission of results, apply to virtual meets.

Article X: Championship Swimming and Diving Meets

- A. The League will determine which teams will compete against each other for the following championship meets hosted by teams within the league:

Flight Championships (post season dual or tri-meets held to determine each team's place within the division and the league)

- B. At the League Representatives Meetings, the teams within each division will arrange for which teams will host the following championship meets:
1. Division Swimming Championships for each sex
 2. Division Diving Championships by age group and sex
- C. The League will conduct a championship meet with the following components:
1. League Swimming Championships for each sex
 2. League Diving Championships by age group and sex
- D. Swimmers and divers must have competed officially or unofficially, as a swimmer for swimming or as a diver for diving, in that number of dual and tri-meets that is closest to 40% of the regularly scheduled meets during the season (dual and/or tri-meets held during November and December) in order to be eligible to enter the Flight Championship meets (January) and the League Championships (February). Any team who swims or dives an ineligible athlete will be fined \$500, forfeit that championship meet and all swimmers and divers will forfeit any awards, scores and/or times received. Divers must have competed a minimum of two times in their age group, officially or unofficially, by the end of the dual meet season and championship meet season in order to compete in League Championships. The League Chairperson may waive these requirements for swimmers if the non-participation in the required number of meets was due solely to injury or illness. A doctor's certificate to this effect must be presented to the League Chairperson. There is no minimum meet requirement for entry into the Division Swimming or Diving Championships.
- E. Swimmers and divers must compete in their age group (age as of October 31 of the current season) in both the Division and League Championships. Unlimited means any age group. A swimmer may swim up in relays.
- F. Each team who hosts a division championship swim meet will be given a \$500 stipend by the league. If a team hosts both sexes they will receive \$1,000. The league will ultimately spend \$4,000 on division swimming. Diving is split by individual divisions. Girls and boys will dive back to back and the host team for each division will receive \$250. The league will ultimately spend \$1,000 on division diving. Hosts for all championship meets, swim and dive, must have their results files to the appropriate registrars and webmaster by 6pm on the Monday following the meet. Hosts must also have their splash fee reports to the treasurer by 6pm on the Monday after League Championships or they will not receive their stipend for hosting and will be fined \$200 per week for late submission.
- G. Individual entries into the League Swimming Championships will be limited to the top 18 swimmers in each event based upon the current season's performance in sanctioned meets (including post season).

- H. An individual may not compete in more than 3 individual events plus 2 relay events, i.e., no individual may compete in more than 5 championship events except in the case of alternates to League Swimming or Diving Championships as described below. Each team may enter 2 relay teams for each relay event in the League Swimming Championship. There is no limit on the number of relay entries to the Division Championships.
- I. The 19th and 20th swimmers or divers will be alternates in the League Swimming and Diving Championships. If a swimmer or diver elects to be listed as an alternate in a given event, such election will count as an event for the purpose of the maximum number of events permitted, but alternate's participation in Division Swimming or Diving Championships will not be affected. That is, a swimmer or diver listed as an alternate for a particular event in League Swimming or Diving Championships may also swim or dive in that same event at Division Swimming or Diving Championships. A diver must be present by the end of warmups at League Diving Championships or the alternate will participate in their place.
- J. The top 18 swimmers who have qualified to swim an individual event in League Championships may not swim that event in Division Championships. The top 18 swimmers who have qualified to swim an individual event in League Championships, except individual medley, may not swim that same stroke in a relay at Division Championships. The 19th and 20th swimmers, designated as alternates, may swim those events at Division Championships for which they are alternates at League Swimming Championships.
- K. Entries for championships will be made at a time and in a format prescribed by the Championship Chairperson.
- L. For purposes of determining the entrants into League Championships, the Championship Chairperson will prepare Psych Sheets for each event listing the entrants for each event in ascending order of times swum for swimming and highest to lowest scores for diving.
- M. There will be a seeding meeting prior to the championships at a date and time determined by the League. Using the Psych Sheets as a guide, scratches for each event will be determined until the appropriate number of swimmers and divers has been achieved for each event. In the event the number of swimmers or divers has not been achieved and the Psych Sheets have been exhausted, additional swimmers may be derived from the databases maintained by the League Registrars.
- N. Except for time corrections (which must be verified by the League Registrars), entries may not be made at the seeding meeting. All entries for the championship meet must be in the hands of the Championship Chairperson prior to the seeding meeting on the date and time designated by the chairperson.

O. The order of events for Swimming Championships shall be that as indicated in Appendix D.

P. Championship Meet Officials

The appropriate League President, in consultation with the Officials' Chairperson, shall designate officials from member clubs as follows:

- (1) Meet Director
- (2) Announcers
- (3) Starter/Referees
- (4) Stroke and Turn Judges
- (2) Finish Judges
- (18) Timers
- (5) Scorers
- (1) Clerk of Course
- (2) Awards Marshals
- (1) Rescue Squad or medical personnel

Q. The League Diving Championships are limited to contestants who have met the minimum number of meet requirements by diving within their age group, officially or unofficially. Divers who dive up must have a minimum of two meets within their age group, by the end of the Flight Championship meets in January, to qualify for Leagues.

