

# **NORTHWEST SWIM CIRCUIT**

## **SWIM SEASON and MEET OPERATIONS MANUAL**

### **PREAMBLE**

The Swim Season and Meet Operations Manual (MOM) exists to provide a comprehensive and definitive guide for swim meet operations. It is intended to provide requirements for the training of volunteers and guidelines for the conduct of Official Meets, Divisional Meets and other special meets in the NWSC. This guide is based on a combination of hints from several years of experience and should provide a practical format for preparation for and conduct of swim meets.

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## 1.0 Definition of Northwest Swim Circuit (NWSC) Swim Meet Officials

### 1.1 Definition of Meet Officials

#### 1.1.1 Meet Official Roles

The following meet official roles must be filled for all meets.

1. Home Meet Director
2. Visiting Meet Director (one for each visiting team)
3. Official Coach (including a designated head coach for each team)
4. Announcer
5. Starter
6. Stroke and Exchange Judges (including a designated head stroke/exchange judge for each team)
7. False Start Technician (may be combined with other roles)
8. Head Timer and Lane Timers
9. Ready Bench
10. Runner
11. Computer Representative
12. Ribbons/Scoring Representative
13. Age Group Parents

All judges, meet officials, and coaches are responsible for conducting themselves with the highest level of integrity and by their words and actions to demonstrate the virtues of clean competition and good sportsmanship.

If an invitational meet is conducted, an Invitational Meet Director will be established by the NWSC Board. The Invitational Meet Director will be responsible for distributing an Invitational Meet document. The Invitational Meet document may be an attachment to this document with exceptions noted, however an independent Invitational Meet document is required.

#### 1.1.2 Meet Official Age Requirement

Except as allowed by the home meet director, all judges and meet officials (excluding runners) shall be at least 18 years of age.

### 1.2 Meet Officials Training

#### 1.2.1 NWSC Board-Led Training

The following meet officials shall be trained under the coordination of the NWSC Board. These clinics shall be organized, scheduled, and coordinated per the following table:

Role	Frequency	Training Coordinator	Trainer
Meet Director (Home and Visiting)	In person, every year, regardless of experience	NWSC Regular Season Meet Director	NWSC Board or Trainer designated by NWSC Board.
Stroke/Exchange Judges	In person, every year, regardless of experience	NWSC Regular Season Meet Director or coordinator designated by NWSC Board	NWSC Board or Trainer designated by NWSC Board
Head Timers	In person, every year, regardless of Experience	NWSC Regular Season Meet Director	NWSC Board or trainer designated by NSWC Board
Starters	Starters: in person, less than 2 years of experience. At the discretion of the NWSC Regular Season Meet Director for 2 years or more experience or other circumstances.	NWSC Regular Season Meet Director	NWSC Board or trainer designated by NWSC Board
Computer Representatives	In person, every year, regardless of experience	Head Computer Representative, NWSC	NWSC Board or trainer designated by NWSC Board

The designated trainers for each training session shall record attendance and transmit a record of the attendance to the NWSC Regular Season Meet Director, NWSC Associate Regular Season Meet Director and the NWSC Board Secretary within 48 hours of completing the training.

#### *1.2.1.1 Meet Director Training*

Meet directors shall participate in a Meet Director-specific, group training prior to the first official day of the swim season. This training shall be scheduled to not conflict with any of the other NWSC Board-Led trainings that occur prior to the swim season.

#### *1.2.1.2 Stroke and Exchange Judge Training*

All stroke and exchange judges shall participate in a training session led by a NWSC Board-designated trainer no later than 7 days prior to the first official meet held by any NWSC teams in the swim season. If additional stroke and exchange judges are required during the season, teams must provide training that meets NWSC requirements and update lists previously provided for newly trained individuals during the meet season.

#### *1.2.1.3 Head Timer Training*

All Head Timers shall participate in a training session led by a NWSC Board-designated trainer no later than 7 days prior to the first official meet held by any NWSC teams in the swim season. If additional head timers are required during the season, teams must provide training that meets NWSC requirements and update lists previously provided for newly trained individuals during the meet season.

#### *1.2.1.4 Starter Training*

Starters with less than 2 years of experience at this position are required to participate in a training session led by a NWSC Board-designated trainer no later than 7 days prior to the first official meet held by any NWSC teams in the swim season. If additional starters are required during the season, teams may train additional starters with the approval of the NWSC Regular Season Meet Director, provided that teams conduct training that meets NWSC requirements and update lists previously provided for newly trained individuals during the meet season.

### 1.2.1.5 Computer Representative Training

All Computer Representatives shall participate in a training session led by a NWSC Board-designated trainer no later than 7 days prior to the first dual meet held by any NWSC teams in the swim season.

### 1.2.1.6 Training Exemptions

Currently-certified USA Swimming officials that have presented their certification to the NWSC Board shall be exempt from NWSC training requirements for the following positions, upon approval of the exemption by the board: stroke judge, exchange judge, and administrative official (for computer representative). Training exemption requests should be submitted to the NWSC Board Regular Season Meet Director for review and approval by the NWSC Board. For the calendar-year swim season, exemption requests should be submitted for board approval by May 1 for pre-season approval, but the board can continue to approve exemptions as needed throughout the season.

### 1.2.1.7 Training Certification

All officials trained in NWSC Board-Led Training sessions shall be deemed certified for the current calendar-year swim season.

## 1.2.1 NWSC Team-Led Training

The following meet officials shall be trained under the coordination of each individual team. These clinics shall be organized, scheduled, and coordinated per the following table, and it is the team's responsibility to ensure that these officials are trained prior to the start of official meets.

Role	Training Coordinator	Trainer
Official coaches	Team Board President or designee	Designated trainer by Team Board
Announcer	Team Board President or designee	Designated trainer by Team Board
False Start Technician	Team Board President or designee	Designated trainer by Team Board
Lane Timers	Team Board President or designee	Designated trainer by Team Board
Ready Bench	Team Board President or designee	Designated trainer by Team Board
Runner	Team Board President or designee	Designated trainer by Team Board
Ribbons and Scoring	Team Board President or designee	Designated trainer by Team Board
Age Group Parents	Team Board President or designee	Designated trainer by Team Board

## 1.3 Roles and Responsibilities of Meet Officials

### 1.3.1 Home Meet Director

#### 1.3.1.1 Official Meets

Each team in the NWSC shall provide one or more representatives to act as (Home) Meet Director for that team's host meets. Only one team representative shall be recognized as the (Home) Meet Director at any given meet, and that representative shall be identified to the visiting team per Section 2.2 of the MOM.

#### 1.3.1.2 Divisional Meets

In this meet, all participating teams will have equal authority as meet directors, but the visiting team(s) will still follow the responsibilities of visiting meet directors described in this document. In the event of an issue that is not defined in any NWSC or USA Swimming document, then a vote of meet directors shall determine a ruling on the issue. In the case of a tie vote, a coin toss will determine the outcome. The home meet director shall have unilateral authority on any decisions regarding public safety.

### *1.3.1.3 Home Meet Director Training & Certification*

All team representatives acting as (Home) Meet Directors shall be trained in accordance with Section 1.2 of the MOM.

### *1.3.1.4 Home Meet Director Responsibilities*

The Home Meet Director shall have the following responsibilities:

1. Receiving list of trained officials from the NWSC Regular Season Meet Director
2. Communicating the Home Meet Guide.
3. Establishing pool and equipment readiness.
4. Identifying and negotiating any deviations in the meet schedule.
5. Assessing the weather prior to meet day and cancelling the meet prior to meet day.
6. Assessing the weather on meet day and delaying or cancelling the meet.
7. Reviewing and assessing the readiness of the pool facilities on meet day.
8. Identifying/negotiating any special requests and accommodations on meet day.
9. Reviewing the meet program and heat sheets prior to the start of the meet.
10. Providing any necessary oversight or review of judges meetings prior to the start of the meet.
11. Ensuring the readiness of the ready bench, scoring table, and announcers.
12. Assessing the progress of the meet and making adjustments to ensure an on-time finish.
13. Assessing ineffective judging and taking remedial action.
14. Hearing, and adjudication, of formal protests.
15. Administering warnings and discipline to Code of Conduct violators and Pool Protocol violators.
16. Notifying law enforcement officials of physical violence or other legal violations.
17. Filing reports to NWSC Board vice-president for any incidents associated with the above responsibilities, particularly items 13-16.

## *1.3.2 Visiting Meet Director*

### *1.3.2.1 Number of Visiting Meet Directors*

Each team in the NWSC shall provide one or more representatives to act as (Visiting) Meet Director for that team's away meets. Only one team representative shall be recognized as the (Visiting) Meet Director at any given meet, and that representative shall be identified to the home team per Section 2.2 of the MOM.

