

August 12, 2015

The current version of the by-laws approved by the NWSC in 2014 is being updated at this time. However, appendix H will be superseded by the Dual Meet Operations Guide which was recently approved by the NWSC during the 2015 Swim Season.

NORTHWEST SWIM

CIRCUIT

BYLAWS

PREAMBLE

The Northwest Swim Circuit has been formed for the benefit of the swimmers. The objectives of this association shall be to help young swimmers in the northwest Austin area develop physical fitness, self-discipline, self-confidence, proficiency in competitive swimming strokes, a determination to do one's best, good sportsmanship, and to provide an enjoyable summer activity for all of its members.

VERSION DATE: April 9, 2014

Amendment History

2001-APR-11

Changes made to allow the Board to modify and/or combine the DQ and Warning slips as necessary.
Correct typo in section 10.5.

2003-MAR

- 12.1.5 Removed specific award requirements.
- 12.1.6 Removed specific award requirements.
- 12.1.7 Removed specific award requirements.
- 12.2.3 Clarified Invitational eligibility and deleted reference to Invitational Relays.

2003-May

- 2.1.4 Changed to reflect the latest wording for compliance to 501 (c) (3).
- 6.1 Included text to define the Official Season Start Date; to clarify age and time frame for swimming with non-NWSC teams; and to clarify length of time regarding a violation of this section.
- 6.3 Removed reference to lack of 6 and under butterfly.
- 8.5 Conduct of Meets Section 8.5 updated as authorized in April 9, 2003 meeting. Changes made at recommendation of Ad Hoc committee to modify the Number of Heats section.
- 8.12.1 Removed specific award requirements.
- 8.12.2 Removed specific award requirements.
- 13 Protest Section 13 updated as authorized in May 14, 2003 meeting. Section replaced.

2003-June

- 8.13 Removed reference to boys and girls alternating the swim order on odd and even years.
- 5.0 Replaced Conference Fees section with new NWSC Financing Section.
- ALL Replaced reference to 85 events to 87 events to reflect newly added 6 & Under Butterfly.

2004 - August

2.4.2	Added requirement for bid process for Divisional Meets.
3.1.1 – 3.1.11	Formatting change to clarify and changed wording to "...responsibilities include..."
3.1.2	Added additional responsibility to Vice President role to include preparing the Invitational Qualifying times.
3.1.3	Added additional responsibility to include corresponding with the IRS.
3.1.5	Changed wording from "mail" to "provide" copies of minutes and added additional responsibility of maintaining a contact list.
7.11.1	Changed wording from "required" to "minimum".
7.15.4	Clarified the procedure for rounding.
8.4	Changed wording to reflect change to swimming heats from slowest to fastest.
12.1.3	Clarification of relay seeding.
Appendix E	Added most current version of disqualification slip.

2005 – July

- 1.0 Corrects typo.
- 3.1.2 Corrects section numbers being referred to.
- 4.3 Corrects section number being referred to.
- 7.4.4 Adds comment regarding in water starts.
- 7.11.1 Adds comment regarding in water starts.
- 7.11.5 Adds comment regarding in water starts.

2006 – April

- 6.5 Added 6.5

2006 – June

- 6.1 Changed the decision time for club swimmers transitioning to summer league.

- 2006 – Dec 4.1 Changed computer rep attendance requirement to “as requested”.
6.5, 7.3 Corrected spelling.
7.8.2 Changed training requirements to “an Officials meeting” instead of the Circuit Officials meeting. Also affects Sections 7.10, 7.11 and 7.12.
7.8.4 Removed “by raising hands”.
7.16.4 Editorial change from “7:45” to “15 minutes prior to scheduled meet start”.
12.0 Removed provision for 6 & Under post season meet. Left to discretion of Executive Board.
12.1.2 Changed “one” exception to “the only” exception.
12.1.11 Allowed trophies to be given to all high-point winners.
- 2007 – March 8.3 Added provisions for meets to be re-scheduled in the event of inclement weather.
- 2008 – January 1.0 Removed the definition of “Heat Limit” because it contradicts Section 8.5 and is not needed.
12.1.2 Divisionals -- Clarified that times are to be used from the current season.
12.1.3 Divisionals -- Clarified that times are to be used from the current season.
12.2.3 Invitationals -- Clarified that times are to be used from the current season.
12.2.4 Invitationals -- Clarified that times are to be used from the current season.
- 2008 – May 1.0, 2.0 Removed extra line breaks.
7.12, 8.7, 9.1 10.1 Added requirement for the visiting team to provide a Head Timer.
- 2009- March Changed page numbering throughout the document to reflect accurate page count starting with page 1 using “page X of Y” format.
Modified the front page to include a version date and included a version date in the footer.
Corrected typos and formatting inconsistencies throughout.
TOC updated to include subsections of 8.12.
2.1.1 Member Clubs: Clarified voting at the NWSC Executive Board for two or more Member teams managed by the same Executive Swim Board.
2.1.2 Provisional Clubs: Clarified voting at the NWSC Executive Board for two or more Provisional teams managed by the same Executive Swim Board.
3.1 Modified the Awards Director Title to read “Dual Season Awards Director” and added the position “Post Season Awards Director”.
8.15 Northwest Swim Circuit Code of Conduct section added along with Appendix F.
Appendix A updated to add the Steiner Stars Blue team as a Provisional Team.
- 2009 – April Modified the version date from March 31, 2009, to April 12, 2009.
3.1 Added a paragraph to reference the overall NWSC timeline added as Appendix G.
3.1.4 The Awards Director title was changed to read “Dual Season Awards Director” and the Post seasonal awards responsibilities were deleted.
3.1.5 A new section was added for the title of “Post Season Awards Director” with responsibilities outlined. The remaining sections were renumbered based on this addition.
Appendix G added depicting the overall NWSC Season Timeline.
- 2009 – July Modified the version date from May 22, 2009 to July 10, 2009.
Appendix C modified to reflect correct pool conversion information for all teams.
2.4.2 Updated to reflect the methodology used to determine the makeup of each Division as was voted on and approved by the NWSC board in 2008 but was never updated in the bylaws.
- 2010 – February 7.12.14 Added Technology. Allows for the introduction of new technology.
- 2010 – September 3.1.3 Clarifies Treasurer’s responsibilities and binds them to Appendix G Timeline.
- 2010 – September 7.5.9 Written approval from Home Meet Director required to sell any items at away meets.
- 2010 – September 7.5.10 Visiting teams prohibited from supplying large food orders at away meets.
- 2010 – September 7.7.8 Verbiage change – “warning” replaced by “signal”.
- 2012 – November – 6.1 – Eliminates age group swim-up requirement for Club swimmers.
2012 – November – 6.2 – Deleted – Removes requirement to notify Board of Directors of Club Swimmer participation.

2012 – December – 3.2.1 – Added eligibility requirements for Executive Board. Financial conflict of interest prohibited.

2014 – April - Numerous changes to reflect updates in computer technology. Meet Operating Procedures moved to Appendix J.

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1.0 TERMINOLOGY

The following are definitions of standard terminology used throughout these bylaws.

AAU - Amateur Athletic Union of US, Inc.

