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For updates and league
information check the NWAL™
website at:
www.nwal.org

NOTES

Summary of Rule Changes/Clarifications

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b. Order of events. The order events of a dual meet as prescribed in Appendix A, shall be swum in the order listed and shall not be changed.

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4. THE ENTRY LIST IS THE OFFICIAL ENTRY.

The meet entry list ~~Team Manager data (*.cl2 files) and Team Manager export entry list~~ shall be exchanged by Thursday at 6:00 P.M.

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vi. For details on the recommended process for making time and/or order of finish adjustments when using Automatic, Semi-Automatic or Manual timing systems, please refer to the guides on the NWAL website.

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D. RULES FOR ENDING A MEET

a. The meet is considered officially ended when the last swimmer touches the wall in the last heat on the schedule, assuming all active protests have been resolved.

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G. EXHIBITION SWIMMING shall not be permitted at any meet. All participants in an event shall have an equal opportunity to compete for places, awards and team points. This includes the swimming of Coaches races or relays or any other Exhibition event swum while the meet is being conducted.

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C. Re-scheduling of postponed meets is by mutual agreement. Any team acting in an unresponsive manner during the climatic rescheduling process will be considered as unsportsmanlike and risk meet forfeiture.

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A. All NWAL swim meets are required to have a Referee present to act as Meet Referee. A provisional Referee can also act as Meet Referee. Meets conducted without a Meet Referee will lose sanction and may continue but all times swum will be considered as unofficial. Meets conducted without the presence of a Meet Referee will be counted as participation towards the requirement for Divisional meets.

b. START

- i. At the beginning of each Event, the starter shall announce the event number, gender of event, distance and stroke and shall request the swimmers to "Step up" for forward start events or "Step in" for backstroke start events. When the Deck Referee is satisfied that the course is clear and the swimmers are ready, he/she shall blow a single long whistle. The starter shall then announce distance and stroke, pause and then address the swimmers with the command "take your mark", in a calm, conversational tone. When, in the starter's judgment, the swimmers are stationary and ready to begin the race, the starter shall sound the starting signal.
- ii. For each Heat following the first Heat of an event, the starter shall request the swimmers to "step up" onto the blocks for forward start events or "step in" for backstroke start events. When the Deck Referee is satisfied that the course is clear and the swimmers are ready, he/she shall blow a single long whistle. The starter shall then announce distance and stroke, pause and then address the swimmers with the command "take your mark," in a calm, conversational tone. When, in the starter's judgment, the swimmers are stationary and ready to begin the race, the starter shall sound the starting signal.

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- f. He/She shall check with the Meet Referee to determine preferences for the meet regarding open lanes, reseeding, and combining of events. He/She shall communicate these preferences back to the Ready Bench and Computer personnel.

General.

- A. Usage of the terms "Meet Referee" and "Meet/Deck Referee" has been clarified for consistency throughout this document in multiple locations.
- B. Use of the term "arm stroke" has been replaced with "arm pull" in multiple locations relative to both the breaststroke and butterfly strokes.

3/23/2015 – Edited to fix Numbering Issue in section III.B. Letter B was skipped in printed version but all content was present in section C.

Northwest Aquatic League Official Rules

All NWAL™ sanctioned competitive swimming events shall be conducted in accordance with the following rules that are designed to provide fair and equitable conditions of competition and promote uniformity in the sport so that no swimmer shall obtain an unfair advantage over another.

I. OBJECTIVE

The Northwest Aquatic League ("NWAL" or "League") is a federation of teams organized to foster competitive swimming and good sportsmanship.

II. ELIGIBILITY

The goal of the NWAL is to promote a competitive program for community swimmers. The intent of the following rules regarding team representations is to promote the community concept and at the same time make provisions for situations where NWAL swimmers' families are Members of a Club or reside in an area that does not have a community team.

"Community" is defined as a local neighborhood entity that may include subdivisions, villages, unnamed areas, or aggregates of these up to and including cities. A "Club" is defined as a commercial business that may include country clubs, health clubs, YMCA's, etc.

"Member of a Club" means:

One who has paid a club's normally charged initiation, annual or monthly fees and is entitled to full use (for class of membership) of the facilities year round (this specifically excludes swim team only memberships and clubs without other substantial facilities which would induce membership).

- A. A swimmer who lives in a community represented by a NWAL swim team shall swim for the community team except as provided below:
 - 1. If a swimmer is also a Member of a Club represented by the NWAL, or resides in more than one community represented by the NWAL, the swimmer may choose the team he or she wishes to represent, but the swimmer shall represent the same team throughout the swim season.
 - 2. If the swimmer's family is not a member in good standing of their community team, and if the community team does not

offer swim team-only memberships to community residents, then the swimmer may swim for any NWAL team for which he or she may qualify for membership.

- B. Any swimmer who lives in the area covered by the NWAL but does not live in a community represented by a NWAL team may join an NWAL team for which he or she meets that team's membership requirements. In this case a swim team-only membership will be allowed.
- C. Paid coaches are ineligible to swim in the NWAL. Coaches must pass a certification test administered by the Chairman of the Training and Certification Committee.
- D. Coaches' children may swim with the team their parents coach, providing they receive NWAL Board approval and meet that teams' membership requirements.
- E. Only NOVICE SWIMMERS may participate in the League. A NOVICE SWIMMER is any individual up to and including eighteen (18) years of age who does not participate in USA Swimming competition from the beginning of the NWAL season until the end of the NWAL season.
 - 1. The NWAL season begins on the Thursday before the first sanctioned NWAL meet and ends on the Monday after the Divisional Meets.
 - 2. This rule is not intended to preclude any types of organized practice.
 - 3. This rule specifically precludes a USA Swimming (USAS) athlete from swimming part of the NWAL Season in the League and then returning to his/her USAS Team. A registered NWAL swimmer who participates in a USAS meet during the NWAL season is ineligible for any further NWAL competition in the current and future seasons unless reinstated by the NWAL Board.
- F. Eligibility for an age group is determined by the individual age as of the end of the day on May 31 of the current year.
- G. To maintain a stable environment for team competition, it is expected that swimmers and their families shall not seek, nor be encouraged, to change NWAL teams except as an incident of a move of the family residence. The NWAL's eligibility rules are established with this purpose in mind, recognizing that an individual's opportunity to participate on a particular team shall be appropriately balanced against the League's legitimate interest in maintaining stability and competitive fairness within the League. The NWAL Board may investigate and provide appropriate

sanctions with regard to any instances that it deems may affect the stability and competitive fairness of the League.

- H. Requests for eligibility waivers or exceptions shall be approved unanimously by the Team Representatives in the swimmer's requested Division and the governing body of the swimmer's original team no later than two weeks prior to the official start of the NWAL season. An eligibility waiver request form is posted on the NWAL web site. The following are suggested exceptions that the Division(s) may consider (not all inclusive):
 - Swimmer displaced by the forming of a new team.
 - Recent family move to a new community.
 - Swimmer zoned to a school in a different community.
 - Work-related transportation issues.
 - Swimmer previously given permission to swim on wrong team.
 - Swimmer denied membership because of team size restriction.
- I. Any waiver requests not approved by the affected Division may be appealed to the NWAL League Officers. All eligibility waivers approved at the Division level shall be submitted to the NWAL League Officers, who have the authority to override any eligibility waiver decisions made at the Division level in order to maintain consistency across the League. All appeals and Division-approved waivers shall be submitted to the League Manager no later than two weeks prior to the start of the NWAL season. All approved waivers shall be recorded by the League Manager no later than the start of the NWAL season. All approved waivers are considered to be permanent unless there is a change in the swimmer's eligibility circumstances
- K. Any team wishing to contest the validity of a submitted waiver must provide documented proof to the satisfaction of the NWAL League Officers that the exception for the waiver is invalid or false.
- J. The violation of any of the above eligibility requirements may result in forfeiture of each meet in which an ineligible swimmer participated. [Note: The score of a forfeited meet, regardless of the reason for the forfeit, shall be 330 to 328.] Violations determined by the NWAL League Officers to be willful or premeditated shall result in additional disciplinary action up to and including expulsion of both swimmer and team from the League.

III. LEAGUE RULES AND POLICIES

A. DIVISION PLACEMENT

1. The League consists of divisions.
2. Teams shall be assigned to a division by the NWAL Board.
3. Teams that complete and return the Annual Survey at the end of the season in a timely manner shall have priority within their division in selecting their dual meet schedule for the following season. They shall also receive a 5% discount on their League Dues for the following season.
4. A Team Representative shall represent each team at the division and league level. The Team Representative may only represent one team. Team Representative duties are listed in the back of the rulebook

B. ENTRIES, EVENTS AND SEEDING

1. EVENTS AND LENGTH OF COURSE

- a. Length of course by age group are as follows:

| Age Group | Strokes | Distance |
|------------------------|-------------------------|----------|
| 6 & Under, 7-8 | Free, Back | 25 |
| | Free Relay | 100 |
| 8 & Under | Breast, Fly | 25 |
| | Medley Relay | 100 |
| 9-10 | Free, Back, Breast, Fly | 25 |
| | Free and Medley Relay | 100 |
| 10 & Under | Individual Medley | 100 |
| | Free, Back, Breast, Fly | 50 |
| 11-12, 13-14, 15-18 | Individual Medley | 100 |
| | Free and Medley Relay | 200 |
| 14 & U, 15-18 | Free | 100 |

- b. Order of events. The order events of a dual meet as prescribed in Appendix A, shall be swum in the order listed and shall not be changed.

2. NUMBER OF EVENTS A SWIMMER MAY ENTER

- a. Swimmers may enter no more than three (3) individual events. Swimmers may move up age groups providing they adhere to the above limitations, and remain in the upper age group throughout the entire meet. Swimmers may not swim more than 1 freestyle relay and 1 medley relay. A swimmer who participates in more than three (3) individual events, more than one (1) freestyle and/or medley relay, or who participates in an event in more than one age group during a meet shall be disqualified in all events, including relays, in which the swimmer was entered.
- b. An event is defined by the stroke, gender and age group. For example, 9 & 10 Boys Freestyle is an event. Freestyle alone is not classified as an event. This means there are 78 events in a meet.