R. Individual entries into the League Diving Championships shall be limited to the top 18 divers. Such divers will be determined by the average of their top two scores in their age group from the dual and tri-meet season.

S. The scores used to determine averages will be those scores obtained in sanctioned competition during the current season.

T. Seven judges will be used. The two highest and two lowest awards will be eliminated and the three middle awards will be used.

- 1. Diving coaches are to be used as judges. Coaches will alternate events. All coaches must share in the responsibility of judging. The diving referee may approve an alternate to a coach.
- 2. The League will supply the Diving Referee for the League Diving Championships.

U. Before scratches at the seed meeting: Divers, initially ranked 1-18, must participate in Leagues or scratch. Thus, making them ineligible for Division Diving Championships. Those initially ranked 19+ who qualify for Leagues, but cannot do the required number of dives for leagues may elect to participate in Division Diving

Championships. If a diver fails the required dive, they will get a “0” for that dive but, are not disqualified from either championship meet. If they fail two or more dives, they are disqualified from either meet.

- V. Diving entries shall be submitted to the designated meet director at a time and in a format to be announced annually by the League Diving President.
- W. The diving programs for League and Division Diving Championships are listed in Appendix C.

Article XI: Awards

A. League Swimming and Diving Championships

Individual Awards	18 Places
Relay Awards	12 Places

B. Division Swimming and Diving Championships

Individual Awards	18 Places
Relay Awards	12 Places

- C. Heat winner ribbons will be awarded to the winner of each heat. Awards for championships will be procured well in advance and shall be uniform from year to year to allow for the use of any excess supplies.

Article XII: Results and Records

A. Meet Results

1. Meet results, both swimming and diving, shall be submitted via **electronic** mail to the appropriate swim and dive registrars in both a Team Manager and Meet Manager file with the score and team names listed in the body of the email as stated earlier in this document (see Article VI;D-3 for more details). Results should be sent to the appropriate Swimming Registrars (boy/girl) and the Diving Registrar.
2. In addition to the above, the entire meet results file should be sent in an HTML format to the League Webmaster.
3. Last Chance results must be received immediately following the meet on the day of the meet.

4. Teams will be fined \$100 per day for submitting results late. Payment is to be made immediately to the league treasurer. The team shall forfeit its meets, wins, scores, and times, until payment has been received.
5. **Original individual diving sheets and results score sheets**, for both boys and girls, are to be mailed, US Mail/Fed Ex/UPS with tracking capability and receipt, but **no signature** required, to the Diving Registrar, address to be announced each season, and received no later than 6pm on the Wednesday after the Saturday's scheduled meets and within 48 hours after all invitational meets have occurred.
6. Regardless of who hosts a meet, each team is responsible for the mailing of their entire team's individual dive sheets, boys and girls, along with the required results sheets, boys and girls, official and unofficial.
 - a. **For the regular season meets**, October-December:
 - (i) Diving sheets that do not arrive on time but arrive within 10 days of the Saturday meet date, are subject to fine, will have scores entered into the Diving Registrar's database to be counted toward averages and participation will be given.
 - (ii) Sheets that arrive more than 10 days after the scheduled Saturday meet will not be put into the registrar's database toward averages and participation will not be counted.
 - (iii) When a holiday falls in such a way that mailings could be late, a team should overnight mail to ensure Wednesday receipt
 - b. **For championship meets**, in January:
 - (i) A team should overnight mail to ensure Wednesday receipt.
 - (ii) Sheets that do not arrive by Wednesday at 6pm will not be put into the registrar's database toward averages and participation will not be counted.
 - c. Individual sheets missing from a received packet of team sheets will be held to the same rules as above.

B. League Swimming Records

1. Record times (by individuals and relay teams) shall be kept by the League Registrars for each swimming event.
2. Records may be established or broken in all events of any sanctioned meet provided the meet is held in a standard 25 yard (or meter) pool and complies with all League rules.

3. It is the responsibility of the host team to notify the appropriate Registrar that a record has been set or broken and to provide documentation. The documentation will include the lane timers slip, the announcer's slip signed by the starter/referee and the tape or print out from the timing console. Documentation to support the certification of a League Record must be received by the Registrar within 30 days of the meet.
4. Records may be set or broken only in the event swum.