Disqualification Form (DQ Form) - A form used to disqualify a swimmer due to an infraction.

Event - One of the 87 numbered events represented in the "Event" column of Appendix B.

Event Grouping - One of the eight event groupings represented in the "EVENT GROUPING" column of Appendix B.

Individual Event - Any one of the 66 numbered events represented in the "EVENT" column of Appendix B in which an individual swimmer competes.

NWSC - The Northwest Swim Circuit.

Executive Board - The governing body of the NWSC comprised of the elected circuit representatives from each Member Swim Club.

Official Meet Director - All meets shall be officiated by an Official Meet Director. The Home Team Meet Director shall be the Official Meet Director for all regular season Dual Meets. The Post Season Meet Director of the Executive Board shall be the Official Meet Director for the Invitational Meet. The Championship Committee shall designate the Official Meet Director(s) for each of the Divisional Meets.

Official Time - Any time swum legally at a regularly scheduled Dual Meet, any Open Competition or Championship Meet declared an official meet by the Open Competition Committee. These times are recorded and reported in the Swim Club's best time records.

Pool - That portion of the pool used for swimming competition, as defined by the lane lines for each lane, including an additional 15' to each outside lane's boundary. Both Meet Directors will define and agree before the meet, where the limits of the competition pool will be and where swimmers may dip their goggles, caps, etc. without becoming a distracting/intrusive swimmer.

Relay Event - Any one of the 21 numbered events represented in the "EVENT" column of Appendix B in which more than one swimmer competes as a relay team.

Swim Club or Club - The organization that encompasses all persons associated with the recognized organization including, but not limited to, the swimmers, the swimmer's parent/guardian, coaches, assistant coaches, board members, and other team officials.

Swim Season - The period of time encompassing all competition sanctioned by the Northwest Swim Circuit Executive Board. This includes the date that practices may start, all dual meets, exhibition meets and post seasonal meets.

Swim Team or Team - The competitive portion of a swim club; a swim club may have more than one competitive Swim Team.

Swim-Up - A swimmer in his/her respective age group may compete in an individual event or relay in an older age group, but the swimmer is still limited to a maximum of 3 individual events and 2 relays.

Time Standards - The target qualifying times for entry into individual events under the "qualifying" Post Seasonal Championship meet format.

Warning Form - A form used to warn a swimmer of a possible infraction.

2.0 THE CONFERENCE

2.1 Definitions

The conference name shall be "NORTHWEST SWIM CIRCUIT" (NWSC). The NWSC shall consist of three types of swim clubs or organizations: 1) Member Clubs, 2) Provisional Clubs, and 3) Exhibition Clubs.

2.1.1 Member Clubs

Member Clubs are those swim clubs or organizations fully recognized as active and competing members of the NWSC. Member Clubs may take part in all approved NWSC competition with the opportunity to score points for both the team and individual swimmers.

Each Member Club shall appoint at least one (preferably two) representative(s) to the Executive Board. These representatives, or an alternate team official, shall attend all Executive Board meetings. Each Member Club shall participate equally on the governing body of the NWSC, the Executive Board, having one vote in all matters brought before the Executive Board. In those instances where two or more Member Clubs and/or Provisional Clubs or any combination thereof, are run by the same Executive Board, such teams shall collectively have only one vote in all matters brought before the NWSC Executive Board.

The Member Clubs in the NWSC are shown in Appendix A.

2.1.2 Provisional Clubs

The primary purpose of a provisional club is to allow that club to fully prepare and establish their organization to compete effectively as a Member club within the NWSC. Provisional Clubs are those swim clubs or organizations participating under the bylaws and as a member team of the NWSC. Provisional Clubs may take part in all approved NWSC competitions with the opportunity to score points for both the team and individual team members. Provisional Clubs and/or individual swimmers of the Provisional Club shall not be allowed to participate in any Post Seasonal Meets.

Each Provisional Club shall appoint one representative to attend all Executive Board meetings, having one vote in all matters brought before the Executive Board, as long as they are in good standing as a participating organization within the NWSC. In those instances where two or more clubs (e.g. one Member Club and one Provisional Clubs) are run by the same Executive Board, such teams shall collectively have only one vote in all matters brought before the NWSC Executive Board.

The Provisional Clubs in the NWSC are shown in Appendix A.

2.1.3 Exhibition Clubs

The primary purpose of an Exhibition Club is to allow nonmember teams to compete informally with Member Clubs and Provisional Clubs as fully insured members of the NWSC, in part to determine the viability of the Exhibition Club as a potential Provisional Club in the NWSC.

Exhibition Clubs are not allowed to take part in any approved NWSC competitions unless otherwise approved by a majority vote of the Executive Board quorum. Exhibition Clubs and/or individual swimmers of the Exhibition Clubs shall not be allowed to participate in any Post Seasonal Meets. Exhibition Clubs shall be allowed to participate in exhibition competition with other members (Member Clubs, Provisional Clubs and other Exhibition Clubs) of the NWSC as agreed to by those Exhibition Clubs. The Exhibition Clubs may have a club representative attend the Executive Board meetings by invitation of a Member Club's representative and approval of the PRESIDENT of the Executive Board.

Exhibition Clubs shall not have an official representative to the Executive Board and shall not be allowed to vote on matters before the Executive Board.

The Exhibition Clubs in the NWSC are shown in Appendix A.

2.1.4 501 (c) (3) Compliance

Purpose: The Association is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Fiscal Conduct: No part of the net earnings of the Association shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Dissolution Clause: Upon the dissolution of the Association, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

2.2 Compliance With Rules

All Swim Clubs or organizations (Member Clubs, Provisional Clubs and Exhibition Clubs) competing formally or informally in the NWSC shall comply with all rules, sanctions and insurances identified as required by the Executive Board.

2.2.1 Northwest Swim Circuit Code of Conduct

The Northwest Swim Circuit was formed with the objective of helping young swimmers to develop physical fitness, self-discipline, self-confidence, proficiency in competitive swimming strokes, determination to do one's best, and good sportsmanship. The expectation of the Executive Board is that participants will exhibit the highest standards of sportsmanship at all times while participating in all NWSC and member club affiliated events. Every participant, including swimmers, coaches, officials, board members, parents and spectators, has a responsibility to behave in a respectable manner and to comply with and support the Code of Conduct; see Appendix F. Each team will be responsible for collecting signed Code of Conduct forms at the start of each season and maintaining these files throughout the season.

2.3 Application for Membership

All applications for Member Club status to the NWSC shall be made formally, in writing, to the President or Vice President of the Executive Board.

2.3.1 Member Club Application

A Provisional Club may apply for Member Club status to the NWSC upon completion of their first season as a provisional member of the NWSC.

The Executive Board may waive a swim team's Provisional Club status prior to the start of the swim season by a majority vote of the Executive Board quorum. The President of the Executive Board shall be responsible for communicating the Executive Board's decision to the applying team.

An Exhibition Club may apply for Member Club status in the NWSC upon the completion of their first season as an Exhibition Club by a majority vote of the Executive Board quorum agreeing to waive the need for a full season as a Provisional Club.