3. RELAY ENTRIES

a. Dual Meets

- i. A club may enter up to three (3) teams in each relay event. Only one (1) relay team entered is eligible to score points. (See Section III.B.6)
- ii. Relay teams shall have at least four names listed and an official time (see III.B.5.a for the definition of official time)
- iii. All swimmers listed on the official entry list are automatically alternates for both relays in their respective age groups. Alternates may be substituted for the relay members listed on the official entry list.
- iv. If a team enters more than one relay in an event, the members of each relay team are considered alternates to the other relay teams in that event.
- v. The four swimmers actually swimming the relay shall be recorded on the entry card at the ready bench.

b. Divisional Meets

- i. A club may only enter one (1) team in each relay event.
- ii. Relay teams shall have at least four names listed and an official time (see Rule III.B.5.a for establishing official time)
- iii. All swimmers listed on the official entry list are automatically alternates for both relays in their respective age groups. Alternates may be substituted for the relay members listed on the official entry list.
- iv. The four swimmers actually swimming the relay shall be recorded on the entry card at the ready bench.

4. THE ENTRY LIST IS THE OFFICIAL ENTRY.

The meet entry list shall be exchanged by Thursday at 6:00 P.M. Exchanges (hard copy, e-mail, FTP and/or other means of file transfer) shall be completed simultaneously. Hard Copy exchanges shall be accompanied by an electronic file transfer using data diskette or other medium. Failure to exchange at the agreed time may be classified as unsportsmanlike conduct, and may be subject to sanction by the League Officers.

- a. If, as a matter of convenience, both team officials agree to an exchange of data at a time other than the Thursday 6:00 P.M. deadline, then the lists become official at the time of the exchange, and no subsequent modifications shall be allowed except those normally permitted during the scratch meeting. If discrepancies are discovered before the meet begins that are clearly due to human error, the Meet Referee has the discretion to make any adjustments as long as written documentation has been presented.
- b. In the event that discrepancies in entries are discovered after the entries have been exchanged, the Team Manager entry lists exchanged on Thursday shall be considered the official entry lists.
- c. A conversion factor of 1.11 shall be used whenever times need to be converted from yards to meters. Yard times shall be meter times divided by 1.11, and meter times shall be yard times multiplied by 1.11
- d. Hy-Tek Ltd's Meet Manager (MM) and Team Manager (TM) are the prescribed software. Teams shall update both MM and TM regularly during the season, and shall ensure that both / all teams are using compatible (latest) revisions prior to data exchanges.

5. SEEDING

a. GENERAL

All entry lists and seeding cards shall have the fastest Official Times listed on them. An Official Time is one that was swum without disqualification at a meet which was sanctioned by the NWAL in the current season. Non-official times may be used for an event (or for a stroke on a relay) only when the swimmer has not established an Official Time in the current season. If a non-official time is used, it shall be established at a time trial. Split times are NOT Official Times. Official Times shall be used for all divisional meet entries, including relay entries.

A time trial may be scheduled at any time during the current season, in a NWAL certified pool and it does not need to be run using a standard meet format. However, all time trials must be completed in a NWAL-standard pool (VII.A). NWAL officials are not required to be present in order to establish a non-official time at a time trial.

Entry times for invitational meets shall be Official Times obtained during an NWAL meet or sanctioned invitational. The seed time for relays shall be established by adding the fastest Official Times of the individual swimmers for the stroke that they are swimming on the relay.

Entries submitted with no times (N/T) shall not be allowed.

If a team seeds swimmers by other than their fastest Official Times it shall be declared Unsportsmanlike Conduct, and the team shall be penalized by having each swimmer entered improperly losing any points earned in that event.

Swimmers shall be placed so that a heat progression occurs from slowest to fastest. The last heat should be composed of the swimmers with the fastest submitted times, the next to the last heat composed of the next fastest swimmers, etc.

The last heat should always be swum full. If there are not enough swimmers for all heats to be full, the first heat should be "short". No heat should be seeded with fewer than three swimmers, but subsequent scratches may reduce the number to less than three. If the first heat has less than three swimmers, then one or two swimmers from the outside lane(s) in the second heat should be advanced to the first heat to assure the minimum of three.

i. SEEDING BY TIME (Mandatory for ALL Meets)

Submit seeding times for each swimmer and relay teams. Start with the fastest times in the first lane indicated and proceed to the slowest swimmer in the heat as below:

| Lanes | Seeding |
|-------|-------------------|
| 4 | 2,3,1,4 |
| 5 | 3,4,2,5,1 |
| 6 | 3,4,2,5,1,6 |
| 7 | 4,5,3,6,2,7,1 |
| 8 | 4,5,3,6,2,7,1,8 |
| 9 | 5,6,4,7,3,8,2,9,1 |

ii. SPLIT TIMES

Split times cannot be used in seeding a meet.

6. SCORING

a. GENERAL:

i. Places shall be awarded on a time basis. If the time of relay teams or swimmers are identical, those swimmers or relay teams shall be declared tied. The fastest and succeeding times shall place the order of finish.

ii. When two or more competitors tie, the points of the places involved shall be added together and equally divided among the tied participants.

iii. When an individual or relay team is disqualified, the following places move up in order of finish.

iv. No event points or event ribbons shall be awarded to the disqualified entry or team.

v. The total number of first places shall be used to determine the winner of a meet if both teams are equal in total points. The total number of second places shall be used to determine the winner if the score is tied and the number of first places is equal, etc.

vi. The Meet Referee may consider changing the times-based order of finish 1) when there is an official protest or, 2) if there is a timing irregularity or malfunction in the event. The order of finish may originate with the Meet Referee or designee (certified Referee or Starter) who personally observed the event finishes. For Divisional or Invitational meets, the Meet Referee shall require dual confirmation of the observed order of finish to make changes to the times, based solely on order of finish.

For details on the recommended process for making time and/or order of finish adjustments when using Automatic, Semi-Automatic or Manual timing systems, please refer to the guides on the NWAL website.

b. DUAL MEETS:

- i. Individual Events: 5-3-1 (1st, 2nd, 3rd place respectively)
- ii Relays: 5-2 (A team may only score relay points for one place. If one team wins both 1st and 2nd place then only 1st place (5 points) shall be awarded)

c. OTHER THAN DUAL MEETS:

| Teams | Scores (All events) |
|-------|---------------------|
| 3 | 4-2-1 |
| 4 | 5-3-2-1 |
| 5 | 6-4-3-2-1 |
| 6 | 7-5-4-3-2-1 |
| 7 | 8-6-5-4-3-2-1 |

C. STARTING TIME for all meets shall be 8:30 A.M. on Saturday, unless mutually agreed otherwise by the team representatives.

D. RULES FOR ENDING A MEET

a. The meet is considered officially ended when the last swimmer touches the wall in the last heat on the schedule, assuming all active protests have been resolved.

b. Within 15 minutes after the last heat of the last event, the Meet Referee shall verify the score and if found correct, shall sign the score sheet, thus establishing the Official Score. The Official Score shall not be changed later, unless within 24 hours after the completion of the meet a Team Representative brings to the attention of the Meet Referee or a NWAL Officer an error which affects the outcome of the meet.

c. If the Meet Referee neglects to sign the Official Score sheet after a meet, the results as indicated on the score sheet become official 15 minutes after completion of the last heat of the last event. The Official Score shall not be changed later, unless within 24 hours after the completion of the meet a Team Representative brings to the attention of the Meet Referee or an NWAL Officer an error which affects the outcome of the meet.

d. For Dual meets, the host team shall send the full electronic results from Meet Manager (*.cl2 and *.mdb files (zipped) + results as an HTML document) and the Official Score to the NWAL League Manager within 48 hours of the conclusion of the meet. Failure to provide the results prior to this deadline shall be considered Unsportsmanlike Conduct, and shall result in disciplinary action at the discretion of the NWAL League Officers.

E. TEAM ROSTERS

1. Each team shall maintain a current roster of all swimmers participating in NWAL-sanctioned activities, and shall submit a copy of the roster to the League Manager prior to the first meet of the season.
2. Team Rosters shall be updated and revisions sent to the League Manager PRIOR to the next sanctioned NWAL meet for swimmers joining the team during the NWAL season.
3. Swimmers may not participate in any NWAL-sanctioned meet unless their name is on the roster received by the League Manager.
4. The League Manager may, at his or her discretion, require teams to submit a final roster at the end of the NWAL season.

F. SCRATCH MEETING

1. The purpose of the scratch meeting is to make Adjustments on relay teams in age groups that have been reduced to fewer than four swimmers because one or more of the swimmers did not show up for the meet by the time of the scratch meeting.
2. At the scratch meeting a team may move a swimmer officially entered in the meet from a lower age group into a relay for a higher age group of the same gender. This Adjustment may be made if, and only if, that swimmer is scratched from all of the events originally entered in the lower age group, including relay events. After making these Adjustments, all swimmers must remain in compliance with Rule III.B.2 "NUMBER OF EVENTS A SWIMMER MAY ENTER."
3. If a younger swimmer is moved up, then the older swimmer whose absence at the time of the scratch meeting caused a younger swimmer to be moved up, shall be scratched from both relays.
4. As a matter of convenience, at the scratch meeting teams may also substitute legal alternates on relay teams. Such changes are not considered Adjustments, and therefore no scratches are necessary. As long as no swimmer is moved up in age group, a swimmer whose absence caused an alternate of the same age group to be substituted on a relay team shall not be considered scratched. Substitution of alternates on relay teams may be done at any time, not necessarily during the scratch meeting.
5. Swimmers may not be entered into individual events at the scratch meeting.

6. No adjustments shall be made after the start of the meet. The fact that a relay alternate swims is not an adjustment.

G. EXHIBITION SWIMMING shall not be permitted at any meet. All participants in an event shall have an equal opportunity to compete for places, awards and team points. This includes the swimming of Coaches races or relays or any other Exhibition event swum while the meet is being conducted.

H. DIVISIONAL MEETS

1. Decisions such as fee amount, awards, time, place, number of entries, use of electronic touchpads, etc., are to be made by each Division's Team Representatives prior to the beginning of each year's competition.
2. Decisions on officials, concessions, and other incidental items shall be made by each Division's Team Representatives prior to the Divisional Meet.
3. No team shall be considered the "Home" team for a Divisional Meet.
4. In order to qualify for a Divisional Meet, a swimmer shall participate in at least two (2) of the scheduled NWAL meets during the season. "Scheduled meets" shall not include practice meets or invitational meets.
5. Official Times shall be used for all divisional meet entries, including relay entries.
6. For the Divisional meet the Division Representative shall ensure that the full electronic results from Meet Manager (*.cl2 and *.mdb files (zipped) +results as an HTML document) and the score of the meet are sent to the NWAL League Manager within 48 hours of the conclusion of the meet. Failure to provide the results prior to this deadline may be considered Unsportsmanlike Conduct of all Division teams equally, and may result in disciplinary action at the discretion of the NWAL League Officers.