### *1.3.2.2 Visiting Meet Director Training & Certification*

All team representatives acting as Visiting Meet Directors shall be trained in accordance with Section 1.2 of the MOM.

### *1.3.2.3 Visiting Meet Director Responsibilities*

The Visiting Meet Director shall have the following responsibilities:

1. Receiving the Host Pool Guide and communicating that information to the visiting team.
2. Filing any requests for deviations in the host pool's food or merchandise concession.
3. Identifying and negotiating any deviations in the meet schedule.
4. Identifying/negotiating any special requests and accommodations on meet day.
5. Assisting the Home Meet Director in assessing ineffective judging and deciding remedial action.
6. Communicating any formal protests from the visiting team to the Home Meet Director.



7. Assisting the Home Meet Director in administering warnings and discipline to Code of Conduct violators and Pool Protocol violators pertaining to the visiting team.
8. Assisting the Home Meet Director in managing matters of law enforcement officials involving physical violence or other legal violations pertaining to the visiting team.
9. Filing, to the NWSC Board vice-president, any protests the visiting teams may decide to make.

### 1.3.3 Stroke Judges

#### 1.3.3.1 Number of Stroke Judges

A minimum of two (2) Stroke Judges, per shift, per team, are required for all individual events in Official Meets. The Home team will designate one stroke judge as a Head Stroke judge for the meet.

#### 1.3.3.2 Stroke Judges Training & Certification

All Stroke Judges shall be trained in accordance with Section 1.2 of the MOM.

#### 1.3.3.3 Stroke Judge Responsibilities

Stroke Judges shall have the following responsibilities:

1. Attend the Stroke and Exchange Judges meeting at the start of the meet.
2. Abide by the special circumstances outlined in the Stroke and Exchange Judges meeting.
3. Be attentive to the starter's directions and instructions, and acknowledge the starters question regarding their readiness at the beginning of a heat.
4. Observe swimmer stroke for violations in execution as specified in NWSC training.
5. Document, using the signed initials of both judges, stroke violations as disqualifications when both judges observe and agree upon a violation.
6. Document, using the signed initials of one judge, suspected stroke violations as warnings when only one judge observes or both judges cannot agree on a violation.
7. Submit disqualification and warning slips to runners for delivery to the scoring table.

### 1.3.4 Exchange Judges

#### 1.3.4.1 Number of Exchange Judges

The minimum number of EXCHANGE JUDGES shall be determined as follows:

Pool Size	100 Yard Distance	200 Yard Distance
4 Lane	Quantity 4: a pair at both ends on one side of the pool, observing all 4 lanes	Quantity 2: a pair at diving end on one side of the pool, observing all 4 lanes
6 Lane	Quantity 8: two pairs at both ends on either side of the pool, observing 3 lanes closest to their side	Quantity 4: two pairs at the diving end on either side of the pool, observing 3 lanes closest to their side
8 Lane	Quantity 8: two pairs at both ends on either side of the pool, observing 4 lanes closest to their side	Quantity 4: two pairs at the diving end on either side of the pool, observing 4 lanes closest to their side

If in water starts are necessary for relays, 2 additional exchange judges may be added.

### 1.3.4.2 Exchange Judge Training & Certification

All Exchange Judges shall be trained in accordance with Section 1.2 of the MOM.

### 1.3.4.3 Exchange Judge Responsibilities

The Exchange Judge shall have the following responsibilities:

1. Attend the Stroke and Exchange Judges meeting at the start of the meet.
2. Be attentive to the starter's directions and instructions, and acknowledge the starters question regarding their readiness at the beginning of a heat.
3. Observe relay exchanges to ensure that swimmers do not leave the wall or starting block at the start of their race prior to the touch of the swimmer preceding them in a relay race, per the guidelines specified in NWSC training.
4. Document, using the signed initials of both judges, exchange violations as disqualifications when both judges observe and agree upon a violation.
5. Document, using the signed initials of one judge, suspected exchange violations as warnings when only one judge observes or both judges cannot agree on a violation.
6. Submit disqualification and warning slips to runners for delivery to the scoring table.

## 1.3.5 HEAD TIMER and LANE TIMERS

### 1.3.5.1 Number of Head Timers

A minimum of one (1) Head Timer per shift is required for an Official Meet.

### 1.3.5.2 Head Timers Training & Certification

All Head Timers shall be trained in accordance with Section 1.2 of the MOM.

### 1.3.5.3 Head Timers Responsibilities

The Head Timer shall have the following responsibilities:

1. Organize and thoroughly brief Lane Timers on their duties prior to the meet
2. Oversee Lane Timers throughout the meet
3. Run two watches for use as backups during each heat of each event should a Lane Timer's watch malfunction
4. Remove and replace any Lane Timer, with the approval of the Home Meet Director.

### 1.3.5.4 Number of Lane Timers

The following minimum number of Timers are required, per shift, for an Official Meet.

Pool Size	Minimum Timers Needed
4 Lane Pool	Quantity 6 per team
6 Lane Pool	Quantity 9 per team
8 Lane Pool	Quantity 12 per team

### 1.3.5.5 Lane Timers Training & Certification

All Lane Timers shall be trained in accordance with Section 1.2 of the MOM.

### 1.3.5.6 Lane Timers Responsibilities

The Lane Timer shall have the following responsibilities:

1. Be attentive to the starter's directions and instructions, and acknowledge the starters question regarding their readiness at the beginning of a heat
2. Make an accurate recording of a swimmers time by starting and stopping their timing mechanism in good faith and per the training that they receive in Section 1.2 of the MOM.
3. Attentively and accurately record swimmer times in manual timing situations
4. Report problems with their timing mechanism to the Head Timer
5. Seek assistance from the Head Timer if their timing mechanism fails during a race
6. Where necessary, verify the lane timer sheet is for the correct event, heat, and lane.
7. Where necessary, pass manual timing information to a Runner for delivery to the Scoring Table

### 1.3.6 Starter

#### *1.3.6.1 Number of Starters*

A single Starter is required for all events in an Official Meet and is required for the entire meet.

#### *1.3.6.2 Starter Training & Certification*

All Starters shall be trained in accordance with Section 1.2 of the MOM.

#### *1.3.6.3 Starter Responsibilities*

The Starter shall have the following responsibilities:

1. Use the designated starting device to begin each heat
2. Ensure that all judges and timers are ready prior to the start of a heat
3. Act as the Judge for determining false starts
4. Use the starting device or other mechanism to signal false starts to the False Start Technician
5. Act as the primary judge in determining the appropriate course of action for re-running a heat in the case of a false start, but accept any intervention and/or override by the Meet Director in making this determination
6. Complete a Disqualification Form, in the event a swimmer is disqualified due to a False Start or improper backstroke start.

### 1.3.7 Computer Representative

#### *1.3.7.1 Number of Computer Representatives*

A minimum of one (1) computer representative is required per team.

#### *1.3.7.2 Computer Representative Training & Certification*

All Computer Representatives shall be trained in accordance with Section 1.2 of the MOM.

#### *1.3.7.3 Home Computer Representative Responsibilities*

The Home Computer Representative shall have the following responsibilities:

1. Set up all computers, networking and printing devices for the swim meet, and ensure that the meet database can be transmitted to Visiting Computer Representatives computer (by network, flash drive or other means)
2. Provide the Visiting Computer Representative with access to a network router with at least one Ethernet port and access to a printer (including access to any necessary printer drivers)

3. Provide full access to the meet database at all times from the arrival of visiting team computer representative until the meet data has all been entered and both computer representatives concur that the meet data entry is complete
4. Ensure that final data, from both teams, is entered correctly into the meet database
5. With the assistance of the Meet Director and other Judges, troubleshoot any problems associated with accurate recording of events and event results
6. Process Disqualification Forms for determining final results
7. Process the results of each event for scoring and award identification
8. Provide the Visiting Computer Representative with a digital file of the meet software database with final results
9. Retain meet results database for use over the course of the season in determining the home teams end-of-season scoring and awards and for seeding swimmers in post-season meets

#### *1.3.7.4 Visiting Computer Representative Responsibilities*

The Visiting Computer Representative(s) shall have the following responsibilities:

1. Assist the home team computer representative in all aspects of successfully completing data entry and data management for each swim meet.
2. Ensure that all final data from the visiting team is entered into the meet database to allow printing final heat sheets. Data for changes to meet entries are due to the computer representative according to the following table:

<b>Deadline</b>	<b>Description</b>
30-minutes prior to start of meet	Beginning relays (events 1-11)
Start of meet	Individual events 12 through 47
Start of event 24 (individual medley)	Individual events 48 through 77
Start of event 58 (long freestyle)	Ending relays (events 78-87)

### **1.3.8 OFFICIAL COACHES**

#### *1.3.8.1 Number of Coaches*

For Official Meets, each team in the NWSC shall identify exactly one coach as the Head Coach and may have as many Official Coaches as they need to effectively manage and coach their team.