2.3.2 Provisional Club Application

Applications for Provisional Club status shall be accompanied by a written recommendation from the Member Club sponsoring the applying swim team. Previous Exhibition Club status is not a requirement for Provisional Club status in the NWSC.

2.3.3 Exhibition Club Application

Applications for Exhibition Club status in the NWSC shall formally be made in writing, to the PRESIDENT or VICE PRESIDENT of the Executive Board.

2.4 Establishment of Divisions

The NWSC shall be divided into two or more divisions based upon the total size of the circuit with the number of clubs in each division being as equal as possible. The number of divisions and the makeup of each division shall be determined by the Executive Board based on the Championship Meet Format being used.

There are two types of Post Seasonal Meets within the NWSC - the Divisional Meet and/or the Invitational Meet. There are two formats that may be used for the NWSC Post Seasonal Meets - an "Open" Meet Format or a "Qualifying" Meet Format - Sec 12.2.1.

2.4.1 Dual Meet Scheduling (also Sec. 7.0)

The Executive Board shall use the post seasonal Divisional Meet as a guideline to scheduling the Regular Season Dual Meets. Every effort will be to schedule those swim teams within a division to compete against the other teams within their division once during the regular season. Whenever possible, intra-divisional and inter-divisional competition shall be scheduled on alternate weekends throughout the season. The Executive Board shall attempt to alternate host teams in dual meets when teams are scheduled in successive seasons.

2.4.2 Divisional Meet (also Sec. 12.1)

In seasons when the Divisional Meet is being used, the Executive Board shall divide the NWSC swim clubs and/or swim teams into divisions based on the following criteria: a) Divisions shall be limited to a maximum of four swim teams. b) Swim clubs with more than one swim team competing during the regular season shall have their swim teams placed into different divisions and shall compete in their respective Divisional Meet.

Consideration shall be made for swim team size, swim team location, swim team strength, overall division size, and the pool selected for each Divisional Meet. Consideration shall be made for each swim team's finish from the preceding swim season. Consideration shall be given to special requests from the individual swim clubs. The methodology used to determine the divisional make up for the next swim season shall be determined by a majority vote of the Executive Board PRIOR to the Divisional Meet of the current season. If no methodology is determined by that time, the methodology for next year's divisional make up will revert to the methodology used for the current year.

2.4.3 Invitational Meet (also Sec 12.2)

In seasons when the Invitational Meet is being used and points are going to be awarded, the Executive Board may divide the NWSC into two or more divisions based on the following criteria; the swim club's finish from the preceding swim season - either the swim club's finish at its respective Divisional Meet, if the Divisional Meet was used, or the swim club's finish at the Invitational Meet, if the Invitational Meet was used, - shall be used as the guideline for placing swim clubs into appropriate divisions. In the event a swim club has more than one swim team competing during the regular season, only the swim club will be placed into a division for the Invitational Meet.

In the event of a tie for team standings for the regular season, the tie will be broken by the result of their head-to-head competition during the regular season. In the event the two teams did not compete against each other, the tie will be broken by determining which team had the greater number of wins during the preceding season. In the event there is still a tie, division placement will be determined by a majority vote of the Executive Board quorum.

Consideration shall be given to specific requests from the individual swim clubs.

3.0 CONFERENCE OFFICIAL

3.1 Executive Board

The Executive Board of the NWSC shall consist of all swim club delegates who shall hold the following offices:

President
Vice President
Treasurer
Dual Season Awards Director
Post Season Awards Director
Secretary
Dual Meet Director
Associate Dual Meet Director
Post Season Meet Director
Associate Post Season Meet Director
T-Shirt Director
Bylaws Director

Executive Board Meetings shall be scheduled monthly, and the dates of scheduled meetings shall be decided on at the October meeting. Additional meetings may be called by the President, if required, by giving 48 hour notice to all member clubs. To conduct an official meeting a quorum must be present. One-half of all member clubs must be present to constitute a quorum, and issues shall be decided by simple majority vote; except any change to the by-laws shall require three-fourths of all member clubs to be present to constitute a quorum and a two-thirds majority is required for passage.

The Executive Board shall conduct its business according to the Season Timeline as delineated in Appendix G. The timeline reflects the season schedule as set forth in the various sections of the bylaws. In those cases where a bylaw section is referenced in the table, the schedule is fixed and shall be followed as stated. In those cases where no bylaw section is stated and is marked with an asterisk (*), the timeline is meant to be a suggested guideline only for ensuring certain required tasks are completed prior to the season start (e.g. timing of placing the T-shirt order, ribbon order etc.)

3.1.1 President

Responsibilities of the President include the following:

- Presiding over all business meetings of the circuit and shall have all powers normally delegated to such an office.
- Signing checks in the absence of the Treasurer.
- Chairing the initial Computer Committee meeting (Sec 4.1).

3.1.2 Vice President

Responsibilities of the Vice President include the following:

- Conducting business for the circuit as requested by the President.
- Acting as the President in his/her absence.
- Conducting any investigations that may be needed as the result of formal protests (Sec 13.2.1.1 and Sec 13.2.2.1).
- Chairing the Open Competition Committee (Sec 4.2.).
- Preparing the Invitational Qualifying times for review and acceptance by the Executive Board.

3.1.3 Treasurer

Responsibilities of the Treasurer include the following:

- Care for and record all expenditures and assessments.
- Executing all authorized NWSC disbursements and these disbursements only.
- Report on the NWSC finances at each Executive Board meeting.
- Prepare a budget and issue an end-of season financial statement to the members of the Executive Board and Swim Club Presidents.

- Prepare, make ready for filing, and sign all required correspondence and forms with the Internal Revenue Service, and relinquish all to the incoming Treasurer in completed form before vacating the post of Treasurer. Must be completed on or before September 30.
- Execution of all duties shall be performed in accordance with NWSC Timeline, Appendix G NWSC Bylaws.

3.1.4 Dual Season Awards Director

Responsibilities of the Dual Season Awards Director include the following:

- Ordering and distributing all awards for Dual Meets and the Post Seasonal Meets.
- Reporting the beginning and ending ribbon counts at the end of the season.

3.1.5 Post Season Awards Director

Responsibilities of the Post Season Awards Director include the following:

- Ordering and distributing all awards for the Post Seasonal Meets.
- Reporting the beginning and ending ribbon, medal and/or trophy counts at the end of the season.

3.1.6 Secretary

Responsibilities of the Secretary include the following:

- Record the minutes of each Executive Board meeting and provide copies of the minutes to each Executive Board Member and Swim Club President no later than 10 days following the Executive Board meeting.
- Maintain an updated contact list for the NWSC Board.

3.1.7 Dual Meet Director

Responsibilities of the Dual Meet Director include the following:

- Organizing and scheduling the Dual Meets.
- Coordinate pre-season officials' clinics and provide teams with all necessary forms prior to the start of the season for the conduct of the dual meets.
- Chair the Coaches' Committee (Sec 4.4).

3.1.8 Associate Dual Meet Director

Responsibilities of the Associate Dual Meet Director include the following:

- Assist the Dual Meet Director as requested.

This position may be held in addition to another position.