I. DISQUALIFICATIONS

1. Unless otherwise specified in these Rules, the consequences of a violation of any rule shall be the disqualification of the swimmer or relay team from the event in which the violation occurred.

2. A disqualification shall be made only by the official within whose jurisdiction the infraction has been committed, or by the **Meet/Deck** Referee.
3. The **Deck** Referee or designated official shall make every reasonable effort to seek out the swimmer and inform him or her as to the reason for disqualification.
4. Any swimmer who acts in an Unsportsmanlike manner may be considered for disciplinary action by the Meet Referee.
5. A swimmer shall start and finish the race in his or her assigned lane.
6. Standing on the bottom during backstroke or freestyle shall not disqualify a swimmer, but he or she must not walk, spring from the bottom, or pull on the lane ropes to gain advantage.
7. Competitors shall not wear or use any device to aid their speed or buoyancy. (No floaties or kickboards)
8. Obstructing another swimmer by swimming across the lane or otherwise interfering may disqualify the offender at the discretion of the **Meet/Deck** Referee.
9. Should a foul interfere with a swimmer, the Meet Referee shall offer a re-swim to all of the swimmers in the heat. If the re-swim offer is accepted, the time achieved in the re-swim shall be the Official Time. In case of a collusion to foul another swimmer, the Meet Referee may, at his discretion, disqualify the swimmer for whose aid the foul was committed, as well as the swimmer committing the foul.
10. Any swimmer, not entered in a race, who enters the competition pool while a race is being conducted, shall be disqualified from his or her next scheduled competition in that day's session, subject to the discretion of the **Meet/Deck** Referee.
11. Coaches, assistants and/or spectators shall not be allowed in the starting, turn, finish areas, ready bench area or within five (5) feet of swimming pools, nor are they allowed to interfere with any meet official during the progress of any competition. Upon being apprised of a violation of this rule, it shall be the duty of the Meet Referee to remove, or have such offender removed immediately.
12. Any swimmer, who is a participant in more than 3 individual events, shall be disqualified in all events including relays.

13. No team personnel, including coaches and /or spectators, shall act in an Unsportsmanlike manner. This includes any act the **Meet** Referee deems poor sportsmanship, such as:
 - a. Making insulting or derogatory remarks or acts to officials or opponents;
 - b. Improperly questioning, trying to influence, or showing disgust with an official's decisions;
 - c. Entering the water during an event in which they are not a participant.

Swimmers shall be disqualified from their event if Unsportsmanlike Conduct occurs immediately before or after their event. If the conduct occurs between races, the swimmers shall be disqualified from their next scheduled event. If the conduct occurs after the swimmers' final event, they shall be disqualified from their last event. The Meet Referee may eject any team personnel from the meet for excessive unsportsmanlike conduct, including aiding or assisting another swimmer. No official or team personnel shall aid, assist, or interfere with a swimmer while competing in a race, including taking any steps to prevent a backstroker from colliding with the end of the pool. If a swimmer gains an advantage because of assistance he/she shall be disqualified from that event.

J. INSIGNIA

Participants in NWAL- Sanctioned meets may display insignia for the NWAL team for which they are swimming. They may not display insignia or other items that represent any other swimming organization or team. The Meet Referee (only) shall apprise the participant or the Team Representative that the participant is in violation of this rule, and if the participant does not comply, the participant shall be disqualified from the meet.

K. PROTESTS AND DISCIPLINARY ACTIONS

1. Protests against judgment decisions of starters, stroke, turn, and relay takeoff judges shall only be considered by the Meet Referee, who has the authority to disqualify swimmers for any violation of the rules that he personally observes.
2. Any other protest arising from the competition itself shall be made to the Meet Referee prior to the completion of the meet. If the protest is not resolved immediately, the protesting Team Representative may, within 36 hours, file a written protest accompanied by \$100 to their Division Representative or to a League Officer for Board adjudication at the earliest possible time which shall then be binding on all parties. Any monies

received with protests are non-refundable unless the protest is resolved in favor of the protester.

3. Until final action is determined, the results of any heat, event, or meet conducted under protest shall not be announced, and awards for that contested situation shall not be awarded nor scoring of points allowed unless the protest is officially withdrawn.
4. Disciplinary action taken by a **Meet** Referee against a coach or official shall be reported in writing to the First Vice-President before the next scheduled meet.
5. The League Officers shall have the final authority to censure or discipline team personnel.
6. The League Officers shall have the discretion to refer any protest to the Training and Certification Committee for input, clarification and recommendations prior to ruling on the protest.

IV. DELAY OR POSTPONEMENT OF MEETS DUE TO CLIMATIC CONDITIONS

- A. The host team may postpone a meet prior to the beginning of the meet due to unfavorable climatic conditions or unavailability of the pool.
- B. Swimming competition shall be suspended immediately when thunder is heard or lightning is visible.
 1. The meet shall be suspended until 15 minutes after the last thunder was heard or the last lightning was sighted.
 2. When a meet is suspended because of lightning and/or thunder, the pool area shall be cleared immediately of all participants, officials, and spectators.
 3. When a meet in progress is suspended, the Meet Referee and both Team Representatives shall meet prior to leaving the facilities to determine what course of action to pursue.
 4. Delayed meet postponed.
 - a. Team Representatives may agree mutually to postpone any meet that has been suspended due to climatic conditions.
 - b. A meet suspended for 2 hours in the aggregate shall be considered postponed unless both Team Representatives agree otherwise.

C. Re-scheduling of postponed meets is by mutual agreement. Any team acting in an unresponsive manner during the climatic rescheduling process will be considered as unsportsmanlike and risk meet forfeiture.

1. In the event that Team Representatives cannot mutually agree to a date to reschedule a dual meet, the following procedure shall be implemented:
 - a. The host team shall offer three (3) dates prior to the next scheduled meet when the facility will be available for rescheduling the meet.
 - b. The visiting team shall select one of the dates to reschedule the meet.
 - c. In the event that the facility is not available, or if by mutual agreement the meet is not rescheduled, the meet shall be declared a draw. In that event each team shall be awarded one half of the total points for the meet (329 points each for a dual meet).
 - d. If a dual meet has progressed through event 58, and is suspended due to unfavorable climatic conditions, the meet is considered complete, no reschedule is necessary, and the results through the last event completed shall be the final score.
2. Divisional meets shall be rescheduled and completed through event 78.
- D. If other pool conditions such as water quality make it unsafe or inadvisable to swim, the meet shall be postponed and rescheduled as necessary using an approach consistent with Rule IV.C.
- E. When it is detected that a swimmer is bleeding, has an open wound or an excessive amount of blood on the swimsuit, the swimmer may not compete in another event until proper treatment has been administered. If this occurs prior to the start of a relay race, the start shall be delayed while the swimmer receives proper treatment or is replaced by another eligible swimmer. Once a relay race begins and blood is detected in the starting area or on a swimmer who is not in the water (except the fourth swimmer when in the water), the race shall be stopped. The area and the swimmer shall be properly treated and the race re-swum after an appropriate recovery period. If the bleeding cannot be stopped, or the wound is not properly covered, or there is no eligible substitute the relay team shall not swim.

V. OFFICIALS AND DUTIES

A. MEET OFFICIALS: For all swimming meets there should not be less than the following:

| | |
|--------------------|-------------------------------------|
| 1 Referee | 4 Stroke and Turn Officials |
| 1 Starter | 1 Announcer |
| 1 Chief Timer | 1 Clerk of Course |
| 2 Alternate Timers | 1 Computer Person |
| 3 Timers per lane | 2 Ribbon Writers - 1 from each team |

An individual may act in more than one capacity when necessary.

All NWAL swim meets are required to have a Referee present to act as Meet Referee. A provisional Referee can also act as Meet Referee. Meets conducted without a Meet Referee will lose sanction and may continue but all times swum will be considered as unofficial. Meets conducted without the presence of a Meet Referee will be counted as participation towards the requirement for Divisional meets.

B. OFFICIALS' ATTIRE

While officiating during any regularly scheduled NWAL swim meet, including Divisional Meets and Invitational Meets, Referees, Stroke and Turn Officials, and Starters shall wear a standard uniform which bears no writing, symbol, insignia, or other mark identifying the official's NWAL swim team affiliation. The standard NWAL uniform shall be a white collared shirt and navy blue pants, shorts or skirt. NWAL Board approved shirts with NWAL insignia may be worn on deck by qualified officials.

C. CERTIFICATION AND RECERTIFICATION REQUIREMENTS.

1. CERTIFICATION OF NEW OFFICIALS.

Candidates for certification shall be at least 19 years old.

a. Lectures.

Candidates for certification as Referees, Stroke and Turn Officials, Starters and Clerk/Computer shall attend a scheduled lecture for each level of certification they attempt during the year that they attempt to be certified.

b. On-deck training.

Candidates for certification as Stroke and Turn Officials or Starters shall attend a scheduled on-deck training session appropriate for the level of certification they are attempting. Clerk/Computer does not require on-deck training.

c. Tests.

Candidates for certification as Referees, Stroke and Turn Officials, and Starters shall take a test and pass the test with the following minimum scores:

| | |
|-----------------|-------------|
| Referee | 85% correct |
| Stroke and Turn | 90% correct |
| Starter | 90% correct |
| Coach | 90% correct |
| Clerk/Computer | 90% correct |

All recertification tests must be passed with 95% obtainment

Except as authorized by the Chairman of the Training and Certification Committee, the written examination may be attempted only once in each certification year.

d. Provisional Status.

When a candidate has successfully completed all of the requirements for lectures, on-deck training, and testing, the candidate shall be awarded Provisional status. The Provisional official shall be required to work a portion of three meets under the supervision of a certified Meet Referee, and to that Referee's satisfaction. In order to become a fully certified official, the Provisional official shall return proof of completion of the required meet attendance to the Chairman of the Training and Certification Committee within one month of the final NWAL Scheduled meet for the season. Any Provisional officials who do not complete this requirement shall revert to their previous level of certification, and shall be required to certify as a new official at the level they were Provisionally Certified. Clerk/Computer shall not require a provisional certification.