#### *1.3.8.2 Coaching Responsibilities*

The Head Coach shall have the following responsibilities:

1. Collaborate with team's Computer Representative to ensure that swimmer event assignments are ready for communication in the swim meet database per the schedule defined in MOM Sec 2.2
2. Collaborate with the team's Meet Director to identify any special swimmer needs that would generate a deviation in how the swim meet or events in the swim meet would be executed.
3. On meet day, provide the Home and Visiting Computer Representatives with any changes (example: swimmer scratches) needed to prepare the official heat sheets
4. Collect DQ slips to evaluate swimmer performance to educate swimmer on stroke improvement
5. Ensure proper conduct of Official Coaches during the meet.

### 1.3.9 Announcer

#### 1.3.9.1 Number of Announcers

At least one (1) Announcer is required for all home meets.

#### 1.3.9.2 Announcer Training & Certification

It is the responsibility of the home team to train their own Announcer.

#### 1.3.9.3 Announcer Responsibilities

The Announcer shall have the following responsibilities:

1. Welcoming the teams to the meet
2. Calling the event number, age group, gender, and event name at appropriate intervals (see Announcer Best Practices) so that all swimmers know when to report to the ready bench, and a smooth flow of swimmers is maintained prior to the start of their events
3. Assist the starter in controlling crowd noise at the start of an event
4. When necessary, announce the event and heat numbers of the current race
5. Use best judgment in providing the meet score at periodic intervals throughout the course of the meet (and modify the frequency as directed by the Home Meet Director)
6. Page individuals or make announcements at the meet as directed by the Home Meet Director.

### 1.3.10 False-Start Technician

#### 1.3.10.1 Number of False-Start Technicians

Where separately staffed, one False-Start Technician shall be present at the start of each race. As an alternative to a separately staffed position, a stroke judge can act as the False Start Technician.

#### 1.3.10.2 False-Start Technician Training & Certification

It is the responsibility of the Home Team to train their own False-Start Technician.

#### 1.3.10.3 False-Start Technician Responsibilities

The False-Start Technician shall be responsible for promptly dropping the False-Start rope into the water whenever the Official Starter signals a False-Start.

### 1.3.10 Ready Bench Workers

#### 1.3.10.1 Number of Ready Bench Workers

A minimum of three (3) Ready Bench Workers per team per shift are required for each home and away meet.

#### 1.3.10.2 Ready Bench Workers Technician Training & Certification

It is the responsibility of each team to train their Ready Bench Workers.

#### 1.3.10.3 Ready Bench Worker Responsibilities

The Ready Bench Workers shall have the following responsibilities:

1. Organizing the swimmers into heats before the start of each event and verifying the presence of all swimmers needed for each heat
2. Notifying the age group parents of any missing swimmers
3. Notifying the Starter and/or Meet Director(s) of any swimmers not on the official heat sheet

4. Notifying Timers and Judges of any changes to lane assignments
5. Staging swimmers so that one group moves to the "on deck area" (behind the blocks) as the group from that area moves to the blocks.

### 1.3.11 Runner

#### 1.3.11.1 Number of Runners

The Home Team is responsible for providing a minimum of two (2) Runners per shift for Official Meets.

#### 1.3.11.2 Runner Training & Certification

It is the responsibility of the Home Team to train their Runners.

#### 1.3.11.3 Runner Responsibilities

The Runners shall be responsible for picking up completed lane timer sheets and DQ forms in a timely fashion and delivering to the scoring table.

### 1.3.12 Scoring Officials

#### 1.3.12.1 Number of Scoring Officials

A minimum number of Scoring Officials required shall be based on the timing methodology used.

1. If manual watches only are used, a minimum of three (3) SCORING workers per team per shift are required for each home and away meet.
2. If the Dolphin Wireless Timing system or any other applicable electronic timing system is used, a minimum of one (1) SCORING worker per team per shift is required for each home and away meet.
3. A single person from each team shall be identified as the Lead Scorer for each meet.

#### 1.3.12.2 Scoring Official Training & Certification

It is the responsibility of the Home Team to train their Scoring Officials.

#### 1.3.12.3 Scoring Official Responsibilities

The Lead Scorer (or another person designated by the home meet director) shall have the following responsibilities:

1. Verify that the official heat sheet has been submitted to the Meet Director before the start of each segment of the meet (beginning relays, short freestyle, Individual Medley, backstroke, 6 & Under butterfly and breaststroke, breaststroke, long freestyle, butterfly, freestyle relays).
2. Assist in processing Disqualification Forms to the Computer Representative for processing in to the meet results
3. Organize Disqualifications Forms for final delivery to each team's Head Coach.
4. For manually timed events:
  - a. receive and organize the lane timer sheets,
  - b. where necessary, identify and mark No Swim (NS), if a time is not available and a swimmers name is printed on the lane timer sheet,
  - c. record the Official Times per Scoring Table Best Practices.
5. For Dolphin Timing or any other applicable electronic timing system events the Computer Representative shall identify the Official Time for each swimmer in an event and determine the official

order of finish, according to the Official Times based on the data entered into the Meet Manager software from Active Networks, and the Scoring Official will not be needed for timing entry.

### 1.3.13 Age Group Parents

#### 1.3.13.1 *Number of Age Group Parents*

Six to twenty-four (one or two parents per age group/gender) AGE GROUP PARENTS per team are required for each home and away meet.

#### 1.3.13.2 *Age Group Parent Training & Certification*

It is the responsibility of the Home Team to train their Age Group Parents.

#### 1.3.13.3 *Age Group Parents Responsibilities*

Age Group Parents are responsible for ensuring the safety of participants in the pit/tent area and timely transport of swimmers to the ready bench prior to the start of an event.

## 2.0 Meet Readiness & Execution

### 2.1 Host Pool Guidelines, Requirements and Rights

#### 2.1.1 Recognition of Host Pool Guidelines

The NWSC Board recognizes that each team facility in the circuit operates under unique rules and requirements that are the result of the type of facility used by that NWSC team. Those rules and requirements include such factors as parking rules, noise ordinances, food and beverage requirements, and public or private access requirements that can limit the absolute freedom of NWSC teams to operate as specified in this operational guide. Those unique rules and requirements are officially recognized by this guide as specified by each team at the beginning of the season. These rules shall be kept on record with the NWSC Board and may be updated as necessary, over the course of the season, in light of facilities conflicts that may arise.

#### 2.1.2 Host Pool Food Concession

The Food Concession for Host Pools is given to the Home Team. Families of the visiting team are permitted to bring food for their family in small coolers. However families of the visiting team are not permitted to order quantities of food to be brought in to any facility without the consent of the Home Meet Director as specified in Section 2.2.

#### 2.1.3 Host Pool Merchandise Concession

The Merchandise Concession for Host Pools is given to the Home Team. Visiting teams are permitted to sell team-branded gear at the Host Pool, but they are not permitted to sell non-team-branded gear without the consent of the Home Meet Director as specified in Section 2.2.

#### 2.1.4 Pool Depth and Diving Guidelines

In pools with water depth less than four (4) feet at a starting end, the swimmers must start their swim from in the water.

## 2.2 Meet Preparations before Meet Day

### 2.2.1 Communication of Meet Documentation

Teams shall exchange the following documentation for running the meet through a series of communications in the days prior to the meet, per Table 2.2.1.

#### 2.2.1.1 Host Pool Guide

The Host Pool Guide shall contain:

1. Meet Director and Computer Representative cell phone contact information
2. Directions to pool
3. Parking guidelines
4. Pool layout, pit/tent area and access guidelines
5. Tent set up guidelines
6. Noise restrictions
7. Food/Beverage restrictions



8. Merchandise sales restrictions
9. Timeline
10. Locations of:
  - a. Ribbons table
  - b. Computer area
  - c. Ready bench and path from pit area
  - d. Timer and stroke judge meeting
  - e. Restrooms

### *2.2.1.2 Competitive and Concession Deviations*

Per Table 2.2.1, the Home and Visiting Meet Directors shall exchange communication regarding any competitive accommodation/deviations (example: handicapped swimmers or specific swimmer placements) or food/merchandise concession deviations to be granted for the meet. All Preparatory Meet Deviations, not related to the Heat Sheet and Schedule, shall be completed per Table 2.2.1.

#### *2.2.1.2.1, Season Exception for a Specific Swimmer*

Teams may petition the NWSC Board to grant an exception for a full season to allow for a rules deviation, for a specific swimmer, to accommodate a special need or situation. The NWSC Board shall consider each petition on a case by case basis and may approve the exception by standard NWSC procedure. The exception may last no longer than one season, and in no case shall the decision of the NWSC Board set a precedent. When an exception is granted, it will be the responsibility of the team to notify other teams of the exception and make arrangements to accommodate the special need or situation.