3.1.9 Post Season Meet Director

Responsibilities of the Post Season Meet Director include the following:

- Act as the ruling authority for the Divisional Meets and coordinate meet activities with the appointed meet directors for each Divisional Meet (Sec 2.4.2 and Sec 12.1).
- Act as the ruling authority and meet director for the Invitational Meet (Sec 2.4.3 and Sec 12.2).
- Chair the Championship Committee (Sec. 4.3).
- Coordinate all activities that are related to the Post Seasonal Meets (Sec. 12.0).
- Delegate duties as necessary to the Associate Post Season Meet Director and the other members of the Championship Committee.

3.1.10 Associate Post Season Meet Director

Responsibilities of the Associate Post Season Meet Director include the following:

- Assist the Post Season Meet Director as requested.
- Preside over and coordinate all activities that relate to the 6-and-Under Post Seasonal Meet under the guidance of the Championship Committee.
- Serve as the meet's director, if the NWSC decides to have the 6-and-Under Post Seasonal Meet.

This position may be held in addition to another position.

3.1.11 T-shirt Director

Responsibilities of the T-shirt Director include the following:

- Taking the approved NWSC design, producing, distributing, and handling financial transactions for the NWSC T-shirt.

This position may be responsible for other promotional NWSC items in lieu of a T-shirt.

3.1.12 Bylaws Director

Responsibilities of the Bylaws Director include the following:

- Maintain an up-to-date copy of the NWSC bylaws and any other governing documents.
- Provide each swim club's President, Circuit Representative, Meet Director, and Official Coach a copy of the NWSC bylaws.

3.2 Selection and Term of Office

Each Executive Board Officer shall be a representative of a Member Club, in accordance with the individual swim club's bylaws. It is each Member Club's responsibility to have a representative attend scheduled NWSC Executive Board Meetings.

Executive Board Officers shall be elected by simple majority vote of Executive Board Members no later than October 1st of each year.

Each Executive Board Officer shall serve a one year term beginning October 1st of each year. New Executive Board Officers shall be elected each year. An Executive Board Member shall serve no more than two consecutive years in the same office. There is no limitation on the number of consecutive terms in which an Executive Board Member may serve on the Executive Board, other than those imposed by the individual swim clubs. Each Executive Board Member shall serve as an officer or co-officer on the Executive Board.

3.2.1 Financial Conflict of Interest

The Northwest Swim Circuit (NWSC) is a not-for-profit organization supporting and encouraging the sport of swimming. Neither the circuit representative, nor the spouse or partner of the circuit representative, in the NWSC shall be employed in a commercial swimming business.

3.3 Incomplete Term

If any Executive Board Member is unable to complete his or her term, that Member's Club shall designate a replacement representative for the remainder of the original representative's term. If the Executive Board Member to be replaced was the Vice President, Treasurer or Secretary, the President shall determine if it is in the best interest of the NWSC to have the new member assume the responsibilities of the replaced member. If not, the President may appoint another officer to assume those responsibilities and appoint the new member to replace that officer.

If the Executive Board Member to be replaced was the President, the Vice President shall assume the office of President; the replacement member to the vacant Vice President office shall then be filled using the guidelines prescribed in this section.

3.4 Advisory Board Members

The Executive Board has the authority to name Advisory Board members to accommodate roles where advisory input is desired in fulfilling the Executive Board's responsibilities. These Advisory Board members need not be a member of the NWSC, but must be deemed to have expertise in matters affecting the NWSC. Advisory members will not have voting privileges in any matter before the Executive Board (with the exception that an appointee to an Advisory position is also a member of the Executive Board, in which case all normal Executive Board privileges apply to that member).

Advisory Board positions not defined in the Conference Committee (4.0) section of these bylaws will automatically expire at the end of the swim season and may be re-appointed for the next season by the incoming Executive Board as needed.

4.0 CONFERENCE COMMITTEES

4.1 Computer Committee

The Computer Committee shall be responsible for defining standards and guidelines for NWSC and team record keeping and information reporting. The Computer Committee shall consist of one representative from each Member Club, ideally an individual with knowledge of the swim club's information requirements as well as good general computer knowledge. The Computer Committee representative shall be selected by the individual swim club and identified to the Executive Board by the first Board meeting in October each year. The Computer Committee representative shall be referenced as the Computer Representative.

The initial Computer Committee meeting shall be called and chaired by the President of the Executive Board. During this meeting, the Computer Committee chairperson shall be selected/ elected by the members of the Computer Committee. The Computer Committee chairperson does not have to be a duly elected computer committee representative from one of the member clubs.

The remaining Computer Committee meetings shall be scheduled and coordinated by the Computer Committee Chairperson. The Computer Committee shall meet as directed by the chairperson until the end of the swim season.

The Computer Committee Chairperson shall report to each regularly scheduled Executive Board meeting as requested by the Board president and may make recommendations to the Executive Board on behalf of the committee, but may not vote on any issues before the Executive Board.

The Computer Committee Chairperson will be a permanent Advisory board position as defined in Section 3.4 of these Bylaws. The Computer Committee Chairperson may establish guidelines and procedures to allow data processing prior to the meet, during the meet, and after the meet more efficient with the understanding that the Executive Committee is still the final authority on decisions.

4.2 Open Competition Committee (Optional)

The Open Competition Committee is to assist in the organization, coordination and facilitation of alternative swimming competition outside of the regular season Dual Meet and Post Seasonal Meet structure.

The Open Competition Committee shall insure that all open competition meets are conducted in a manner consistent with the spirit of the NWSC Bylaws and AAU Insurance guidelines.

The Open Competition Committee shall be chaired by the Vice President of the Executive Board.

The Open Competition Committee shall have one representative from each Member Club wishing to participate in open competition meets. These representatives shall be identified to the Open Competition Committee chairperson by the initial meeting, to be scheduled no later than May 1st of each swim season.

The Open Competition Committee shall meet as necessary throughout the swim season. The committee chairperson will be responsible for scheduling and coordinating all committee meetings.

4.3 Championship Committee (Optional)

The Championship Committee is to organize and coordinate the Post Seasonal Meet competition as specified in Sec. 12.0.

The Championship Committee shall ensure that all Post Seasonal Meets are conducted in accordance with the NWSC Bylaws and AAU Insurance guidelines.

The Championship Committee shall be chaired by the Post Seasonal Meet Director of the Executive Board and be responsible for scheduling and coordinating all committee meetings. The Championship Competition Committee shall meet as necessary throughout the swim season.

The Championship Committee membership will depend on the championship type being used:

When the Divisional Meet Format is being used, the membership shall also include the Meet Directors from each Member Club as identified to the Championship Committee chairperson by May 15 of each swim season.

When the Invitational Meet is being used, the membership will include the Associate Post Seasonal Meet Director from the Executive Board.

4.4 Coaches' Committee

The Coaches' Committee is to review the rules for Strokes, Starts, Turns, and Finishes (Section I 1) and report to the Executive Board, for further dissemination to the member clubs, any changes from previous years in the rules before May 1st each year.

The Coaches' Committee shall be chaired by the Dual Meet Director of the Executive Board and be responsible for scheduling and coordinating all Coaches' Committee meetings.