2. REFEREE

In addition to the above rules, candidates for Referee shall have a minimum of one (1) year prior experience as a Certified NWAL Starters. Hardship waivers of the 1 year prior certification requirement shall be requested by the Referee candidate in advance of the beginning of the NWAL season. Waiver requests shall be decided by the Chairman of the Training and Certification Committee.

3. STARTER

Candidates for Starter shall have a minimum of one (1) year prior experience as a Certified Stroke and Turn Official. Hardship waivers of the 1 year prior certification requirement shall be requested by the Starter candidate in advance of the beginning of the NWAL season.

4. RECERTIFICATION OF OFFICIALS

Recertification of Referees, Stroke and Turn Officials, Starters Coaches and Clerk/Computer may be required. Recertification procedures shall be determined by the Chairman of the Training-Certification Committee.

5. EXPIRED CERTIFICATION

Any official who lets his or her certification expire may only be recertified by meeting the requirements for certification as a new official, except as authorized by the Chairman of the Training and Certification Committee.

D. SELECTION REQUIREMENTS.

1. Only NWAL-certified Referees, Stroke and Turn Officials, Starters and Clerk/Computer shall officiate at regularly scheduled swim meets in the NWAL, including the Divisional Meets and Invitational Swim Meets.
 - a. Teams without a certified Referee may use their Provisional Referee in the capacity of Meet Referee only if:
 - i. The team is unable to secure a certified Referee from another team in the NWAL, and
 - ii. The team's opponent elects not to use their certified Referee in the capacity of Meet Referee.
 - b. Teams without a sufficient number of Stroke and Turn officials to handle their assignment coverage shall allow the opponent to use their certified officials.

- c. If both teams do not have sufficient number of officials to handle the coverage, then both shall mutually select persons at large to officiate the strokes and turns, in equal numbers.

- E. ARRIVAL TIME: The officials shall be expected to arrive at least 30 minutes prior to the meet for the official meeting.

F. DUTIES OF OFFICIALS

1. REFEREE

- a. **The Meet Referee** shall have full authority over all officials and shall assign and instruct them. Shall enforce all the rules and shall decide all questions relating to the actual conduct of the meet, including eliminating any behavior by an official, coach, competitor or spectator that interferes with the operation of the meet by means of, but not limited to, suspension of the meet or forfeiture.

The Meet/Deck Referee may overrule any meet official on a point of rule interpretation, or on a judgment decision pertaining to an action which he/she has personally observed (except for relay takeoffs in meets using dual confirmation). **The Meet/Deck** Referee shall also disqualify swimmer(s) for any violations of the rules that he/she personally observes. The **Meet** Referee may remove any person from the meet area for Unsportsmanlike Conduct.

- b. **The Deck Referee** shall signal the Starter that all of the Officials and swimmers are in position, that the course is clear, and that the competition may begin before each race. Shall be in position at the starting end of the pool to insure that a fair start has been achieved for each race, which may include activating a recall device or instructing the starter to recall a race whenever a fair start has not been achieved. Shall carry a sounding device (recall gun or whistle) and be prepared to use it to recall unfair starts that he/she has observed.
- c. **The Meet/Deck Referee** shall give a decision on any point where the opinions of the officials differ. The **Meet/Deck** Referee has the authority to intercede in the competition at any stage to ensure that the appropriate racing conditions are observed.
- d. **The Meet/Deck** Referee may at his/her discretion prohibit the use of any noisemaker or light, whether natural or

artificial, that he/she feels would interfere with other swimmers during a meet.

- e. **The Meet/Deck Referee** shall prohibit the use of tobacco products in the ready bench area, finish, or starting area of the swimming pool deck.
- f. **The Meet/Deck Referee** shall prohibit the use of alcoholic beverages in the vicinity of the meet.
- g. **The Meet Referee** shall, in those situations where an individual is unable to comply with the literal meaning of a rule by reason of a physical handicap, interpret the rule in such a way as to allow the individual to comply so long as no advantage or disadvantage is conferred upon other competitors or that individual. Specific guidelines for officiating swimmers with disabilities are posted on the NWAL website.
- h. **The Meet Referee** shall prohibit the use of videotape review.
- i. An individual may not act simultaneously as the Team Representative and the Meet Referee.
- j. The **Meet/Deck** Referee shall ensure that officials use the language of the rulebook in describing violations in writing and in communicating disqualifications to swimmers and coaches. Disqualification codes are provided by the makers of meet software for ease of reference by the computer personnel. On deck, disqualification codes can be used in conjunction with the written disqualification but they cannot replace them.

2. STARTER

a. PREPARATION

- i. The Starter shall be equipped with an electronic starting device and/or a starting gun and cartridges. An electronic starting device or gun shall be used to start all NWAL meets. If the device or gun malfunctions, an electronic horn or whistle may be used if a backup device is not available.
- ii. The Starter shall be stationed within ten (10) feet of the starting end of the pool at a point where the starting device is clearly visible to the timers, and the device horn is easily heard by the starting swimmers.

b. START

- i. **At the beginning of each Event**, the starter shall announce the event number, gender of event, distance and stroke and shall request the swimmers to "Step up" for forward start events or "Step in" for backstroke start events. When the Deck Referee is satisfied that the course is clear and the swimmers are ready, he/she shall blow a single long whistle. The starter shall then announce distance and stroke, pause and then address the swimmers with the command "take your mark", in a calm, conversational tone. When, in the starter's judgment, the swimmers are stationary and ready to begin the race, the starter shall sound the starting signal.
- ii. **For each Heat following the first Heat of an event**, the starter shall request the swimmers to "step up" onto the blocks for forward start events or "step in" for backstroke start events. When the Deck Referee is satisfied that the course is clear and the swimmers are ready, he/she shall blow a single long whistle. The starter shall then announce distance and stroke, pause and then address the swimmers with the command "take your mark," in a calm, conversational tone. When, in the starter's judgment, the swimmers are stationary and ready to begin the race, the starter shall sound the starting signal.
- iii. If, in the Starter's opinion, a false start has been committed, he/she shall recall the swimmers immediately using a second signal from the starting device, whistle, recall rope, or pistol shot. The false start shall be called on an individual and not on the field. Any swimmer charged with two false starts shall be disqualified and shall not swim the event.
- iv. The Starter implements the starting rules as modified by the **Meet/Deck** Referee for handicapped swimmers. Specific guidelines for officiating swimmers with disabilities are posted on the NWAL website.

c. DELIBERATE DELAY OR MISCONDUCT

Any swimmer who, after stepping on the block or upon taking a holding position, delays the start by entering the water, or who willfully disobeys an order at the start, or for any other misconduct at the start, may be disqualified from the event by the Starter.

d. FALSE STARTS

i. A swimmer who unnecessarily delays in assuming and holding a stationary starting position after the command "Take Your Mark" shall be charged with a false start.

ii. Any swimmers leaving their mark after the command "Take Your Mark" and before the starting signal is given, may be charged with a false start. All other swimmers shall be released by the starter immediately with the command "Stand up". Any swimmers leaving their mark may be charged with a false start.

iii. When the starting signal is given and one or more swimmers have obtained an unfair advantage, all swimmers shall be recalled at once by a second signal. The Starter shall then indicate the swimmer(s) to be charged with a false start.

iv. In Backstroke or Medley Relay events, the Starter may charge a false start to any swimmers who fail to maintain their feet and/or hands in a legal position.

v. A swimmer shall not be disqualified for an illegal starting position at the start if the Starter has permitted the race to proceed without immediate recall. Enforcement of the correct starting position is the responsibility of the Starter, who may impose the appropriate penalty for violation before the race.

vi. A swimmer who fails to appear at the starting blocks in time for the initial start shall not be permitted to enter the race even if a false start should be declared on the first, second, or later start, and shall be disqualified. The initial start is defined as the point at which the **Deck** Referee signals the Starter that the race may begin.

vii. No false start shall be called due to the malfunction of the official's equipment or the distracting action of an official.

STROKE AND TURN OFFICIALS

Shall have jurisdiction over the swimmers immediately after the race has begun.

a. STROKE OFFICIALS

Shall operate on both sides of the pool, preferably walking abreast or slightly behind the swimmers during all strokes except Freestyle. Stroke officials shall ensure that the Rules relating to the style of swimming designated for the event are being observed, and shall report any violations to the **Deck** Referee as instructed at the Officials Meeting.

b. TURN OFFICIALS

Shall operate on both ends of the pool. Turn officials shall ensure that when turning or finishing, the swimmer complies with the turning and finishing rules applicable to the stroke used, and shall report any violations to the **Deck** Referee as instructed at the Officials Meeting.

c. JURISDICTION OF STROKE AND TURN OFFICIALS

Before the competition begins, the **Meet** Referee shall determine the respective areas of Stroke and Turn responsibility and jurisdiction, which may include joint, concurrent and coordinated responsibility and jurisdiction. The **Meet** Referee shall ensure that all swimmers shall have fair, equitable and uniform conditions of judging.

d. RELAY TAKE-OFF OFFICIAL (Assigned by the Meet Referee)

Relay Takeoff Judges shall assume a position at the takeoff end(s) of the pool where they shall first observe the feet of the departing swimmer on the takeoff, then the touch of the incoming swimmer's hand, and shall judge whether the swimmer is in contact with the platform or pool deck when the incoming swimmer touches the end of the pool.

For divisional or other championship meets, two inside Relay Takeoff Judges shall be positioned between the middle two lanes facing in opposite directions toward the sides of the pool. A side Relay Takeoff Judge shall be positioned on each side of the pool facing inward. The judges shall independently record takeoff infractions in writing without the use of an infraction hand signal. Upon observing a takeoff violation, the side Relay Takeoff Judge shall wait until the last swimmer of the heat within his jurisdiction has entered the water before signaling an observed infraction by raising a hand, with palm open, overhead. The **Deck** Referee or designate(s) shall then compare recorded infractions. The

relay team shall be disqualified only if the two Relay Takeoff Judges have recorded the same violation.

For dual meets, a minimum of two Relay Takeoff Judges are required for each end of the pool, and the use of dual confirmation is at the discretion of the Meet Referee.

e. INFRACTION SIGNAL

Upon observing an infraction within their jurisdiction, Stroke and Turn Officials shall immediately raise one hand over head with palm open. However, failure to raise the hand does not invalidate a disqualification, subject to the **Meet/Deck** Referee's discretion.