### *2.2.1.3 Seeding Official, Divisional and Invitational Meets*

#### *2.2.1.3.1 Seeding Individual Events*

For Official, Meets, home teams will swim in even numbered lanes and visiting teams will swim in odd numbered lanes while there are an equal number of competitors, after which all lanes will be used to maximize use of pool time. Swimmers shall be put into progressively faster heats in events and seeding will be based on the best available information. Swimmers in all heats are eligible for points (when awarded), ribbons, and medals.

Divisional and Invitational Meets will use time based seeding only and use swimmers best Official Times from the current swim season in those events.

#### *2.2.1.3.2 Seeding Relay Events*

Relays will be seeded by the same rules as seeding individual events 2.2.1.3.1 (substitute the word “swimmers” with “relays”), with the exception of the Divisional Meet.

Relays for the Divisional Meet will be seeded by A, B, C, D status, not by seed times, to prevent one team having all its relays in one heat. Each team may enter as many relay teams as they have eligible swimmers to fill these teams, unless certain meet restrictions have been agreed to by the Home and Visiting Meet Director(s) at Official or Divisional meets, or the Invitational Meet Director for the Invitational Meet.

#### *2.2.1.3.3 Adjusted Times*

The pool lengths and corresponding adjustment factors identified in APPENDIX D will be used to determine adjusted times.

#### *2.2.1.4 Swim Meet Database and Meet Program (Heat Sheets)*

Prior to the meet, the Meet Database and Meet Program shall be exchanged as follows, per the timetable specified in Table 2.2.1:

1. The Visiting Computer Representative shall provide the Home Computer Representative with their meet database for merging and schedule determination.
2. The Home Computer Representative shall provide the Visiting Computer Representative a final meet database.
3. The Home Computer Representative shall provide an electronic copy of the Meet Program (Heat Sheet) to the Visiting Computer Representative, Visiting Meet Director, and Home Meet Director.

#### **2.2.2 Final Readiness Communication**

A final, pre-meet day weather assessment and equipment readiness assessment shall be provided by the Home Meet Director per Table 2.2.1. This communication should make note of any delays, cancellations, or other adjustments to normal meet operations brought about by weather or equipment.

Table 2.2.1

<b>Deliverable</b>	<b>Deliverer</b>	<b>Recipient</b>	<b>Deadline (prior to meet)</b>
Host Pool Guide	Home Meet Director	Visiting Meet Director	Sunday 12midnight
Initial Competitive or Concession Deviations	Both Meet Directors	Both Meet Directors	Monday 12midnight
Visiting Team Database	Visiting Computer Rep	Home Computer Rep	Tuesday 12midnight
Meet Database	Home Computer Rep	Home Meet Director, Visiting Computer Rep, Visiting Meet Director	Wednesday 12midnight
Meet Schedule (Heat Sheet)	Home Computer Rep	Home Meet Director, Visiting Computer Rep, Visiting Meet Director	Thursday 8pm
Final Preparatory Meet Deviations (pre-meet) and Final Readiness Communication	Both Meet Directors	Both Meet Directors	Friday 8pm

## 2.3 Meet Day Readiness

### 2.3.1 Meet Day Weather Assessment

The Home Meet Director shall assess the weather forecast and communicate any delay in the start, or cancellation, of the meet a minimum of 2 hours prior to the meet’s scheduled start time to the Visiting Meet Director. Forecasts for lightning should act to substantially delay or cancel a meet. A decision to substantially delay or cancel a meet shall involve a voice conversation between the Home and Visiting Meet Directors, and the final decision shall be made by the Home Meet Director, if the Meet Directors disagree.

### 2.3.2 Facilities Inspection

The Home Meet Director shall inspect the facility prior to the start of the meet to ensure that the facility is prepared to host the meet. This inspection shall include, but not be limited to, the readiness of the Scoring Table and the Public Address/Starting area.

### 2.3.3 Meet Directors Meeting and Final Competition Deviations

No less than 20 minutes prior to the scheduled start of the meet, the Home and Visiting Meet Directors shall meet to discuss any final deviations that may affect the scheduling of events and heats. The Home and Visiting Meet Directors shall agree on any final deviations. If they do not mutually agree on a deviation, the deviation shall be rejected. Final deviations shall be communicated by the Home Meet Director to the Computer Representatives, as necessary.

### 2.3.4 Stroke/Exchange Judges Meeting

Prior to the start of the meet, the home head stroke judge, home meet director or appropriate home designee should gather the stroke and exchange judges to confer on the stroke and exchange rules and any unique characteristics of the host pool.

### 2.3.5 Timers Meeting

Prior to the start of the meet, Timers shall meet to confer on the operation of the timing system.

### 2.3.6 Ready Bench Meeting

Prior to the start of the meet, the Ready Bench Workers shall meet to familiarize themselves with the ready bench area and confer on the management of the ready bench.

### 2.3.7 Computer and Scoring Table Readiness

Prior to the start of the meet, the Computer Representatives and Lead Scorers shall prepare the scoring table for the meet, including the preparation of all equipment by the Home Computer Representative, per their responsibilities as described in Section 1.3.7.

#### *2.3.7.1 Scoring and Computer Table Working Environment*

The Home or Host Team is responsible for providing a hospitable working environment for all scoring table and computer representatives and assistants. This may include an environment with the following attributes:

- Fully shaded from sunlight for equipment and people (this may require putting up side walls on portable tents or other arrangements)
- Fully protected from water either from precipitation or from pool water for equipment and people
- Computer representatives shall have an ergonomically suitable working space including a work table and chairs designed for data entry and management.

### 2.3.8 Announcer and Starter Readiness

Prior to the start of the meet and with the necessary time to complete this task before the schedule start time, the Announcer and Starter shall prepare the Starter and Public Address system.

## 2.4 Meet Execution

### 2.4.1 Meet Start, Finish, and Progress of Meet

The Home Meet Director shall be responsible for ensuring that the meet adheres to the scheduled times for starting and, especially, for ending the meet. Each participating team will be allotted up to 30 minutes of warmup time. The Home Meet Director shall confer with the Visiting Meet Director on any changes to events necessary to keeping an on-time finish. In the event that the Meet Directors cannot agree on changes to events in order to end the meet according to the facilities schedule requirements, the Home Meet Director shall have the final decision on such changes.

### 2.4.2 Starts

Events shall be started by Starter per NWSC training and the best practices (see section 5.6) documented in the MOM.

### 2.4.3 False Starts

Initial False Starts by a swimmer shall be charged to the field. A second false start shall be charged to the individual swimmer who will be disqualified.

The Starter shall be the sole judge for determining False Starts, and False-Starts charged to the field shall be restarted.

ONLY ONE FALSE START RECALL SHALL BE ALLOWED PER HEAT. Any swimmer false starting after one false start has been charged to the field shall be disqualified but the field shall not be recalled. Reasonable recovery time should be considered for the swimmers of any heat that was recalled.

## 2.4.4 Stroke Warnings and Disqualifications

### 2.4.4.1 *Stroke Disqualification*

If an infraction by a swimmer is witnessed by both Stroke Judges and both Stroke Judges are in agreement concerning the infraction, both Stroke Judges shall indicate a disqualification by initialing the Disqualification Form and sending the disqualification form to the scoring table by way of a Runner.

The disqualification form can be found in Appendix A.

### 2.4.4.2 *Stroke Warning*

If there is any doubt or disagreement between Stroke Judges regarding an infraction, or if only one Stroke Judge witnessed an infraction, there shall be no disqualification. The Stroke Judges shall issue a Warning by having the one Stroke Judge who observed an infraction initial the Disqualification form. The Disqualification Form with the Warning will be given to the runner for delivery to the Scoring table.

### 2.4.4.3 *Ineffective Judging*

All concerns regarding ineffective judging shall be brought to the attention of the Home Meet Director. The Home Meet Director shall confer with the Visiting Meet Director on any concerns regarding ineffective judging. In the event that the Meet Directors cannot agree on actions to remedy ineffective judging, the Home Meet Director shall have the final decision on such actions.

## 2.4.5 Exchanges

### 2.4.5.1 *Exchange Disqualification*

If an infraction by a swimmer is witnessed by both Exchange Judges and both Exchange Judges are in agreement concerning the infraction, both Exchange Judges shall indicate a disqualification by initialing the Disqualification Form and sending the disqualification form to the scoring table by way of a Runner.

### 2.4.5.2 *Exchange Warning*

If there is any doubt or disagreement between Exchange Judges regarding an infraction, or if only one Exchange Judge witnessed an infraction, there shall be no disqualification. The Exchange Judges shall issue a Warning by having the one Exchange Judge who observed an infraction initial the Disqualification form. The Disqualification Form with the Warning will be given to the runner for delivery to the Scoring table.