The Coaches' Committee membership shall include the Official Head Coach or coaching representative from each Member Club. Each Member Club shall be responsible for identifying their representative to the Coaches' Committee chairperson no later than April 1st each year.

The Coaches' Committee shall meet as necessary before May 1st of each year to review and discuss the Strokes, Starts, Turns, and Finishes.

The Coaches' Committee may meet again during the swim season, prior to the Post Seasonal Meets at the request of the Coaches' Committee chairperson to review and discuss the rules governing the post season meets.

5.0 NWSC Financing

5.1 Budget

The NWSC Treasurer shall provide to the NWSC Board an end of year budgetary report and a proposed annual budget in preparing the upcoming NWSC budget. The proposed budget shall be approved by a majority vote of the Executive Board quorum no later than March 1st.

5.2 Income

Annual fees shall be set by the Executive Board and assessed to each Member club by March 1st and shall be paid by the Member Clubs to the NWSC Treasury by May 15th of the swim season, or as directed by the Executive Board. Other forms of income and additional assessments to Member Clubs may be made if approved by a majority vote of the Executive Board quorum.

5.3 Expenses

The Income shall be used for operating expenses and any other budgeted NWSC expenses associated with Regular Season Meets or Post Seasonal Meets. Any non-budgeted expense shall be paid if approved by a majority vote of the Executive Board quorum. Approved expenses shall be submitted to the NWSC Treasurer no later than September 15th.

6.0 SWIMMER ELIGIBILITY

6.1 General Eligibility

Swimmers shall be in good standing with any team in the NWSC. The Executive Board may require that swimmers join other organizations to ensure that all swimmers in the NWSC are insured. 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 Member Club no earlier than the Official Season Start Date, which should be set by the Executive Board no later than the annual November meeting of the Executive Board, 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 Member Clubs.

6.3 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:

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 (i.e., 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. 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.

6.4 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.

6.5 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 the NWSC Bylaws.

7.0 DUAL MEETS

The NWSC Dual Meet Schedule shall be set by February 1st each year by the Executive Board.

7.1 Overview

The Dual Meet section of the bylaws was developed to assist each team in preparing for the season; it offers a standard approach to preparing for and conducting meets. It is intended to provide instructions for (a) the training of volunteers and (b) the conduct of a dual meet. This Section is based on a combination of hints from several years of experience and should provide a practical format for preparation for and conduct of meets.

All judges, meet officials, and coaches are charged with the responsibility of conducting themselves on the highest level of integrity and by their words and actions to demonstrate the virtues of clean competition and good sportsmanship consistent with the preamble of these bylaws.

All judges and meet officials (excluding runners) shall be at least 18 years of age. Volunteers are the heart of the Northwest Swim Circuit operations. They enable the league to conduct swim meets which require complex coordination among hundreds of swimmers and workers with minimal problems or conflicts. This section provides a description of the responsibilities of the volunteers who fill the following positions:

- Home Meet Director
- Visiting Meet Director
- Official Coach
- Announcer
- Starter
- False Start Technician
- Stroke Judge
- Exchange Judge
- Head Timer and Lane Timers
- Ready Bench
- Runner
- Ribbons and Scoring
- Age Group Parents

APPENDIX H – MEET STANDARD OPERATING PROCEDURES is intended to provide the persons responsible for these areas a guide for recruiting and training a staff of volunteers for the upcoming season. It also provides the Home and Visiting Meet Directors a checklist for ensuring consistency and awareness among the volunteers. The Meet Directors should select specific key points in each job description to reinforce with the workers prior to the start of a meet. The job descriptions contained in this section should be copied and made available to the volunteer workers of that area.

See APPENDIX H

8.0 CONDUCT OF MEETS

8.1 Starting Time

All meets shall begin at 8:00 am on the Saturday prescribed in the schedule, but may begin earlier if the Meet Directors from both swim teams involved mutually agree to the new starting time at least 72 hours prior to the start of the meet. The Home Meet Director may authorize a reasonable delay in starting the meet.

Meets shall begin only after each team has submitted its official heat sheet to the official scoring table. Once submitted, no changes shall be made to the official heat sheet without approval of both Meet Directors.

No swimmer shall swim in an event unless his/her name appears on the official heat sheet for that event. A swimmer appearing as a primary or alternate entry on a relay team is also considered an alternate entry on all other relay teams entered in that event from the same swim team.

8.2 Warm up Time

Each team shall be allowed 30 minutes of warm-up time. The home team shall warm-up first and be out of the water 40 minutes prior to the meet start time. The visiting team shall begin warm-up 35 minutes prior to the start of the meet and shall be clear of the pool 5 minutes prior to that time. Deviations to this warm-up schedule due to weather or other complications may be permitted by the Home Meet Director.

8.3 Stoppage of a Meet

If a meet is stopped by the Home Meet Director for any reason (i.e. inclement weather), and cannot be restarted within one hour, the meet is declared at an end. The score at that time shall determine the meet winner if 1/2 or more of the events have been completed. If less than 1/2 of the events of the meet have been completed, the meet shall not have a declared winner. Un-swum events in canceled meets will count toward eligibility to compete in the Post Seasonal Meets.

Un-swum or incomplete meets due to weather may be rescheduled and event results allowed as official times provided the following requirements are met:

1. Both teams agree to participate.
2. Meet must be completed and results submitted no later than the Monday prior to the Divisional Meet.
3. The meet must follow the format and rules of the NWSC (relays are optional).

8.4 Lane Assignments

Visiting teams shall swim in odd numbered lanes. Home teams shall swim in even numbered lanes.

Where multiple heats are scheduled for an event, swimmers will be seeded from slowest to fastest.

8.5 Number of Heats

There must be a minimum of 174 heats for 6 and 8 lane pools, and 261 heats for 4 lane pools offered to be swum at each Dual Meet. Home teams must secure access to their pool with sufficient time to run the minimum number of heats.

The Home Meet Director has final say as to the total number of heats his/her team can accommodate beyond the minimum. The need to limit the number of heats must be made known to the visiting Meet Director 72 hours before the start of the meet. Every effort should be made to place the maximum number of swimmers in the pool as is possible at each meet.

Additional heats can be added to any event with the agreement of both Meet Directors. In situations of disagreement, either Meet Director can invoke the following ordered criteria:

1. Add heats in events where there is at least one swimmer from each team.
2. Add competitive heats where the maximum number of visiting swimmers will swim.
3. When adding heats with swimmers from only one team or the other, alternate teams, starting with the visiting teams heat first, then the home team, until the maximum number of heats is reached or all swimmers are entered.

All swimmers in all heats shall compete for points and ribbons.

8.6 Swimmer Entries

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 6.3.