3. TIMERS

In any race the time shall be taken by three Timers, stationed at the finish. These Timers are the Official Lane Timers, and their times shall be used to determine the Official Time on the lane. The order of finish is based on Official Times. The order of finish of a heat may be changed by the **Meet** Referee or his designee who has personally observed the finish of the race in specific circumstances. See Scoring for these details. The Official Time of the swimmer whose order of finish was changed shall be adjusted to reflect the proper order of finish by adding or subtracting .01 second to the nearest Official Time.

Alternate Timers may substitute for Official Lane Timers only in the event of failure of a watch or its operator.

a. DETERMINING OFFICIAL TIME

- i. Use of three (3) watches per lane: If two (2) watches agree, this time shall be the Official Time. If none of the watches agree, then the intermediate time shall be the Official Time.
- ii. If only two (2) watches are operable in a lane, the readings shall be averaged, and if the result includes a thousandth of a second, it shall be rounded up to the next slowest hundredth of a second. This average shall be the Official Time.
- iii. If a reading from only one (1) watch in a lane is obtained, it is the Official Time.
- iv. If no watch times (including those from alternate timers) are available on a lane, the Official Time shall be determined (by the **Meet** Referee) by adding or subtracting 0.01 second to the nearest Official Time in the heat based

on the observed order of finish. If no order of finish is available, the Meet Referee may use an unofficial watch time, or offer the swimmer the option of re-swimming the event.

NOTE: In all rules herein concerning timing, the word "watch" shall mean any mechanical or electrical timing device that is stopped and started by an official. If Automatic or Semi-Automatic timing systems are used, the host team shall follow standard NWAL written procedures that describe how to determine whether a malfunction may have occurred and when back up times shall be used. These procedures are available on the NWAL website.

b. CHIEF TIMER

- i. Assignment of Timers to lanes shall be the responsibility of the Chief Timer.
- ii. The Chief Timer shall be responsible for delivery to the Scorers of all Official Times as reported to him by the Head Lane Timers, including the times of disqualified swimmers.

c. HEAD LANE TIMER

The Chief Timer designates one Timer on each lane as the Head Lane Timer. The Head Lane Timer shall be responsible for the following:

- i. Determination if the proper swimmer is in his lane and in position visible to the starter.
- ii. Determination of and recording of all watch times.

d. LANE TIMERS

The Timers shall be placed directly over their assigned lane at the finish.

- i. Each Timer shall look at the strobe light (or starter's gun if used) and start his/her watch at the instant of the strobe flash (or gun flash or smoke), never by sound.
- ii. All watches shall be stopped immediately when in the opinion of the Timer any part of the swimmer's body touches the solid end of the pool or course.

NOTE: It is not the responsibility of the Lane Timer to judge if the finish touch meets the requirements of the appropriate stroke rule.

- iii. All Lane Timers shall promptly report their times to the Head Lane Timer or his designate, present their watches for

inspection if required, and shall not clear them until given the "Clear Watches" command.

iv. The time of each watch is recorded by the Head Lane Timer, or designated Scribe, on the Lane Timer's card, and the Official Time of the lane established as provided above.

v. Timers should report the times from their watches in the same order on the card for each heat.

e. **ALTERNATE TIMERS**

There shall be at least two (2) Alternate Timers, whose time shall be used only as a substitute in the event of failure of an Official Lane Timer's watch or its operator.

4. **COMPUTER PERSONNEL**

- a. Shall be provided with NWAL software and be responsible for each team's swimmer data.
- b. Shall ensure that meet entries use the correct time for each swimmer's events.
- c. Shall be provided with the meet entries for each upcoming meet.
- d. Shall be provided with an area where times and results are collected after each event.
- e. Shall be responsible for entering the meet information during the swim meet.
- f. Shall record the times of each swimmer in all events as given by the Chief Timer or his designate. They shall also record disqualifications.
- g. Shall present the final score to the Meet Referee at the conclusion of the meet.

5. **CLERK OF COURSE**

- a. The Clerk of Course shall be provided with an area where all swimmers shall report as soon as their event is called.
- b. He/she shall be provided with the official entry list as revised at the scratch meeting.
- c. All scratches that have occurred after the printing of the heat sheet shall be reported to the Clerk of Course and he/she shall notify the **Meet/Deck** Referee and Scoring desk in writing of the failure of any swimmer to report.

d. He/she shall be provided with one assistant from each team and shall assign them such duties as will assist in the prompt dispatch of the events.

e. He/she shall notify each swimmer to wait behind or adjacent to the starting area until the Starter takes over control of the race.

f. He/She shall check with the Meet Referee to determine preferences for the meet regarding open lanes, reseeding, and combining of events. He/She shall communicate these preferences back to the Ready Bench and Computer personnel.

6. **ANNOUNCER**

Before the start of the meet the Meet Referee may be introduced and clearly identified. The Meet Referee may make any announcements regarding any section of the rules he wishes to emphasize.

Explanation of decisions regarding protests should be announced via the public address system. Before the start of each event the number of heats may be announced. After the finish of each event the results may be announced as provided by the scorer. Any other announcements may be made as requested by the **Meet** Referee, the Clerk of Course or the Management. The announcer shall not announce the final score until the rules for ending a meet have been completed (III.D).

VI. EQUIPMENT NEEDED

- A. A public address system for control of the meet is highly recommended.
- B. An electronic starting device or starting gun shall be used to start all NWAL meets. If the gun or electronic starting device malfunctions, an electronic horn or whistle may be used if a back-up device is not available.
- C. Number of ribbons needed:
 - first six places in individual events
 - first place relays
 - heat ribbons are suggested

VII. FACILITIES

- A. **REQUIRED**
 - 1. **COURSE SHALL BE FREE OF OBSTACLES**

All ladders, steps, stairs or other projections shall be recessed or removed when possible. Any team shall have the option of refusing to swim in the lane where such projections present, in their opinion, unsafe conditions for their swimmers.

2. POOL AND BULKHEAD MARKINGS

The top edge of deck-level pools shall be marked with a contrasting color to provide a visual target at the end of the pool.

Towels may be hung as targets at the request of any team in lieu of permanent targets.

3. STARTING PLATFORMS (Blocks)

The blocks shall comply with each of the following requirements; otherwise forward starts shall be from the deck. This is a requirement not an option.

- a. The surface of the starting platform shall be no less than 20 inches square, and the maximum slope toward the pool shall be no more than 10 degrees from the horizontal.
- b. The top shall be covered with a non-skid material.
- c. Firm starting grips, flush with the end of the pool, for Backstroke starts shall be placed 11 3/4 inches to 31 1/2 inches above the surface of the water.
- d. The platform may be flush with the end of the pool.
- e. Height above the Water Line.
 - i. The front edge of the starting platform shall not exceed 30 inches in height above the surface of the water if the depth of the pool at that end is 4 feet or more.
 - ii. The front edge of the starting platform shall not exceed 18 inches in height above the surface of the water if the depth of the pool at that end is less than 4 feet.
 - iii. In pools with water depth less than 3 feet 6 inches at the starting end, the swimmers shall start from the deck. With the **Meet/Deck** Referee's permission, a swimmer may start in the water. The swimmer shall be stationary and have at least one hand in contact with the starting platform or

end wall. A backstroke start is not permitted except on backstroke events.

| Water depth at starting end | Max. Height of Blocks above water surface |
|------------------------------|---|
| 4 feet or more | 30 inches or less |
| 3 ½ feet to less than 4 feet | 18 inches or less |
| 3 feet to less than 3 ½ feet | start on deck |

4. LANE LINES AND ANCHORS

Permanent provisions shall be made to anchor lane lines at the water level in recessed receptacles. Tightly stretched, easily visible floating lane markers shall be provided for all meets. The color of the floats for 15 feet from each end shall be distinct from the rest of the floats.

5. BACKSTROKE FLAGS, LINES AND ANCHORS

Provisions shall be made to anchor the backstroke flag line. At least three (3) triangular pennants of two or more alternating colors shall be suspended over each lane from a line fifteen (15) feet from each end of the swimming course. The flag line shall be at least seven (7) feet above the water surface. Pennants shall be six (6) to twelve (12) inches in width at the base, and twelve (12) to eighteen (18) inches in vertical length.

- 6. Pools shall have a minimum of four (4) lanes with an individual width of five (5) feet or greater.
- 7. Pools shall have a minimum of three (3) feet of water at the shallowest part of the course.

B. RECOMMENDED

1. POOL AND BULKHEAD MARKINGS

Lines should be placed on pool bottoms to serve as guides for each swimmer, and the color of these lines (preferably black) should be a marked contrast to the general color of the pool. Such lines should be at least 10 inches wide and placed in the middle of each swimming lane. As these lanes approach the end of the pool, it is recommended that distinctive "T" markings be placed on the bottom sixty (60) inches from the wall. It is recommended that target lines at least ten (10) inches wide be placed on each end wall of the pool, in the center of each lane, extending from

the deck to at least four (4) feet below the surface water. Lanes should be numbered from right to left as the swimmer stands facing the course. Each lane should be clearly marked.

2. STARTING PLATFORMS (Blocks)

The lane number should be visible from all sides of the platform.

3. RECALL ROPE

Provisions should be made to anchor the recall rope so that it shall be suspended at least four (4) feet above the water at its lowest point. A recall rope may be available which may be dropped across the racing lanes in case of a false start. It should be located within 36 feet from the take-off point.

4. TWO WAY RADIOS

The use of Two Way Radios for communication between Officials is recommended but optional. The use of Two Way Radios shall follow the latest published NWAL guidelines available on the NWAL web site

C. NON-STANDARD POOLS

1. Where the pool does not meet the requirements of Rule VII.A, and a team cannot provide them, it is a non-standard pool.
2. When a team's pool is more than plus or minus one (1) yard from 25 yards or 25 meters, it is a non-standard pool.
3. Fifty meter pools are non-standard.
4. Pools of teams who do not respond in a timely manner to the NWAL with dimensional information are designated non-standard subject to a formal appeal to the Board of Directors.
5. All other pools, whether 25 yard or 25 meter shall be considered standard. Any pool whose length exceeds plus or minus 6 inches from nominal shall receive a timing adjustment factor from the NWAL to be used for seeding events at all meets.
6. It is the option of the team with a standard pool to decline to swim at the non-standard pool, and the following procedures shall be followed:

- a. If the standard pool team exercises that option, the standard pool team shall supply the standard pool facility for the meet.
- b. The non-standard pool team shall have the option of acting as host team for the meet.
- c. If the non-standard pool team exercises that option, they shall supply the Meet Referee and the ribbons.
- d. Whenever possible, concessions are negotiable. However, if there is no mutual agreement between the teams, then the team with the non-standard pool facility shall be awarded concessions.