C. League Diving Records

1. Record scores shall be kept by the Diving Registrar.
2. For a record to be valid, five judges must be used as previously stated in this document.
3. If the opposing team does not have diving or does not send a coach and a representative to the diving event, it shall be the diving club's responsibility to get two neutral representatives from the League to be present for a record to stand.
4. All records must be signed by the Diving Referee and the two coaches. If two coaches are not present, the record must be signed by the Diving Referee, one coach and one of the neutral representatives.
5. It is the responsibility of the host team to notify the Registrar if a record has been set or broken and to provide the required documentation. Such documentation must be submitted within 30 days of the diving competition.

Article XIII: Amendments

- A. These Operating Procedures shall be binding and shall not be changed or amended without an affirmative vote of a majority of Swimming and/or Diving Council members (whichever is appropriate), not merely a majority of those present at the meeting.
- B. The Council for diving shall vote on the diving portion of the Operating Procedures and the Council for swimming shall vote on the swimming portion of the Operating Procedures.

Appendix A
Order of Events
Dual/TriMeets

Event #	Event
1	11&U One Meter Diving
2	14&U One Meter Diving
3	Unlimited One Meter Diving
4	8&U 100 Medley Relay
5	10&U 200 Medley Relay
6	12&U 200 Medley Relay
7	14&U 200 Medley Relay
8	Unlimited 200 Medley Relay
9	8&U 25 Free
10	10&U 100 Free
11	12&U 100 Free
12	14&U 100 Free
13	Unlimited 200 Free
14	8&U 25 Back
15	10&U 50 Back
16	12&U 50 Back
17	14&U 100 Back
18	Unlimited 100 Back
19	8&U 25 Breast
20	10&U 50 Breast
21	12&U 50 Breast
22	14&U 100 Breast
23	Unlimited 100 Breast
24	8&U 25 Fly
25	10&U 50 Fly
26	12&U 50 Fly
27	14&U 100 Fly
28	Unlimited 100 Fly
29	8&U 50 Free
30	10&U 50 Free
31	12&U 50 Free
32	14&U 50 Free
33	Unlimited 100 Free
34	10&U 100 IM
35	12&U 100IM
36	14&U 200 IM
37	Unlimited 200 IM
38	8&U 100 Free Relay
39	10&U 200 Free Relay
40	12&U 200 Free Relay
41	14&U 200 Free Relay
42	Unlimited 200 Free Relay

Appendix B
Scoring
Dual/Tri Meets

DUAL MEETS

	Place	Points
Individual Events	1	6
	2	4
	3	3
	4	2
	5	1
	6	0
Relay Events	1	8
	2	4
	3	2

TRI MEETS

	Place	Points
Individual Events	1	6
	2	4
	3	3
	4	2
	5	1
	6	0
Relay Events	1	8
	2	4

Appendix C

Diving Program

Dual/Tri Meets

Age Group

11&U	one (1) required (drawn from 101,201) plus two (2) optionals from (2) groups
14&U	one (1) required (drawn from 101,201,401) plus three (3) optionals from three (3) groups
15&Over	one (1) required (drawn from 101,201,301,401) plus four (4) optionals from four (4) groups

Championships

League

11&U	2 required, 101 and 201; 3 optionals from 2 groups
12-14	3 required 101,201 and 401; 3 optionals from 3 groups
15&Over	4 required,101,201,301,401;4 optionals from 3 groups

Division

11&U	101;2 optionals; cut to 18 201;1 optional; dive to place
12-14	101,201;1optional; cut to 18 401; 2 optionals; dive to place
15&Over	101,201; 2 optionals; cut to 18 301,401; 2 optionals; dive to place

Note: If there are fewer than 18 contestants in a Division, the League Program will be followed.

**Appendix D
Order of Events
Swimming Championships**

Event #	Event
4	8&U 100 Medley Relay
5	10&U 200 Medley Relay
6	12&U 200 Medley Relay
7	14&U 200 Medley Relay
8	Unlimited 200 Medley Relay
9	8&U 25 Free
10	9-10 100 Free
11	11-12 100 Free
12	13-14 100 Free
13	Unlimited 200 Free
14	8&U 25 Back
15	9-10 50 Back
16	11-12 50 Back
17	13-14 100 Back
18	15&Over 100 Back
19	8&U 25 Breast
20	9-10 50 Breast
21	11-12 50 Breast
22	13-14 100 Breast
23	15&Over 100 Breast
24	8&U 25 Fly
25	9-10 50 Fly
26	11-12 50 Fly
27	13-14 100 Fly
28	15&Over 100 Fly
29	8&U 50 Free
30	9-10 50 Free
31	11-12 50 Free
32	13-14 50 Free
33	15&Over 100 Free
34	9-10 100 IM
35	11-12 100 IM
36	13-14 200 IM
37	15&Over 200 IM
38	8&U 100 Free Relay
39	10&U 200 Free Relay
40	12&U 200 Free Relay
41	14&U 200 Free Relay
42	Unlimited 200 Free Relay