8.7 Required Officials

For Dual Meets, the home team shall provide:

- The Home Meet Director
- The Official Starter
- The Announcer
- An Official Coach
- A Head Timer with 2 stopwatches

- Lane Timers with stopwatches (6 for 4 lanes; 9 for 6 lanes; 12 for 8 lanes)
- Exchange Judges (4 during relays)
- Stroke Judges (1 for each side of the pool)
- Ribbons and Scoring Officials
- A False-Start Technician
- Ready Bench personnel
- Runners
- Adequate free drinks for all properly identified workers

For Dual Meets, the visiting team shall provide:

- The designated Visiting Meet Director
- An Official Coach
- A Head Timer with 2 stopwatches
- Lane Timers with stopwatches (6 for 4 lanes; 9 for 6 lanes; 12 for 8 lanes)
- Exchange Judges (4 during relays)
- Stroke Judges (1 for each side of the pool)
- Ribbons and Scoring Officials
- Ready Bench workers

8.8 Starting Blocks

If STARTING BLOCKS are provided, they should be used in such a manner that they offer no advantage or disadvantage to any swimmer or relay team. At the option of the Home Meet Director, STARTING BLOCKS may be moved out of position for events which have finishes and or turns at the same end of the pool as the blocks. All lanes must be handled in the same way. If the STARTING BLOCKS remain in place during the competition, they shall be considered as part of the wall for turns and finishes.

8.9 Equipment Requirements

The home team shall also provide lane ropes, a false-start rope, and backstroke flags (which are to be placed approximately 6 feet above the water across all lanes and 5 yards from each end of the pool). Backstroke flag lines shall be set tightly enough to minimize sag and wind movement.

8.10 Spectators

Provisions shall be made by the home team to keep spectators a reasonable distance from the pool so that Meet Officials can perform their duties. (It is recommended that each team utilize several team parents to help control swimmers and spectators in this regard).

8.11 Intrusive Swimmer

From the time a heat is called to the starting blocks until that heat has finished swimming, the "pool" will belong to that heat only. Any other individual who enters the "pool" during this time will be considered an INTRUSIVE SWIMMER. If the INTRUSIVE SWIMMER interferes in his/her team's lane, the swimmer heated for that lane shall be disqualified. If the intrusive swimmer interferes in another team's lane, the intrusive team's fastest swimmer for that heat shall be disqualified.

This rule will not apply if water entry is to save a swimmer in obvious danger.

8.12 Scoring and Awards

All swimmers entered in an event shall compete for team points and awards. Order of finish in Dual Meets shall be on the basis of official times of all swimmers in all heats, except those swimmers who have been disqualified. The official event results shall be posted as soon as possible at a place accessible to both teams. The points shall be awarded and the meet scored as part of the criteria for future Divisional seeding. Also, see Appendix H, Section 15.4 for more information about interpreting timing results.

The score shall be announced following each event grouping only if both Meet Directors agree to the score being announced prior to the start of the competition. If the Meet Directors agree the score shall not be announced, the Home Meet Director

shall inform the Announcer and the Scoring Table. In such cases, the points for each event shall be recorded, but the final score shall not be totaled until the last event has been completed. In regular season dual meets, points and ribbons shall be awarded on the following basis:

8.12.1 Individual Events

Awards of a type approved by the Executive Board shall be provided for each of the following places, and points shall be awarded as indicated:

- 1st - 4 points and Ribbon shall be awarded
- 2nd - 2 points and Ribbon shall be awarded
- 3rd - 1 point and Ribbon shall be awarded
- 4th - Ribbon shall be awarded
- 5th - Ribbon shall be awarded
- 6th - Ribbon shall be awarded
- 7th - Ribbon shall be awarded
- 8th - Ribbon shall be awarded
- 9th - Ribbon shall be awarded
- 10th - Ribbon shall be awarded

8.12.2 Relay Events

Awards of a type approved by the Executive Board shall be provided for each of the following places, and points shall be awarded as indicated:

- 1st - 5 points and Ribbons shall be awarded
- 2nd - 3 points and Ribbons shall be awarded
- 3rd - 1 point and Ribbons shall be awarded

No more than two relay teams from any team shall be awarded points in a relay event.

8.12.3 Personal Best Times

Swim clubs shall provide recognition by awarding NWSC Personal Best-Time ribbons or similar awards to each swimmer achieving a personal best time. Each club may, at its own discretion, require a certain minimum amount of improvement in times before a ribbon is awarded.

8.12.4 Ties

For a two-way tie, the points for the place for which the swimmers are tied and the next lower place points shall be added together; divided by 2 in determining the total of points to be awarded each swimmer.

Each swimmer receives a ribbon for the tied place and the next lower place ribbon shall not be awarded.

8.12.5 Disqualifications

Disqualified swimmers shall be awarded last place and will receive no team points, official time, or awards in that event.

8.13 Order of Events

All the events listed in APPENDIX B, and only these events, shall be swum at each meet in the order listed.

Pool lengths are usually not exactly 25 yards or 25 meters in the NWSC; therefore a "25" shall be considered to be one pool length, a "50" two pool lengths etc. See APPENDIX C for pool conversion factors.

8.14 Protests

Any protests shall be conducted in accordance with the guidelines set forth in Section 13.0.

8.15 Northwest Swim Circuit Code of Conduct

The Northwest Swim Circuit was formed with the objective of helping young swimmers to develop physical fitness, self-discipline, self-confidence, proficiency in competitive swimming strokes, determination to do one's best, and good sportsmanship. The expectation of the Executive Board is that participants will exhibit the highest standards of sportsmanship at all times while participating in all NWSC and member club affiliated events. Every participant, including swimmers, coaches, officials, board members, parents, and spectators, has a responsibility to behave in a respectable manner and to comply with and support the Code of Conduct; see Appendix F. Each team will be responsible for collecting signed Code of Conduct forms at the start of each season and maintaining these files throughout the season.

9.0 PREPARATIONS FOR HOME TEAMS

9.1 Home Meet Director/Volunteer Groups

The Home Meet Director shall contact each volunteer group by the Thursday prior to the meet to confirm that all necessary volunteers have agreed to serve. Details to be worked out include the following:

- Equipment Setup
- Announcer (1-2)
- Starter (1-2)
- Exchange Judges (4)
- Stroke Judges (2-4)
- False-Start Technician (1)
- Head Timer (1)
- Timers with Watches (6-12)
- Runners (2-3)
- Ready Bench (2-3)
- Ribbons & Scoring (3)
- Age Group Parents

The numbers indicated above apply to a shift. Adequate volunteers for two shifts are required.

9.2 Home Meet Director/Head Coach

The Coach and the Meet Director should discuss the upcoming meet by Tuesday to ensure any special requests can be accommodated.

9.3 Head Coach Submits Meet Entries

The HEAD COACH will submit meet entries for the upcoming meet by Tuesday to allow for the preparation of the heat sheet.

9.4 Head Coach/Official Heat Sheets

By Saturday morning, the official heat sheet must be prepared ten minutes prior to the meet for the beginning relays. Heat sheets for individual events prior to event 45 must be printed before the conclusion of the beginning relays. The heat sheets for the remaining individual events must be printed before event 44. The heat sheet for the final relays must be printed by the completion of event 67. This will be completed by the COMPUTER REPRESENTATIVE or designee and copies of the heat sheet will be distributed to the starter, announcer, ready bench, scoring and the official coaches.