D. TEAMS WITHOUT POOLS shall provide host officials and ribbons when hosting a meet as a visitor subject to forfeiture at the option of the team supplying the facility.

VIII. THE STROKES, RELAYS, AND FINISHES

A. BREAST STROKE

1. START

- a. Forward start

2. STROKE

- a. Body shall be on the breast from the beginning of the first arm **pull** after the start and after each turn.
- b. All movements of the arms shall be simultaneous and in the same horizontal plane without alternating movement.
- c. The hands shall be brought back on or below the surface of the water (during the pull) and shall be pushed forward from the breast on, above or below the surface of the water (during the recovery). A butterfly recovery is not permitted at any time.
- d. The hands shall not be brought beyond the hip line, except on the first stroke after the start and after each turn.
- e. Some part of the swimmer's head shall break the surface of the water at least once during each complete stroke cycle except during the first cycle after the start and each turn. The stroke cycle shall consist of one arm pull followed by one leg kick.

- f. After the start and the turn, the swimmer may take one arm **pull** completely back to the legs followed by one leg kick while wholly submerged. Some part of the swimmer's head shall break the surface of the water prior to the arms beginning the recovery part of the second arm **pull** (which is the forward movement of the hands). Thereafter, some part of the swimmer's head need come above the surface of the water only at some point during the stroke cycle.

NOTE: Either a complete or incomplete movement of the arms or legs from the starting position shall be considered as one complete stroke or kick.

3. KICK

- a. After the start and each turn, a single butterfly kick, which must be followed by a breast stroke kick, is permitted during or at the completion of the first arm pull.
- b. All vertical and lateral movements of the legs shall be simultaneous.
- c. The feet shall be turned outward in the backward movement.
- d. A flutter kick or downward butterfly kick (except as provided herein) is not permitted.
- e. Breaking the surface with the feet shall not merit disqualification unless followed by a downward butterfly kick.
- f. A scissor kick is not permitted. (A scissor kick is defined as the use of the top of the instep of one foot and the bottom of the other foot in the propulsive part of the kick.)

4. TURNS

- a. The touch at the turn shall be made with both hands simultaneously.
- b. A legal touch may be made at, above, or below the surface of the water and not necessarily at the same level. The shoulders are not required to be in a horizontal plane after the final arm pull and prior to the touch at the turn.
- c. The head may be lowered below the water level of the pool after the final arm **pull** prior to the touch.

- d. Once a legal touch has been made, the swimmer may turn in any manner desired.
- e. The shoulders shall be at or past the vertical towards the breast when the feet leave the wall. The prescribed form shall be attained from the beginning of the first arm **pull**.

5. FINISH

- a. The finish touch shall be made with both hands simultaneously while the body is on the breast.
- b. The head may be lowered below the water level of the pool after the final arm **pull** and prior to the touch.
- c. A legal touch may be made at, above, or below the surface of the water and not necessarily at the same level.

B. BUTTERFLY STROKE

1. START

- a. Forward start

2. STROKE

- a. The swimmer is permitted one or more leg kicks but only one arm **pull** under water after the start and after each turn. The initial under water stroke must bring the swimmer to the surface.
- b. The body shall be kept on the breast and both shoulders in the horizontal plane from the beginning of the first arm **pull** after the start and after each turn.
- c. Some portion of both arms (or hands) shall be brought forward together over the water and brought backward simultaneously. A breast stroke recovery is not permitted.

3. KICK

- a. All up and down movements of the legs and feet shall be simultaneous.
- b. The position of the legs and feet shall not alternate in relation to one another.
- c. The use of the scissor or breast stroke kicking movement is not permitted.

4. TURNS

- a. The touch at the turn shall be made with both hands simultaneously.
- b. A legal touch may be made at, above, or below the surface of the water and not necessarily at the same level. The shoulders are not required to be in a horizontal plane after the final arm pull and prior to the touch at the turn.
- c. Once a legal touch has been made, the swimmer may turn in any manner desired.
- d. The shoulders shall be at or past the vertical towards the breast when the feet leave the wall. The prescribed form shall be attained from the beginning of the first arm pull.

5. FINISH

- a. On the finish, the touch shall be made with both hands simultaneously while the body is on the breast.
- b. A legal touch may be made at, above, or below the surface of the water and not necessarily at the same level.

C. BACKSTROKE

1. START

- a. Swimmer shall line up in water, facing the starting end.
- b. Both hands shall rest on the end of the pool deck or on any part of the starting platform or block or on the starting block grips.
- c. Feet may be placed in any position on the end of the pool, but shall be completely submerged; toes may not be out of the water.

2. STROKE

The swimmer shall push off on his/her back and continue swimming on his/her back throughout the race.

3. TURNS

- a. The turn requires that some part of the swimmer's body contact the end wall. The swimmer shall assume a position where the shoulders are at or past the vertical towards the back when the feet leave the wall.

- b. After the swimmer's head has passed the backstroke flags, the swimmer's upper shoulder may rotate past the vertical towards the breast, provided that the rotation is accompanied by an initiation of the turning action or continuation into the wall. After the swimmer's shoulder has rotated past the vertical towards the breast, the swimmer may initiate the turning action with a single-arm or simultaneous double-arm pull. No additional arm pulls are permitted. Kicking and gliding actions are permitted before and after the turning action is initiated. The swimmer may touch the wall on the breast without completing a flip turn.

4. FINISH

- a. The swimmer completes the race when any part of his/her person touches the wall at the end of the pool.

D. FREESTYLE

1. START

- a. Forward start

2. STROKE

- a. In the Individual Freestyle event, the swimmer may swim any stroke desired.
- b. In the Individual Medley or Medley Relay events, the swimmer may swim any style desired, except butterfly, breast stroke, or backstroke.

3. TURNS

- a. A hand touch is not required.
- b. Some part of the swimmer shall touch the solid end of the pool.

4. FINISH

- a. A legal finish occurs when any part of the swimmer touches the solid end of the pool.

E. INDIVIDUAL MEDLEY

1. The swimmer shall swim the prescribed distance in the following order:

the first one-fourth, Butterfly;
the second one-fourth, Backstroke;

- the third one-fourth, Breaststroke;
the last one-fourth, Freestyle.
2. Rules pertaining to each stroke used shall govern where applicable. All touches are finish touches and shall be judged accordingly.

F. RELAYS

1. RULES PERTAINING TO RELAY RACES

- a. No swimmer shall swim more than one leg in any relay event.
- b. In relay races a swimmer other than the first swimmer shall not start until his team mate has finished his leg.
- c. Any relay team member and the relay team shall be disqualified from a race if a team member other than the swimmer designated to swim that leg enters the pool in the area where the race is being conducted before all swimmers of all teams have finished the race.
- d. In relay races the team of a swimmer whose feet have lost contact with the starting platform (ground or deck) before his preceding teammate touches the wall shall be disqualified. The second, third and fourth swimmers on the relay team may be in motion prior to the touch of the incoming swimmer, but no intentional movement of the feet is permitted on deck starts (no running starts from the deck). Moving from the back of the blocks to the front of the blocks is permitted provided that the swimmer does not initiate the action from the deck.
- e. In relay races each swimmer shall have finished his/her race when he/she has covered the prescribed distance and executed a legal finishing touch as prescribed in the rules pertaining to the specific stroke involved.
- f. Each relay team member shall leave the water immediately upon finishing his or her leg, except the last member.

2. FREESTYLE RELAY

- a. Four swimmers on each team, each to swim one-fourth of the prescribed distance using any desired stroke(s). Swimmers may swim in any order desired.

3. MEDLEY RELAY

- a. Four swimmers on each team, each to swim one-fourth of the prescribed distance, in the following order:
- | | |
|---------|---------------|
| first, | Backstroke; |
| second, | Breaststroke; |
| third, | Butterfly; |
| fourth, | Freestyle. |
- b. Rules pertaining to each stroke used shall govern where applicable. Swimmers may swim in any order desired provided the proper order of strokes is maintained.

Appendix A -- Order of Events

| | | GIRLS | BOYS | |
|-----|---------------------------|-------|---------|-------------------|
| 1. | 14 & U 100 Freestyle | 2. | 14 & U | 100 Freestyle |
| 3. | 15 - 18 100 Freestyle | 4. | 15 - 18 | 100 Freestyle |
| 5. | 6 & U Free Relay | 6. | 6 & U | Free Relay |
| 7. | 8 & U Medley Relay | 8. | 8 & U | Medley Relay |
| 9. | 9 - 10 Medley Relay | 10. | 9 - 10 | Medley Relay |
| 11. | 11 - 12 Medley Relay | 12. | 11 - 12 | Medley Relay |
| 13. | 13 - 14 Medley Relay | 14. | 13 - 14 | Medley Relay |
| 15. | 15 - 18 Medley Relay | 16. | 15 - 18 | Medley Relay |
| 17. | 6 & U Freestyle | 18. | 6 & U | Freestyle |
| 19. | 7 - 8 Freestyle | 20. | 7 - 8 | Freestyle |
| 21. | 9 - 10 Freestyle | 22. | 9 - 10 | Freestyle |
| 23. | 11 - 12 Freestyle | 24. | 11 - 12 | Freestyle |
| 25. | 13 - 14 Freestyle | 26. | 13 - 14 | Freestyle |
| 27. | 15 - 18 Freestyle | 28. | 15 - 18 | Freestyle |
| 29. | 8 & U Breaststroke | 30. | 8 & U | Breaststroke |
| 31. | 9 - 10 Breaststroke | 32. | 9 - 10 | Breaststroke |
| 33. | 11 - 12 Breaststroke | 34. | 11 - 12 | Breaststroke |
| 35. | 13 - 14 Breaststroke | 36. | 13 - 14 | Breaststroke |
| 37. | 15 - 18 Breaststroke | 38. | 15 - 18 | Breaststroke |
| 39. | 6 & U Backstroke | 40. | 6 & U | Backstroke |
| 41. | 10 & U Individual Medley | 42. | 10 & U | Individual Medley |
| 43. | 11 - 12 Individual Medley | 44. | 11 - 12 | Individual Medley |
| 45. | 13 - 14 Individual Medley | 46. | 13 - 14 | Individual Medley |
| 47. | 15 - 18 Individual Medley | 48. | 15 - 18 | Individual Medley |
| 49. | 7 - 8 Backstroke | 50. | 7 - 8 | Backstroke |
| 51. | 9 - 10 Backstroke | 52. | 9 - 10 | Backstroke |
| 53. | 11 - 12 Backstroke | 54. | 11 - 12 | Backstroke |
| 55. | 13 - 14 Backstroke | 56. | 13 - 14 | Backstroke |
| 57. | 15 - 18 Backstroke | 58. | 15 - 18 | Backstroke |
| 59. | 8 & U Butterfly | 60. | 8 & U | Butterfly |
| 61. | 9 - 10 Butterfly | 62. | 9 - 10 | Butterfly |
| 63. | 11 - 12 Butterfly | 64. | 11 - 12 | Butterfly |
| 65. | 13 - 14 Butterfly | 66. | 13 - 14 | Butterfly |
| 67. | 15 - 18 Butterfly | 68. | 15 - 18 | Butterfly |
| 69. | 7 - 8 Free Relay | 70. | 7 - 8 | Free Relay |
| 71. | 9 - 10 Free Relay | 72. | 9 - 10 | Free Relay |
| 73. | 11 - 12 Free Relay | 74. | 11 - 12 | Free Relay |
| 75. | 13 - 14 Free Relay | 76. | 13 - 14 | Free Relay |
| 77. | 15 - 18 Free Relay | 78. | 15 - 18 | Free Relay |

Northwest Aquatic League

By Laws

ARTICLE I

NAME AND LOCATION: The name of this non-profit organization is the Northwest Aquatic League. The principal office of the League shall be located in Harris County, Texas.