### 2.4.5.3 *Ineffective Judging*

All concerns regarding ineffective judging shall be brought to the attention of the Home Meet Director. The Home Meet Director shall confer with the Visiting Meet Director on any concerns regarding ineffective judging. In the event that the Meet Directors cannot agree on actions to remedy ineffective judging, the Home Meet Director shall have the final decision on such actions.

## 2.4.6 Scoring

Table 2.4

Final Place	Official Meet				Divisional Meet			
	Individual Points	Ribbon	Relay Points	Ribbon	Individual Points	Ribbon	Relay Points	Ribbon
1	4	Yes	5	Yes	9	Yes	9	Yes
2	2	Yes	3	Yes	7	Yes	7	Yes
3	1	Yes	1	Yes	6	Yes	6	Yes
4		Yes			5	Yes	5	Yes
5		Yes			4	Yes	4	Yes
6		Yes			3	Yes	3	Yes
7		Yes			2	Yes	2	Yes
8		Yes			1	Yes	1	Yes
9		Yes				Yes		
10		Yes				Yes		
11		Yes (tri meets)				Yes		
12		Yes (tri meets)				Yes		

For a multi-swimmer tie, the points for the place for which the swimmers are tied and the next lower place points shall be added together, then divided by the number of tied swimmers. Equal points will be awarded each swimmer.

For Official Meets, the home meet director and visiting meet director(s) will agree on the points system to be used prior to the start of the meet. If an agreement cannot be reached, Official Meet scoring will be used for all two team meets, and Divisional Meet scoring will be used for all meets with greater than two teams.

Disqualifications shall vacate a swimmer's points and swim time from the official record and the swimmer will be assigned a disqualification outcome for the event.

Warnings of swim infractions (disqualifications) shall not have any impact on the scoring or placement of a swimmer.

## 2.4.7 Ribbons and Awards

### 2.4.7.1 Heat winner ribbons for Official Meets and Divisional Meets

Heat winner ribbons will be distributed to the individual(s) or team(s) placing first in each heat of an individual event or a relay event.

#### *2.4.7.2 Individual and Relay ribbons for Official Meets and Divisional Meets*

Individual awards and Relay awards for Official Meets and Divisional Meets will be distributed by finishing place as defined in Table 2.4

#### *2.4.7.3 Team awards for Official Meets and Divisional Meets*

- Team awards for Official Meets will not be distributed.
- A team trophy will be awarded to the top team at each Divisional Meet.

#### *2.4.7.4 High point awards for Official Meets and Divisional Meets*

- High point awards for Official Meets will not be distributed.
- Trophies or plaques shall be awarded to the first, second and third place high-point swimmers for each age group and gender at each Divisional Meet.

#### *2.4.7.4 Awards for the Invitational Meet*

Awards for individual events and relay events (if included) will be distributed as follows:

- First Place, a GOLD medal will be awarded.
- Second Place, a SILVER medal will be awarded.
- Third Place, a BRONZE medal will be awarded.
- All others – A single participation ribbon will be awarded per swimmer.

### **2.4.8 Weather Delay/Cancellation**

Any sound of thunder related to lightning strikes shall result in a delay to be determined by the home facility staff or home meet director.

Any visible lightning strikes shall force both teams to seek immediate shelter. If the host pool facility cannot provide immediate shelter for a random lightning strike event, all teams shall seek immediate shelter in their vehicles. A visible lightning strike will delay a meet for a duration of time to be determined by the home facility or home meet director, and may result in the cancellation of the meet. A decision to cancel a meet due to lightning is EXPECTED to come at the mutual agreement of the Home and Visiting Meet Director.

All other inclement weather events shall delay or end a meet at the discretion of either Meet Director who may, in their personal judgment, determine that continuation of the meet is not practical. Under these circumstances, the Team Boards can decide to reschedule the meet or cancel the meet completely.

The only exception shall be if the meet has reached the halfway point. If the halfway point of the meet (as determined by the completion of exactly half of the agreed-upon events, per the Meet Schedule and Deviations set prior to the start of the meet) has been reached, then the results up to that point (inclusive of the last fully-completed event) shall determine the final score of the meet.

Eligibility requirements for Official meets that have been canceled are addressed in section 3.6.

### **2.4.9 Swimmer Times for Partially-Completed Meets**

All swimmer times for partially-completed meets shall be recognized for the purposes of team records, pool records, and post-season meet qualification.

## 2.4.10 Meet Discipline

### 2.4.10.1 *NWSC Code of Conduct Violations*

Any Code of Conduct violations at Dual Meets should be reported to the Home Meet Director who shall have the authority to execute discipline as prescribed in the NWSC Code of Conduct.

### 2.4.10.2 *Circuit Reporting on Pool Protocol and Code of Conduct Violations*

The Home Meet Director shall be responsible for providing a report of any Pool Protocol or Code of Conduct violation or discipline administered as a result of these violations to the following people:

- (1) The Home Team Circuit Representative,
- (2) The Visiting Team Circuit Representative and
- (3) The Vice-President of the NWSC Board.

The Vice-President of the NWSC Board shall share this report with the Secretary and the President of the NWSC so that the matter can be placed on the agenda of the next NWSC Board meeting. The Vice-President shall determine any necessary follow-up actions with the Swim Team Boards of the teams attending the swim meet and shall provide a report of the event for discussion at the next NWSC Board meeting.

## 2.4.11 Protests

### 2.4.11.1 *Protests during a Meet*

#### 2.4.11.1.1 *Raising a Protest during a Meet*

A Home or Visiting Meet Director, or persons acting in that capacity, or a NWSC Club Representative are the only persons that may raise an issue of protest and discuss matters of judgment with the Home and Visiting Meet Directors during the course of a meet. Any and all issues of protest shall be brought to the attention of both the Home and Visiting Meet Directors. As such, any person wishing to protest an outcome or ruling should bring the matter to the attention of their Meet Director or Circuit Representative.

#### 2.4.11.1.2 *Discussion and Final Ruling*

The Home Meet Director shall confer on issues of protest with the Visiting Meet Director, and the Meet Directors should endeavor to reach a mutually agreeable ruling. If the Meet Directors cannot agree, the Home Meet Director shall have final ruling on the matter.

In the course of this ruling, the Home Meet Director shall be entitled to use his/her best judgment in overruling a judge's decision if it is not supported by this document. The Home Meet Director shall be the final authority on such matters.

### 2.4.11.2 *Written Protests after a Meet*

#### 2.4.11.2.1 *Clarification of Rule and No Applicable Rule*

If this document is not clear or does not cover a particular situation questioned during a meet, and a team does not agree with the Home Meet Director's decision on meet day, a swim team's board may make a written protest to the NWSC Board for a ruling that will apply only to future situations. All such clarifications should be submitted to the NWSC.



#### 2.4.11.2.2 Response

Any protest made shall be discussed at the next NWSC Board Meeting. The Vice President shall provide a response to the team raising the protest either clarifying the rule or indicating a new rule. In the event a decision is not made by the NWSC Board at the next meeting, the Vice President of the NWSC Board shall provide a written response to the team raising the protest indicating the expected steps and a time frame for resolving the protest.

#### 2.4.11.2.3 Deliberate Infractions / Gross Misconduct

A swim team's board who considers an opposing team guilty of serious and deliberate infractions of these rules or inappropriate behavior may submit a written protest to the NWSC Board.

#### 2.4.11.2.4 Response

The Vice President of the NWSC Board shall expeditiously investigate all written protests and schedule a special meeting of the NWSC Board to review such protests and determine appropriate actions. The Vice President of the NWSC Board shall preside over such meetings.

Any actions approved by the NWSC Board may include, but shall not be limited to, the following: Written reprimand stating the violation and any action the swim team must take to ensure the violation does not reoccur; immediate probation for an individual or swim team; immediate suspension of an individual or swim team; immediate and permanent disassociation of an individual or swim team. All actions imposed by the NWSC Board shall be reported in writing by the Vice President of the NWSC Board to the President of each swim team involved with the protest and/or subsequent actions. All correspondence shall restate the violation, action, effective dates, length of time and possible recourse to rescind the action, if any.

Individual awards shall not be recalled except in the cases of ineligible swimmers or serious misconduct on the part of the swimmer involved, as ruled by the NWSC Board.

## 3.0 SWIMMER ELIGIBILITY

### 3.1 General Swimmer Eligibility

Swimmers shall be in good standing with any team in the NWSC. The swimmer's age on May 1st of the current swim season shall determine the age group in which the swimmer may compete for that season.

Swimmers may begin practice with any NWSC Member Team no earlier than the Official Season Start Date (as defined by the annual swim season working calendar), provided that all eligibility requirements are met.