9.5 Final Check (Equipment and Supplies)

The following equipment and supplies are provided at the dual meet by the home team:

- Colorado Timing Systems starter (or approved equivalent specifically designed for starting swim meet races) and a public address system
- First Aid Kit
- Official DQ forms (for both teams)
- Official ribbons (for both teams, include extras for ties)
- Small clip boards (12-15, enough for all timers & pairs of judges)
- Manual Timing - 18 stop watches for 6 lane pools, 12 for 4 lanes, 24 for 8 lanes (plus 2 backups)
- Wireless Watch Timing - 18 watches for 6 lane pools, 12 for 4 lanes, 24 for 8 lanes, a manual backup stop watch for each lane plus 2 manual backup stop watches to cover for any individual manual watch that is not working
- Sharpened pencils (minimum of 20, including 3 red pencils, enough for all workers on both teams)
- Drinks (minimum of 10 oz. glass/worker for both teams for each 1.5 hours worked)
- Name tags (for all home team workers)

9.6 Final Check (Meet Facilities)

The meet facilities should be checked to ensure that all equipment is in good working condition.

Pool area:

Clean, chemically balanced water

Lane lines between all lanes and along the edge for odd shaped areas (e.g. diving wells)

Starting Blocks (Offering no advantage or disadvantage to either team)

Back stroke flags (6 feet above the water, 5 yards from each end and strung tightly enough to not significantly vary)

False-start line (strung high enough to clear all strokes)

Ready bench area:

3-4 rows of benches or chairs (width based on the number of lanes in your pool)

Announcer area:

Public address system which can be heard in the pool and home and visiting team swimmer areas

Ribbons

Two tables and two chairs

Scoring

Manual Watch Timing

Two Tables (or one large round table) and six chairs

Computer Representative Area

Three tables protected from rain and sun and six chairs

Special considerations should be given to provide adequate and reasonable accommodations for the visiting team's swimmers, workers, and spectators.

10.0 PREPARATIONS FOR THE VISITING TEAM

10.1 Visiting Meet Director/Volunteer Groups

The Visiting Meet Director shall contact each volunteer group by the Thursday prior to the meet to confirm that all necessary volunteers have agreed to serve. This includes the following volunteers:

- Exchange Judges (4)
- Stroke Judges (2-4)
- Head Timer (1)
- Timers with watches (6-12)
- Ready Bench (2-3)
- Ribbons and Scoring (3)

- Age Group Parents

The numbers indicated above apply to a shift. Adequate volunteers for two shifts will be needed.

10.2 Visiting Meet Director/Head Coach

The Coach and the Visiting Meet Director should discuss the upcoming meet by Tuesday to ensure any special requests can be accommodated.

10.3 Head Coach Submits Entries

See section 9.3

10.4 Head Coach/Official Heat Sheets

See Section 9.4.

10.5 Final Check (Equipment and Supplies)

The following equipment and supplies are to be provided at the dual meet by the Visiting Team:

Name Tags for all visiting workers

11.0 STROKES, STARTS, TURNS, AND FINISHES

Official Stroke Judges (see Appendix H, Section 10, Stroke Judges) shall use the rules adopted by United States Swimming, Inc. to judge the validity of the strokes, turns, and finishes of swimmers. Failure of the swimmer to comply with these rules shall be considered grounds for disqualification by the Official Stroke Judge for that swim in official meets.

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 to Stroke clinics (see Section 4.4).

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.

All rules regarding the running of a meet, meet officials, preparations and conduct for meets, protests, disqualifications, etc., shall be as provided in the NWSC Bylaws.

Official stroke judges of the NWSC need not be a USA Swimming official or trained in official USA Swimming stroke and turn judge training classes. It is the responsibility of the Dual Meet Director to see that the proper training is conducted at the Judges and Head Timer Clinic (Appendix H, Section 10, Stroke Judges).

12.0 POST SEASONAL MEETS

The NWSC shall conduct Post Seasonal Meets (Divisional and/or Invitational) at the conclusion of the regular season. The type of meet (and format) depends on the availability of the facilities to accommodate such Meets.

The type and format of the Post Seasonal Meet shall be determined on a majority vote by the Executive Board quorum no later than March 1st of each year.

Planning, coordination and execution of all post seasonal meets shall be the responsibility of the Championship Committee (Sec. 4.3).

12.1 Divisional Meet

12.1.1 Rules

Dual Meet season rules shall apply for all Divisional Meets except those exceptions specifically stated in this Section.

12.1.2 Eligibility

To be eligible to participate in a Divisional Meet, a swimmer must meet the eligibility requirements of these bylaws and must have competed in a minimum of two Dual 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 6.3.

Swimmers must have an official time in an event from the current swim season to be entered in that event. The only exception to this rule is as follows: A seed time of "555.55" may be used in all age groups to seed a relay team in either the free or medley relay events when an official time for the relay team does not exist.

12.1.3 Seedings

Swimmers shall be put into progressively faster heats in events according to their best official times from the current swim season in those events. Swimmers in all heats are eligible for points, ribbons, and medals.

All Divisional Relays must follow Dual Meet rules. Each swimmer on a relay team must meet the Divisional Eligibility rule (sec 12.1.2). Relays 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.

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

12.1.4 Scoring

In the Post Seasonal Divisional Meets, points, medals, and ribbons shall be awarded on the following basis:

12.1.5 Individual Events

Awards of a type approved by the Executive Board shall be provided for each of the following places, and points shall be awarded as indicated:

- 1st - 9 points and Ribbon shall be awarded
- 2nd - 7 points and Ribbon shall be awarded
- 3rd - 6 points and Ribbon shall be awarded
- 4th - 5 points and Ribbon shall be awarded
- 5th - 4 points and Ribbon shall be awarded
- 6th - 3 points and Ribbon shall be awarded
- 7th - 2 points and Ribbon shall be awarded
- 8th - 1 point and Ribbon shall be awarded
- 9th - Ribbon shall be awarded
- 10th - Ribbon shall be awarded
- 11th - Ribbon shall be awarded
- 12th - Ribbon shall be awarded

12.1.6 Relay Events

Awards of a type approved by the Executive Board shall be provided for each of the following places, and points shall be awarded as indicated:

- 1st - 9 points and Ribbon shall be awarded
- 2nd - 7 points and Ribbon shall be awarded
- 3rd - 6 points and Ribbon shall be awarded
- 4th - 5 points and Ribbon shall be awarded
- 5th - 4 points and Ribbon shall be awarded
- 6th - 3 points and Ribbon shall be awarded
- 7th - 2 points and Ribbon shall be awarded
- 8th - 1 points and Ribbon shall be awarded

12.1.7 Heat Ribbons

Each swimmer winning his/her heat in an individual event and relay event shall be awarded a heat winner ribbon.

12.1.8 Ties

For a two-way tie, the points for the place for which the swimmers are tied and the next lower place points shall be added together; divided by 2 in determining the total of points to be awarded each swimmer.

Each swimmer receives a ribbon for the tied place and the next lower place ribbon shall not be awarded.

12.1.9 Disqualifications

Disqualified swimmers shall be awarded last place and shall receive no team points, official time or awards in that event.

12.1.10 Posting Results

Posted meet results (finish order, point totals, and/or points awarded) alleged to be in error, shall be brought to the attention of the Official Meet Director by the Team Meet Director or the Swim Club's President only.