Meetings of members and directors may be held at such places within the State of Texas, at locations designated by the Board of Directors.

The "Core Area" of the Northwest Aquatic League encompasses an area north of Highway 90 and bordered by the proposed Grand Parkway to the East and West and by Highway 105 to the North. It also includes all teams outside this area that have remained active since 1994.

ARTICLE II

PURPOSE: This non-profit League is formed to foster competitive swimming and good sportsmanship in the youth of this area.

ARTICLE III

TEAM ELIGIBILITY: Any group with an organized swim team may apply for membership to the Board of Directors. Teams located outside of the Core Area may also participate in the league (if accepted by the Board). No team inside the Core Area shall be required to travel to meets outside of the Core Area unless it is acceptable to them.

ARTICLE IV - MEETINGS OF MEMBERS

SECTION 1

ANNUAL MEETING: The annual meeting of the team representatives shall be held each year at 7:00 P.M. on any day from the second week on in January (as long as notice is given), for the purpose of electing the Board of Directors, which shall take office at that time. A report of affairs both for the past year and the coming year shall be presented and such other business as shall properly come before such meeting.

SECTION 2

SPECIAL MEETINGS: Special meetings of the team representatives may be called at any time by the President or by a majority of the Board of Directors. A special meeting may also be called by written and signed request of one-third of the team representatives.

SECTION 3

NOTICE OF MEETINGS: Written or telephone notice of each meeting shall be given by the Secretary at the direction of the President or person authorized to call the meeting, to each team representative. Such notice

shall be given seven days prior to the meeting and shall specify date, place, hour, and purpose of the meeting.

SECTION 4

QUORUM: Business may be conducted by a majority vote of the representatives present.

SECTION 5

TREASURER REPORT: At each scheduled meeting the Treasurer or designate shall present the BOARD with the status of all accounts, payments, checks or cash paid out since the previous meeting. Status of all accounts must include all statements acquired since the previous meeting. The Treasurer must also present breakdown of all items paid out against the previously approved budget.

ARTICLE V - BOARD OF DIRECTORS, TERM OF OFFICE, SELECTIONS AND MEETINGS

SECTION 1

BOARD OF DIRECTORS: The affairs of this League shall be managed by a Board consisting of one representative elected from each Division, regardless of number of Divisions, and a President, first Vice-President, second Vice-President, Treasurer, and Secretary.

SECTION 2

NOMINATIONS: The Divisional Board Representatives shall make up the Nominating Committee, with the President as Chairman. They shall meet prior to the annual meeting to select a slate of nominees for League Office to be presented at the annual meeting. Additional nominations from the floor shall be accepted at the annual meeting.

SECTION 3

REMOVAL: Any director may be removed from the Board with cause, by a majority vote of the Divisional Team Representatives at the regular annual meeting or a special meeting called for that purpose.

SECTION 4

VACANCIES: In the event of a vacancy for a Divisional Representative, the team representatives for that Division shall elect a new representative to the Board.

SECTION 5

REGULAR MEETINGS: The meetings of the Board of Directors shall be called by the President or a majority of Board Members but in no event less than four (4) per year. A majority of the Board of Directors shall be

present to constitute a valid meeting and to vote on any business. The four meetings shall be held in January, March, October and November. Meetings of League Officers shall be held in February following the Annual Meeting; in June, prior to the mailing of the annual survey; and in September, to review the survey results.

SECTION 6

TERM: All officers shall be elected for a term of two years. The terms shall interleave to ensure continuity in the management of the League. The President, first Vice-President, and the Treasurer will be elected in even numbered years. The Second Vice-President and Secretary will be elected in odd numbered years.

ARTICLE VI - BOARD OF DIRECTORS, DUTIES AND RESPONSIBILITIES

The Board of Directors may adopt such rules and regulations for the conduct of their meetings and management of the League, as they deem proper, but consistent with the by-laws. This may include expansion of the Core Area from time to time. However, in no case may the Board modify the Core Area to be more restrictive than described in Article I.

ARTICLE VII - OFFICERS AND THEIR DUTIES

SECTION 1

ENUMERATION OF OFFICERS: The Officers of this League shall be President, first Vice-President, second Vice-President, Treasurer, and Secretary.

SECTION 2

TERM: All officers shall be elected for a term of one year.

SECTION 3

RESIGNATION AND REMOVAL: Any Officer may be removed from office with cause by a majority vote of the Board. Any Officer may resign at any time by giving written notice to the Board, the President, or Secretary. Such resignation shall take effect on the date of such notice or at any later time specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

SECTION 4

VACANCIES: Should the office of President become vacant, the first Vice-President shall assume that office. Should the first Vice-President be unable to serve the second Vice-President shall assume the office of President. Should a vacancy occur in either of the Vice-President

positions, the Treasurer's position, or the Secretary's position, the Board shall appoint a successor to serve for the remainder of that year.

SECTION 5

MULTIPLE OFFICES: No person shall simultaneously hold more than one of the League offices, except in the case of special appointments created pursuant to temporary positions as appointed by the President of the Board.

SECTION 6 - DUTIES OF OFFICERS

PRESIDENT: The President shall have served as an officer of the board for at least one year prior to being elected President. The President shall preside at all meetings of the Board of Directors and General Membership meetings, and shall see that orders and resolutions of the Board are carried out at Board Meetings. The President shall be an ex-officio member of all committees and shall decide all questions of procedure and order. The President shall be an experienced NWAL Certified referee.

FIRST VICE-PRESIDENT: The First Vice-President shall act in the place and instead of the President in the event of his absence, inability, or refusal to act, and shall exercise and discharge such other duties as may be required of him by the Board. He shall be an ex-officio member of the standing committees. The First Vice-President shall be an experienced NWAL Certified referee and is responsible for the training and certification of all officials.

SECOND VICE-PRESIDENT: The Second Vice-President shall act in the place and instead of the First Vice-President in the event of his absence, inability, or refusal to act, and shall exercise and discharge such duties as may be required of him by the Board. He shall be an ex-officio member of the standing committees. The Second Vice-President shall be an experienced NWAL Certified referee and shall be responsible for the acquisition of any new software, as well as, yearly training of the computer software volunteers for each team.

TREASURER: The Treasurer shall receive and deposit in an appropriate bank account all monies of the League and shall disburse such funds as directed by resolution of the Board of Directors. Bonding is required and because of this TWO signatures are required on any check for a payment of \$250.00 or more. Valid signatures are those of the 1st Vice President, 2nd Vice President and the Treasurer. The outgoing Treasurer shall give a report at the Annual Meeting. The Treasurer shall be responsible for distributing the yearly survey in July, and compiling the results including each team's power rating.

SECRETARY: The Secretary shall notify all Team Representatives in December of the Annual Meeting in January. The Secretary shall record the votes and keep the minutes of all meetings and proceedings of the

Board and of the Team Representatives, keep appropriate current records showing members together with addresses, and shall perform such other duties as required by the Board.

ARTICLE VIII - MEMBERSHIPS, FEES, AND DUES

SECTION 1

ADMISSION: A Team shall be admitted to membership after submitting application, remitting application fee of \$100 and approval by the Board of Directors.

SECTION 2

APPLICATION: The written application shall include such information as designated by the Board, but must include a definition of the geographic boundaries of the team, which must not overlap those of existing NWAL teams without the written approval of the affected team(s) and the Board. All teams must have a current application form on file with the League. Once a new team has been approved by the Board, any proposed change in team eligibility status or change in geographic boundaries requires Board approval.

SECTION 3

FEES AND DUES: After the completion of scheduled meets for one season a portion, as designated by the Board, of the application fee shall be returned to new teams. Dues, which are separate from application fees, shall be used for operational and promotional expenses. Dues are not returnable. A team is NOT eligible to swim until annual dues are current. A late fee of \$50 per month shall be assessed after January 31 until dues are received.

SECTION 4

INACTIVE STATUS: Any team may request inactive status for a period of one year by submitting a written request to the Board of Directors. The Board of Directors shall approve all inactive teams on a year –by-year basis. Inactive teams are not considered to have resigned from the League. Teams may not remain inactive for more than three (3) years.

SECTION 5

RE-APPLICATION: Any team previously in the League, which has resigned, shall upon application, be considered a new team.

ARTICLE IX - COMMITTEES

SECTION 1

NUMBER OF COMMITTEES: There shall be one standing committee of the League, that committee being Training and Certification.

SECTION 2

ADDITIONAL COMMITTEES: The Board shall have the power from time to time to designate such other committees, and to prescribe the duties and composition thereof as may be necessary and expedient in the proper and efficient management of the affairs of the League.

SECTION 3

TRAINING AND CERTIFICATION COMMITTEE

MEMBERS: The Training and Certification Committee shall be composed of currently certified Referees appointed by the Divisions (one per Division) and currently certified Referees appointed by the President and shall serve for one year.

CHAIRMAN: The chairman of the Training and Certification committee shall be the First Vice-President.