Swimmers may practice and/or compete concurrently with other organized swim clubs, swim organizations, and swim camps without affecting their eligibility to practice and compete with NWSC Member Team.

### 3.2 Age Group Eligibility and Swimming Up

All age groups are defined as being open to swimmers of that age group or younger. If a swimmer swims in an age group older than his/her own, then that swimmer shall swim in that age group for each individual event in which he/she shall compete in that meet. Two exceptions to this exist:

- i. A swimmer may "swim-up" in an older age group in an event grouping (stroke and/or distance) which is not offered at his/her age group (e.g., the Individual Medley is not offered in the 7-8 age group or the Long Freestyle which is not offered in the 6 & Under age group), then the swimmer is not required to compete in the older age group for other individual events.
- ii. A swimmer may "swim up" for a relay and then return to his or her own age group for the individual events. The swimmer may not swim on two different age levels in relay events, with one exception: 6-and-under swimmers may compete in the 6-and-under free relay and the appropriate 7 & 8 medley relay.

A swimmer that swims each of his/her individual events in an older age group may return to his or her age group to swim the relay events.

Except as previously noted for 6 & Unders, in relay events swimmers may only "swim up" to complete a relay team. For example, if a team has 4 or less swimmers in an age group at that meet, only one relay team may be entered in that age group. Purpose: To prevent teams from creating extra relay teams in older groups for the sole purpose of gaining points. Summation: only one relay team per age group per gender may be created using swimmers younger than that age group and the relay team must have at least one swimmer from that age group and gender.

### 3.3 Member Club Eligibility Restrictions

Each Member Club may establish guidelines for their Club's swimmer eligibility based on such considerations as club size, geographic boundaries, age group distribution, etc.

### 3.4 Swim/Coach Restrictions

Any swimmer that receives compensation in the form of a scholarship, a waiver of swim fees, or any other monetary device, and the swimmer acts as a coach for his or her team will be deemed to be ineligible to compete at NWSC events unless they satisfy all the following conditions:

1. Pay the same fees as other team members.
2. Pay insurance as a coach and swimmer.
3. Has competed for the team in question in a minimum of 2 meets per season for the past three consecutive seasons.
4. Follow registration rules for their team.
5. Follow swimmer eligibility rules as stated in this document.

### 3.5 Swimmer Entries in Meets

A swimmer may compete in a maximum of three individual events and two relays in a meet. Age Group Eligibility and Swimming Up shall be in accordance with the guidelines set forth in Sec 3.2. No swimmer shall swim in an event unless his/her name appears on the official heat sheet for that event.

### 3.6 Swimmer Eligibility for Divisional or Invitational Meets

To be eligible to participate in a Divisional or Invitational Meet, a swimmer must meet the General Eligibility requirements set forth in Sec 3.1, and must have competed in a minimum of two Official Meets of the current season. Entry on the Official Heat Sheet of canceled meets or events shall count toward this requirement.

Age Group Eligibility and Swimming Up shall be in accordance with the guidelines set forth in Sec 3. 2.

Swimmers must have an Official Time in an event from the current swim season to be entered in that event.

Relays must have a seed time in all age groups to seed a relay team in either the free or medley relay events. If an Official Time for the relay team does not exist then coaches shall make their best estimate using times for individual swimmers.

## 4.0 Meet Rules and Definitions

### 4.1 General Competition Rules

All meet officials shall use the current rules in effect by United States Swimming, Inc. to judge the validity of all aspects of general competition. On meet day, the meet directors should meet and agree to any variations to the rules due to facility, athlete, or other circumstances prior to the start of the meet and communicate any variations to the appropriate officials. Failure of the swimmer to comply with the rules or agreed variations may be considered grounds for disqualification by meet officials.

The Coaches Committee shall review any updates to the USA Swimming rules made by USA Swimming and inform the Executive Board of these updates for incorporation in officials training.

It is the responsibility of the individual teams to acquire USA Swimming rule books (or Mini-Rulebooks) for their team if desired and assure that the rules are understood and adopted by the team and coaches.

NWSC officials are not required to be a USA Swimming official in order to volunteer as a meet official during the NWSC season. It is the responsibility of the Regular Season Meet Director or assigned NWSC Board Member to see that the proper training is offered and conducted.

### 4.2 Official Meets

An Official Meet shall be recognized as the only competitions where a swimmer may obtain an Official Time within a season. Official Meets will be any meet that is listed on the approved NWSC season schedule that is not otherwise designated as a non-official meet, and fulfills all requirements of the MOM.

Meets not designated as an Official Meet may become an Official Meet by petition submitted to the NWSC Board. The NWSC Board will evaluate the status of a petitioned meet using the following criteria:

1. Circumstances for which a meet has been requested to be recognized as an Official Meet.
2. Staffing and compliance of the meet with the MOM.
3. Equity among the Member Teams as to the number of Official Meets each team is participating in.
4. Fairness of competition impacted by allowing or disallowing a meet to be recognized as an Official Meet.

Petitions should be submitted for action by the NWSC Board prior to the April meeting for consideration to apply to the season starting the following May or June. The NWSC Board may evaluate additional petitions as needed throughout the season.

### 4.3 Official Time

An Official time shall be defined as a time achieved by an individual or relay at an Official Meet within a season.

Official Times will be adjusted based on the facility at which the time was achieved. The pool lengths and corresponding adjustment factors identified in APPENDIX D will be used to determine adjusted times.

### 4.4 Post Season Meets

The NWSC shall conduct Post Season Meets (Divisional and/or Invitational) at the conclusion of the Official Meet season.

#### 4.4.1 Divisional Meets

The Divisional Meet will determine a Divisional Champion for the season. This meet is open to all eligible swimmers and meet entries shall be in accordance with section 3.5

##### 4.4.1.1 Divisional Meet Rules

Official Meet rules shall apply for all Divisional Meets with the exception of any specifically stated Divisional Meet requirements contained within the MOM.

##### 4.4.1.2 Divisional Meet Eligibility

To be eligible to participate in a Divisional Meet, a swimmer must meet the eligibility requirements of the MOM and must have competed in a minimum of two Official Meets of the current swim season.

Age Group Eligibility and Swimming Up shall be in accordance with the guidelines set forth in Section 3.6.

Swimmers must have an Official Time in an event from the current swim season to be entered in that event. Coaches shall compute seed times for relays if necessary.

#### 4.4.2 Invitational Meet

The format of the Invitational Meet will be a Qualifying Invitational Meet. The Invitational Meet is open to all swimmers within the NWSC who have met eligibility requirements and obtained a qualifying time at an Official Meet or Divisional Meet for individual events. The qualifying time standards shall be determined by the NWSC Board no later than April 1<sup>st</sup>.

The NWSC Board may form an Invitational Meet Committee to design, implement and coordinate all aspects of the Invitational Meet.

##### 4.4.2.1 Invitational Meet Rules

Official Meet rules shall apply to the Invitational Meet with the exception of any specifically stated Invitational Meet requirements contained within the MOM.

##### 4.4.2.2 Invitational Meet Eligibility

To be eligible to participate in the Invitational Meet, a swimmer must:

- Meet the eligibility requirements of the MOM.
- Have competed in a minimum of two Official Meets of the current swim season.
- Have at least one Official Time from the current swim season equal to or faster than the qualifying time standard set for that individual event.

Swimmers may compete only in the individual events for which they qualify, not to exceed three (3) individual events.

Age Group Eligibility and Swimming Up shall be in accordance with the guidelines set forth in Section 3.6.

## 5.0 Best Practices

### 5.1 Meet Directors Best Practices

- It is recommended that Meet Directors be current or past Circuit Representatives, and/or an experienced official, or team board members. In addition, it is suggested each team have more than one Meet Director each swim season.
- Meet Directors should be discouraged from overruling the decisions of official judges except where clear evidence of an error or misinterpretation of a rule exists.

### 5.2 Computer Representative Best Practices

- Set router to DHCP so that IP addresses are automatically assigned to avoid the necessity of assigning static IP addresses.
- Open database in the multiuser mode with both the home and visiting computer representatives having access to the meet database.

### 5.3 Stroke Judges

- Refrain from displaying partiality to any team or swimmer while they are "on the deck"
- Be attentive to their assigned responsibilities while each race is in progress.
- Work together in pairs on each side of the pool, with one member of each pair being from each team. The Stroke Judging area shall be consistent on each side of the pool. If a permanent obstruction limits the judging area on one side of the pool, the judging area on the other side of the pool shall be equally limited.
- Observe strokes, turns and finishes to determine that they comply with the circuit requirements. STROKE JUDGES shall only have authority to rule on their side of the pool.
- The home head stroke judge should identify themselves as such and set the tone for judging, notify judges of any special circumstances, point out any special characteristics of the pool, and check with judges frequently to address any concerns or situations.