DUTIES: The duties of the Training and Certification Committee are:

- (1) To provide Training and Certification in accordance with the rules of the League.
- (2) To assist the League in ensuring the highest quality of officiating. This committee may also make recommendations to the board for disciplinary action.
- (3) To recommend any possible rule changes for the next season to the NWAL Board of Directors.

MEETINGS: The Certification Committee shall meet as often as shall be deemed necessary in the proper supervision and conduct of the affairs within its jurisdiction.

ARTICLE X - EXPULSION, CENSURE, FINE, SUSPEND

The Board, by 2/3 vote, may expel, censure, or suspend any team for one year. The team shall receive written notice prior to such action, and may appeal at a special meeting or Annual Meeting. A 2/3 vote at the special meeting or Annual Meeting shall be needed to reverse the Board Rule.

ARTICLE XI - SUSPENSION AND AMENDMENTS

SECTION 1

SUSPENSION: These by-laws may be suspended at the Annual Meeting or a special meeting by a majority vote of those present.

SECTION 2

AMENDMENTS: These by-laws may be amended at the Annual Meeting or a special meeting by a 2/3 vote of those present.

DIVISION REPRESENTATIVE - Job Description

METHOD OF SELECTION: Selected by the Team Reps of the division usually at the annual meeting in January. May or may not be one of the team reps. **THE DIVISION REPRESENTATIVE DOES NOT HAVE A VOTE ON DIVISION MATTERS (EVEN IN CASE OF A TIE) EXCEPT IN HIS/HER CAPACITY AS A TEAM REPRESENTATIVE.**

TERM: One year - January meeting to January meeting.

QUALIFICATIONS:

- Desire to represent the teams in the division on the NWAL Board (decision making body of the league).
- Knowledge of the NWAL operations and rules (Referee certification is desirable).
- Experience as a team rep and/or experience on the board of a team.
- Ability to work with people in resolving disagreements.
- Willingness to attend NWAL Board meetings (usually 4 or 5 per year).
- Willingness to communicate by phone or in writing with team reps and league.
- Time available to do the job.

GENERAL RESPONSIBILITIES:

1. Serve as a voting member of the NWAL Board of Directors representing the division.
2. Call and conduct meetings of team reps for your division.
3. Serve as the first line of contact to settle disputes that may arise between teams within your division.
4. Serve as the liaison between the NWAL board and team reps passing along last minute telephone messages.
5. Serve as the centralized reporting point of the division for information required by the league e.g.:
 - Dual meet scores and divisional meet results-to be turned in to the League Manager within 48 hours after day of Divisional meet.
 - Collection of funds for divisional medals.

SPECIFIC DUTIES AND CALENDAR:

The following suggested calendar shall serve as a guide for accomplishing the specific duties of the Division Representative.

DIVISION REPRESENTATIVE- Suggested Calendar

January - Attend annual meeting. Help Team Reps accomplish the Division business at the annual meeting.

- Conduct the draw for the dual meet schedule.
- Secure a host for the divisional meet.
- Assure that all NWAL forms are completed correctly.
- Answer questions.

February - Call and conduct a divisional meeting to decide on special divisional rules and policies. Assure teams have exchanged information.

March - Attend NWAL Board meeting. Agenda traditionally includes:

- Approval of special divisional rules.
- Approval of bid for divisional medals.
- Approval of bids for invitational meets.

April - Check with teams to assure they have distributed information on training for officials and coaches to the appropriate team members.

May - Call and conduct a divisional meeting to begin discussion of divisional meet. (See Rule III.H.)

- Program for divisionals.
- Entry limitations.
- Trophies.
- Heat ribbons.
- Other expenses (including money for medals).
- Complete exchange of team information

June - Record dual meet scores as reported by host team rep following each meet.

Call and conduct a division meeting to finalize plans for divisional meet:

- Officials and other personnel.
- Warm-up schedules.
- Parking.
- Team Areas.
- Concessions.
- Other specifics.

July - Complete final report on season and return to the League Manager.

October - Attend NWAL Board meeting. Agenda items traditionally include: **Communicate information from the Board meeting to teams in your current division.**

- Rule changes.
- Division alignment for next season.

November - Attend NWAL Board meeting. Agenda traditionally includes:

- Nominations for the next years Officers.
- Finalizing rule changes and division alignment.

TEAM REPRESENTATIVE - Job Description

METHOD OF SELECTION AND TERM: To be determined by the Team. It is advisable for the team reps to be selected prior to the January Annual Meeting and serve throughout the season.

QUALIFICATIONS:

- Desire to represent ones team in decisions made by the division.
- Knowledge of NWAL rules (**Referee certification is desirable**).
- Experience as a team parent with knowledge of team operation.
- Willingness to communicate with team board, division representative, and other team reps.
- Willingness to attend division meetings (3 or 4 per season).
- Time available to do the job.
- Recommend the person be an active member of the team board.

GENERAL RESPONSIBILITIES: The team reps main responsibility is to serve as a communication link between team and the league, division and other teams. This involves not only passing on information from the league or division to the team but also gathering information from the team and returning it to the league or division. Often a team rep may delegate certain responsibilities to other team board members or committees but **the team rep is ultimately responsible for assuring the information is provided correctly and on time.**

SPECIFIC DUTIES:

1. Attend division meetings to represent the team's views on items to be decided by the division and provide input to the division rep on matters concerning the league.
2. *Encourage certification and re-certification of officials on your team by forwarding training and testing dates and information to parents.*
3. Make sure the team has supplied the necessary forms, data, money, or personnel as required by the league or division.
4. Other duties
 - Payment of NWAL dues.
 - Assure Team Rosters are delivered to NWAL Secretary.
 - Payment of money for divisional medals and any special fees.
 - Reporting scores from home meets to the Division Rep (usually done by Sunday following the Meet).
 - Supplying requested meet personnel for dual meets, divisional, and post season invitationals, e.g. Ponderosa, All Star.
 - Providing final team count at season's end.
 - Preparing and returning year end survey timely.
5. Represent the team and be the point of communication with other teams and the Meet Referee during swimming meets.
6. Communicate problems involving other teams to the division rep.

SIX TEAM NWAL MEET SCHEDULE – 2015
DIVISION _____

May 16 May 23 May 30 June 6 June 13 June 20

| | | | | | | |
|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|--------|
| Team A _____ | HOME vs B | AWAY vs F | AWAY vs C | HOME vs E | AWAY vs D | DIVN'L |
| Team B _____ | AWAY vs A | HOME vs C | AWAY vs E | HOME vs D | AWAY vs F | DIVN'L |
| Team C _____ | HOME vs D | AWAY vs B | HOME vs A | HOME vs F | AWAY vs E | DIVN'L |
| Team D _____ | AWAY vs C | HOME vs E | HOME vs F | AWAY vs B | HOME vs A | DIVN'L |
| Team E _____ | HOME vs F | AWAY vs D | HOME vs B | AWAY vs A | HOME vs C | DIVN'L |
| Team F _____ | AWAY vs E | HOME vs A | AWAY vs D | AWAY vs C | HOME vs B | DIVN'L |

May 14 - NWAL Season begins
 June 20 - Divisional Meet Location: _____
 June 22 - NWAL Season ends
 June 26 through June 28 - Post-Season Invitational Meets

FIVE TEAM NWAL MEET SCHEDULE – 2015
DIVISION _____

May 16 May 23 May 30 June 6 June 13 June 20

| | | | | | | |
|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|--------|
| Team A _____ | HOME vs. B | Non Div | AWAY vs C | HOME vs E | AWAY vs D | DIVN'L |
| Team B _____ | AWAY vs A | HOME vs C | AWAY vs E | HOME vs D | Non Div | DIVN'L |
| Team C _____ | HOME vs D | AWAY vs B | HOME vs A | Non Div | AWAY vs E | DIVN'L |
| Team D _____ | AWAY vs C | HOME vs E | Non Div | AWAY vs B | HOME vs A | DIVN'L |
| Team E _____ | Non Div | AWAY vs D | HOME vs B | AWAY vs A | HOME vs C | DIVN'L |

Non Div: **Divisions C1 and W1 will swim each other.**
 Divisions C2 and W2 will swim each other.
 Divisions W3 and W4 will swim each other.

May 14 - NWAL Season begins
 June 20 - Divisional Meet Location: _____
 June 22 - NWAL Season ends
 June 26 through June 28 - Post-Season Invitational Meets

NWAL 2015 Division Alignment

CENTRAL 1

Northampton
Woodlands
Hurricanes
Windrose
Gleannloch Farms
Memorial Northwest

CENTRAL 2

Spring Creek Oaks
Colony Creek
Rivershire
Woodlands Riptides
Woodlands Waves

CENTRAL 3

Woodlands Marlins
Shenandoah
Imperial Oaks
Forest Oaks
Champions Park
Oak Ridge North

CENTRAL 4

Kleinwood
Greenwood Forest
Cypresswood
Wimbledon
Pond For. / Westador
Huntwick

CENTRAL 5

High Meadow Ranch
Candlelight Hills
Spring Creek Forest
Oak Creek Village
Bridgestone
Londonderry

CENTRAL 6

Raveneaux
Terra Nova West
Cutten Green
Willow Forest
Champions
Country Lake Estates

EAST 1

Eagle Springs
Kings River
Sand Creek
Foster's Mill
Greentree/RvrChase

EAST 2

Trailwood Village
Bear Branch
Mills Branch/Wdstr
Fall Creek
Summerwood
Village Otters

EAST 3

Forest Cove
Walden CC
Oaks of Atascoc.
Newport
Woodland Hills
Lexington Woods

EAST 4

North Spring
Inverness Forest
Livingston
Birnam Wood Fairfax
Timberlane
Foxwood

FAR NORTH

Brenham
Bryan
College Station
Huntsville
Lee County
Navasota

WEST 1

Wortham
Spring Cypress
Coles Crossing
Fairfield
Stone Gate

WEST 2

Lakes on Eldridge
Deerfield Village
Cypress Mill
Copperfield
Bridgeland

WEST 3

Blue Marlins
Concord Bridge
Norchester
Jersey Village
Winchester

WEST 4

Lakewood Forest
Hearthstone
Cypress Point
Northpointe
Ravensway

WEST 5

Steeplechase
Stone Creek
Rolling Fork
Tomball
Bear Creek
Glencairn

WEST 6

Est Highland Creek
Cypress Creek
Chimney Hill
Heatherwood
Enchanted Valley
Windsong