### 5.4 Exchange Judges

- Watch for feet to leave the block and then check to see that the hands have touched
- Are not responsible for judging legal strokes, turns, or finishes.

### 5.5 Head Timer

- Acknowledging Starter
- Verify Swimmer Information Matches Lane Timer Sheet
- Avoid having all three timers in any given lane associated with the same team.
- Organize and thoroughly brief the LANE TIMERS on their duties prior to the meet
- Oversee LANE TIMERS throughout the meet
- Remove and replace any LANE TIMER, with the approval of the Home Meet Director.

- Run two watches for use as backups during each heat of each event should a LANE TIMER'S watch malfunction.

## 5.6 Starter

- Begin each event by advising the swimmers, judges and timers of the event number, heat number, event name and, if appropriate, the order of strokes.
- Refer to the swimmers as "swimmers" or by gender when necessary (e.g., invitational meet when running a girls pool and a boys pool).
- Keep swimmers off the starting blocks until all swimmers are prepared to get on the starting blocks ("SWIMMERS ON THE BLOCKS" or "SWIMMERS ENTER THE WATER" as appropriate). Swimmers are to be standing behind the front edge of the block (or away from the pool edge if the swimmer is not going to use the blocks).
- Ask "JUDGES AND TIMERS, ARE YOU READY?" Do not proceed until you are reasonably sure that all officials and timers are ready.
- Shall ready swimmers for the start of each heat with the announcement "TAKE YOUR MARK".
- Ensure that all swimmers come down together and are motionless prior to executing the start
- If one or more of the swimmers does not take their mark or become motionless quickly, the STARTER shall instruct all swimmers to stand up, instruct the unprepared swimmer and reissue the "take your mark" instruction.
- Use a loud, clear starting device (whistle or tone generator).
- Recall the field for the first false start only and declare a false start if Starter detects any motion by a swimmer that the Starter believes resulted in an unfair advantage over the rest of the field. Only one additional start per heat is allowed and any false starts for the second start will result in a disqualification to the individual swimmer or swimmers.
- Ensure proper foot position for backstroke starts.

## 5.7 Announcer

- Welcome people to meet
- Use discretion in frequently announcing the score of a runaway win
- Ensure appropriate music and volume of PA system is broadcast.

## 5.8 False Start Technician

- Set the false start rope approximately 10 yards from the starting blocks and about 5 feet above the water surface.
- Attach rope so that it cannot inadvertently fall into the pool
- Set rope in a manner that it can be purposely triggered to fall into the pool and hinder a swimmer

## 5.9 Ready Bench Best Practices

- Reassign a swimmer to a later heat if there is an open lane and a remaining swimmer is not left to swim alone in the previously assigned heat.
- Inform the computer representative of any changes prior to the swimmer entering the water.

- Combine the swimmers into a single race in later heats where it can save time if allowed by home team.
- When combining heats, attempt to group genders together.
- Notify the computer representative, stroke judges, scoring table, and the starter of any heat combinations or lane changes.

## 5.10 Scoring Table

For manual timing

- The middle of the three recorded manual times recorded shall be the Official Time.
- If two recorded times are identical, that is the Official Time.
- If one time is one (1.0) or more seconds higher or lower than the other two, it will be thrown out, and the remaining times will be averaged to determine the Official Time to one hundredth of a second with no rounding.

## 5.11 Minimum Swimming Skills

Teams are encouraged to establish a minimum qualification that a swimmer must demonstrate in order to be eligible to participate. It is suggested that swimmers should be able to swim one length of the pool unassisted and deemed "water safe" by the coaching staff as a minimum requirement.

## 5.12 Divisional Championship Meet Hosting

All teams desiring to host a Divisional Championship meet shall be allowed to host on a rotating basis. In case of disagreement the Divisional Championship meet shall be determined by the NWSC Board for the current season.



# Appendix A - DQ Form

## DISQUALIFICATION      WARNING

EVENT \_\_\_\_\_ HEAT \_\_\_\_\_ LANE \_\_\_\_\_

Swimmer \_\_\_\_\_

### BREASTSTROKE

	<u>Start</u>	<u>Swim</u>	<u>Turn</u>	<u>Finish</u>
Kick:	Alternating 3A		Dolphin 3C	Scissors 3D
Arms:	Non-Simultaneous 3F		Two Strokes Under 3G	
	Pull To Hips 3E		Over Water 3I	
Cycle:	Head Not Up 3P		Double Pulls/Kicks 3Q	
Touch:	One Hand 3J	Non-Simultaneous 3L		
Body:	Not Toward Breast 3M			
Other:	_____			

### BUTTERFLY

	<u>Start</u>	<u>Swim</u>	<u>Turn</u>	<u>Finish</u>
Kick:	Alternating 1A			Scissors 1C
Arms:	Non-Simultaneous 1E			Underwater recovery 1F
Touch:	One Hand 1J			Non-Simultaneous 1L
Body:	Not Toward Breast 1M			Past 15 Meters 1N
Other:	_____			

### BACKSTROKE

Start:	Toes 2P		Past 15m 2N	
Swim:	Toward Breast 2L			
Turn:	Toward Breast/Non-Continuous 2J			
	On breast prior to backstroke touch on IM 2I			
Other:	_____			

### FREESTYLE

Start:	Past 15m 4N			
Relay:	Backstroke 4R	Breaststroke 4S	Butterfly 4T	
Other:	_____ No Touch on Turn 4K			

### INDIVIDUAL MEDLEY

Stroke Infraction (Mark Above)	
Out Of Sequence Swim 5P	
Other:	_____

### RELAYS

Left Early-Swimmer # _____	2=66 3=67 4=68
Stroke Infraction-Swimmer # _____	(mark stroke above)
	1=61 2=62 3=63 4=64
Changed Order Swimmer # _____	Stroke _____ 6P
Other:	_____

### OTHER

Pull On Rope 7W	Walk On Bottom 7U
Did Not Finish 7Q	False Start 7O

Judge \_\_\_\_\_ DQ

Judge \_\_\_\_\_ Warn

NWSC DQ Form V2016\_0413

## Appendix B - Host Team Pre-Meet Communications Sample

**\*NOTE: This is neither a comprehensive nor required template for pre-meet communications. Please revise this communication example to best fit the specific needs of your pool.**

**Host Pool Address:** NWSC Pool, 123 Pool Road, Pool, TX 78700

### **PARKING INFORMATION:**

The paved parking lot next to the pool is designated for the visiting team. Once the paved lot is full, visitors will be allowed to drop off swimmers and belongings then directed to over flow parking. Overflow parking is located South and North of the pool area in the residential neighborhoods.

- Do not park in the PAVED area of the [Businesses]!! You could be towed!
- Do not park in residential driveways!! You could be towed!
- Do not park on [Street Name]!! You will be towed!!

*{Insert photo or diagram of the host pool area here...highlight areas ok to park and areas not to park}*

### **Time Requirements:**

We are not allowed inside the pool area before 6:00am. There is a noise ordinance that prohibits use of the PA system before 7:00am. The City of X opens the pool at 1:00 PM and we therefore try and get everyone out by 12:30~12:45.

### **Set Up:**

Your team may coordinate with our Meet Director, Joe Director (512-555-1212, meetdirector@team.org), to drop off equipment the night before (between 6:00 - 8:00 PM Friday) or arrive early the day of and begin setting up at 5:30 AM outside the pool perimeter (see photo on first page for pit tent locations). Any additional setup related needs should be discussed at least 48 hours before the 7:30 AM Saturday start in case City of X needs to be notified or involved.

*{Insert a photo of your pool area here...highlight areas for home team setup, visitor setup, ready bench, starter, scoring, etc....}*

### **Timeline**

<b>6:05 – 6:25</b>	Home Team Warm Up
<b>6:30 – 6:50</b>	Visitor Warm Up
<b>6:35</b>	*Scratches turned in to computer rep, coaches must realign relays at this time. *Judges and Timers meeting– behind lane 1 starting block (east side of pool) * All 1st shift Volunteers to their posts.
<b>6:45 – 6:55</b>	1 <sup>st</sup> , 2 <sup>nd</sup> , and 3 <sup>rd</sup> calls to ready bench for events 1-3, 1 <sup>st</sup> and 2 <sup>nd</sup> call for events 4 & 5
<b>6:55</b>	Event 1 on the blocks / National Anthem
<b>7:00</b>	Meet Start

\*If we're on time, we'll do a parent/coach relay at halftime.\*

**For volunteers, we will need from your club:**

- 24 Timers (12 per shift) + 1 backup per shift (if possible), report behind lane 1 starting block
- 1 Head Timer
- 4 Stroke judges, (2 per shift), report behind lane 1 starting block
- 4 Exchange judges (for entire meet), report behind lane 1 starting block
- 2 Scorer / DQ slip organizer, (1 per shift), report to the computer rep tent
- 6 Ready bench, (3 per shift), report to the ready bench
- 2 Data entry, (1 per shift), report to the computer tent
- 1 Ribbons for your team (for entire meet), report to the ribbon table

**Computers and Timing:**

- We use the Dolphin Wireless Timing System and traditional stopwatches as backup. We will supply enough for the meet, but would appreciate your team bringing stopwatches as a backup should something unexpected occur.
- We use lane sheets for all events.
- We do not use cards for relays.
- Any disputes with times, places, results, etc.... should be brought to our Meet Director's attention by your team's Meet Director or Head Coach.

**Concessions:**

In addition to water, power drinks, snacks, and treats our concessions stand will be selling, breakfast tacos, sausage wraps, hot dogs, hamburgers, and pizza.

**Merchandise:**

We will offer goggles and bungee straps and other swimmer apparel for sale near the concession stand. You may sell only your team's logoed merchandise in your Pit area.

**Pool Information:**

- X lane pool
- In-water starts / blocks / deck starts
- Pool measurement and conversion factor

**Heat Sheets:**

- Please have your families print and bring their heat sheets prior to the meet. We print limited copies to run the meet, but do not sell them.
- We plan on using Meet Mobile and Meet Bop for usage throughout the meet. The City of X provides Wi-Fi throughout the pool area and adjoining park, but it is spotty at best. Those families with hand held devices or tablets may be able to use the City's connection to the internet to obtain swim meet results in near real time.

### **Handicapped Swimmers:**

Please let me know as soon as possible if you have swimmers with special needs. We will mark our heat sheets accordingly and provide any accommodations as appropriate and within our means. Our starting system does have a strobe light and will be in use.

### **Summary info:**

**Meet Location:** NWSC Pool, 123 Pool Road, Pool, TX 78700

**Home Meet Director:** Joe Director, [meetdirector@team.com](mailto:meetdirector@team.com), 512-555-1212

**Visiting Meet Directors:** Jack Visitor, [visitingmeetdirector@team.com](mailto:visitingmeetdirector@team.com), 512-555-1234

**Parking:** Paved area in front of pool for visiting team use. Overflow at grassy area to the south of the pool or the residential neighborhood to the north.

**Set Up Time:** 6:00 – 8:00 PM Friday night or 5:30 AM Saturday morning

**Set Up Location:** In the south-most parking lot.

**Check-In Time:** 6:00 AM

**Meet Start Time:** 7:00 AM

**Late Entries: No later than:** Wednesday at 8:00 PM

**Warm Up Times Visitors:** 6:30 – 6:50 AM

**Warm up times Home:** 6:05 – 6:25 AM

**Stroke Judges Meeting:** 6:35 AM behind lane one starting block (east side of pool closest to parking lot)

**Timers Meeting:** 6:35 AM behind lane one starting block (east side of pool closest to parking lot)

**All first shift workers to their posts:** 6:35 AM

**First call for events 1, 2 & 3 to the ready bench by:** 6:45 AM

**Final call for events 1, 2 & 3 to the ready bench by:** 6:55 AM

**First call for events 4 & 5 to the ready bench by:** 6:55 AM

**Parent/Coaches Relay:** Will run at halftime assuming meet is on or ahead of schedule.

**Method of timing:** Dolphin timing system with manual stopwatches at backup.

**Lane Sheets or event cards:** We use lane sheets for all events and do not use relay cards.

#### **Visiting Team Volunteer:**

- 24 Timers (12 per shift) + 1 backup per shift (if possible), report behind lane 1 starting block
- 1 Head Timer
- 4 Stroke judges, (2 per shift), report behind lane 1 starting block
- 4 Exchange judges, (2 per shift), report behind lane 1 starting block
- 2 Scorer / DQ slip organizer, (1 per shift), report to the computer tent
- 6 Ready bench, (3 per shift), report to the ready bench
- 2 Data entry, (1 per shift), report to the computer tent
- 1 Ribbons for your team, report to the ribbon table near the pool entrance

**Special Considerations:** We have a starter with a strobe light for swimmers requiring it. We will attempt to accommodate any other swimmer's needs that is within our means.

## Appendix C – Meet Standard Events and Order

<b>Event*</b>	<b>Age Group</b>	<b>Event</b>	<b>Distance/Stroke</b>
1	6 and Under	Freestyle Relay	100 Yd. Mixed Free Relay
2-3	7-8	Medley Relay	100 Yd. Medley Relay
4-5	9-10	Medley Relay	100 Yd. Medley Relay
6-7	11-12	Medley Relay	100 Yd. Medley Relay
8-9	13-14	Medley Relay	200 Yd. Medley Relay
10-11	15-17	Medley Relay	200 Yd. Medley Relay
12-13	6 and Under	Short Freestyle	25 Yd. Freestyle
14-15	7-8	Short Freestyle	25 Yd. Freestyle
16-17	9-10	Short Freestyle	25 Yd. Freestyle
18-19	11-12	Short Freestyle	25 Yd. Freestyle
20-21	13-14	Short Freestyle	50 Yd. Freestyle
22-23	15-17	Short Freestyle	50 Yd. Freestyle
24-25	10 and Under	Individual Medley	100 Yd. Individual Medley
26-27	11-12	Individual Medley	100 Yd. Individual Medley
28-29	13-14	Individual Medley	100 Yd. Individual Medley
30-31	15-17	Individual Medley	100 Yd. Individual Medley
32-33	6 and Under	Backstroke	25 Yd. Backstroke
34-35	7-8	Backstroke	25 Yd. Backstroke
36-37	9-10	Backstroke	25 Yd. Backstroke
38-39	11-12	Backstroke	25 Yd. Backstroke
40-41	13-14	Backstroke	50 Yd. Backstroke
42-43	15-17	Backstroke	50 Yd. Backstroke
44-45	6 and Under	Butterfly	25 Yd. Butterfly
46-47	6 and Under	Breaststroke	25 Yd. Breaststroke
48-49	7-8	Breaststroke	25 Yd. Breaststroke
50-51	9-10	Breaststroke	25 Yd. Breaststroke
52-53	11-12	Breaststroke	25 Yd. Breaststroke
54-55	13-14	Breaststroke	50 Yd. Breaststroke
56-57	15-17	Breaststroke	50 Yd. Breaststroke
58-59	7-8	Long Freestyle	50 Yd. Freestyle
60-61	9-10	Long Freestyle	50 Yd. Freestyle
62-63	11-12	Long Freestyle	50 Yd. Freestyle
64-65	13-14	Long Freestyle	100 Yd. Freestyle
66-67	15-17	Long Freestyle	100 Yd. Freestyle
68-69	7-8	Butterfly	25 Yd. Butterfly
70-71	9-10	Butterfly	25 Yd. Butterfly
72-73	11-12	Butterfly	25 Yd. Butterfly
74-75	13-14	Butterfly	50 Yd. Butterfly
76-77	15-17	Butterfly	50 Yd. Butterfly
78-79	7-8	Freestyle Relay	100 Yd. Freestyle Relay
80-81	9-10	Freestyle Relay	100 Yd. Freestyle Relay
82-83	11-12	Freestyle Relay	100 Yd. Freestyle Relay
84-85	13-14	Freestyle Relay	200 Yd. Freestyle Relay
86-87	15-17	Freestyle Relay	200 Yd. Freestyle Relay

\*Except for the 6&U Mixed Free relay, even numbered events are female, odd numbered events are male.

## Appendix D – Pool Conversion Factors

Pool	Pool Length in Feet	Adjustment Factor	Number of Lanes
Anderson Mill – Anderson Mill	75.06	0.999	6
Anderson Mill - El Salido Pool	83.00	0.904	5
Balcones Country Club	82.38	0.910	4
Block House Creek – Apache Pool	75.00	1.000	6
Brushy Creek-Sendero Springs	75.00	1.000	8
Cedar Park – Milburn Pool	82.08	0.914	8
Forest North – Milburn Pool	82.08	0.914	8
Georgetown Recreation Center	75.00	1.000	8
Hurricanes-Rattan Creek	82.19	0.913	8
Pflugerville – Gilleland Creek Pool	82.93	0.904	8
Round Rock – Micki Krebsbach	75.00	1.000	8
Steiner Ranch – Bella Mar Pool	75.00	1.000	8
Texas A&M Natatorium	75.00	1.000	8
UT Swim Center	75.00	1.000	8
Wells Branch – Willow Bend Pool	75.08	0.999	6

OFFICIAL TIME = TIMING DEVICE TIME x ADJUSTMENT FACTOR

## Appendix E - Northwest Swim Circuit Code of Conduct

A copy of the current Northwest Swim Circuit Code of Conduct is available at <https://nwsc.swimtopia.com/>