The Official Meet Director shall review the records of the event in question to determine any evidence of an error and institute appropriate corrections. Correction of such errors must take place prior to the close of the Post Seasonal Meet and the announcement of the corrections made. The Official Meet Director shall be the final authority on such matters.

12.1.11 Divisional Meet Awards

A permanent NWSC DIVISIONAL MEET TROPHY shall be awarded to the top team in each division. The PRESIDENT shall see that the trophy is suitably engraved.

The All Division Team for each Divisional Meet shall be composed of the three boys and girls in each age group who score the highest number of points in individual events.

Trophies or plaques shall be awarded to the first, second and third place high-point swimmers.

12.1.12 Protests

Any protests shall be conducted in accordance with the guidelines set forth in Section 13.0.

12.2 INVITATIONAL MEET

12.2.1 "Open" vs. "Qualifying" Formats

There are two formats that may be used for the NWSC Invitational Meet: an "Open" Meet or a "Qualifying" Meet.

The Executive Board shall determine the Invitational Meet Format no later than March 1st of each year. The Championship Committee shall be responsible for implementing the selected format and coordinating all aspects of the Invitational Meet within the structure of these bylaws.

"OPEN" INVITATIONAL MEET

The Meet is open to all swimmers within the NWSC meeting the format's eligibility requirements regardless of the swimmer's official time in the individual event the swimmer is seeded.

"QUALIFYING" INVITATIONAL MEET

The Meet is open to those swimmers within the NWSC meeting the format's eligibility requirements and qualifying time standards for individual events. The qualifying time standards shall be determined by the Executive Board no later than April 1st.

12.2.2 Rules

Dual Meet rules (Sec 7.0) shall apply for the Invitational Meet, (and the 6 & Under Invitational Meet, if held) with the exceptions specifically stated in this Section of the bylaws.

12.2.3 Eligibility

To be eligible to participate in an Invitational Meet, a swimmer must meet the eligibility requirements of these bylaws and must have competed in a minimum of two Dual Meets of the current regular season, unless approved by the Executive Board. Entry on the Official Heat Sheet of canceled meets or events shall count toward this requirement.

"OPEN" INVITATIONAL MEET

To be eligible to participate in an "Open" Invitational Meet, a swimmer must meet the eligibility requirements of these bylaws and must have competed in a minimum of two Dual Meets of the current regular season. Entry on the Official Heat Sheet of canceled meets or events shall count toward this requirement.

Swimmers must have an official time from the current season in that event to enter. Age Group Eligibility and Swimming Up shall be in accordance with the guidelines set forth in Sec 6.3.

"QUALIFYING" INVITATIONAL MEET

A swimmer must have at least one official time from the current season equal to or faster than the qualifying time standard set for that individual event in order to compete in the Invitational Meet. Swimmers shall compete only in the individual events for which they qualify, not to exceed three (3) individual events.

12.2.4 Seedings

Swimmers shall be put into progressively faster heats in events according to their best official times from the current swim season in those events. Swimmers in all heats are eligible for points, ribbons, and medals.

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

12.2.5 Scoring

In the Post Seasonal Invitational Meet, no points shall be awarded. Medals and ribbons shall be awarded on the following basis:

12.2.6 Individual Events

- 1st - A GOLD MEDAL shall be awarded
- 2nd - A SILVER MEDAL shall be awarded
- 3rd - A BRONZE MEDAL shall be awarded
- All others - A Participation Ribbon shall be awarded

12.2.7 Relay Events (If Included)

1st - GOLD MEDALS shall be awarded
2nd - SILVER MEDALS shall be awarded
3rd - BRONZE MEDALS shall be awarded
All others - A Participation Ribbon shall be awarded

12.2.8 Ties

Each swimmer receives a ribbon for the tied place and the next lower place ribbon shall not be awarded.

12.2.9 Disqualifications

Disqualified swimmers shall be awarded last place and shall not receive an official time or awards in that event.

12.2.10 Posting Results

Posted meet results (official times and finish order) alleged to be in error, shall be brought to the attention of the Official Meet Director by the Team Meet Director or the Swim Club's President only.

The Official Meet Director shall review the records of the event in question, to determine any evidence of an error and institute appropriate corrections. Correction of such errors must take place prior to the close of the meet and the announcement of the corrections made. The Official Meet Director shall be the final authority on such matters.

12.2.11 Invitational Meet Awards (If Team Points Are To Be Awarded)

A perpetual NWSC INVITATIONAL MEET TROPHY shall be awarded to the top team in each division. The PRESIDENT shall see that the trophy is suitably engraved.

The All Circuit Team shall be composed of the three boys and girls in each age group who score the highest number of points in individual events. Trophies shall be awarded to the first place high-point swimmers and plaques to the second and third place high-point swimmers.

12.2.12 Protests

Any protests shall be conducted in accordance with the guidelines set forth in Section 13.0.

13.0 PROTESTS

13.1 During a Meet

13.1.1 Raising an Issue of Protest

A Swim Team's Meet Director, a designate of a Swim Team's Meet Director, or a NWSC Club Representative are the only persons that may raise an issue of protest and discuss matters of judgment with the Official Meet Director during the course of a meet. Any issues of protest shall be brought to the attention of both Teams' Meet Directors.

13.1.2 Rulings

The Official Meet Director shall rule on issues of protest raised under the section titled Raising an Issue of Protest after discussing the issue of protest with representatives of both teams.

The Official Meet Director may implement or overrule a judge's decision if it is not supported by these bylaws. The Official Meet Director shall be the final authority on such matters.

13.2 After a Meet (Written Protests)

13.2.1 Clarification of Rule and No Applicable Rule

If the bylaws are not clear or do not cover a particular situation questioned during a meet, a swim club's board may make a written protest to the NWSC Board for a ruling that will apply only to future situations.

13.2.1.1 Response

Any protest made under section 13.2.1 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.

13.2.2 Deliberate Infractions / Gross Misconduct

A swim club'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.

13.2.2.1 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 Club must take to insure the violation does not reoccur; immediate probation for an individual or Swim Club; immediate suspension of an individual or Swim Club; immediate and permanent disassociation of an individual or Swim Club. 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 Club 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.

APPENDIX A - Member Clubs

Member, Provisional, and Exhibition Clubs

The Member Clubs in the NWSC are:

Anderson Mill	Barracudas
Balcones Country Club	Sharks
Block House Creek	Tidal Waves
Brushy Creek	Marlins
Cedar Park	Typhoons
Forest North	Stingrays
Georgetown	Aquadillos
Hurricanes	Hurricanes
Pflugerville	Piranhas
Round Rock	Dolphins
Steiner Ranch	Stars Blue
Steiner Ranch	Stars Red
Wells Branch	Armada

APPENDIX B - Meet Events

<u>EVENT</u>	<u>AGE GROUP</u>	<u>EVENT GROUPING</u>	<u>DISTANCE and STROKE</u>
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

APPENDIX C - Pool Conversion

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 Salado	83.00	0.904	5
Balcones Country Club	82.38	0.910	4
Block House Creek	75.00	1.000	6
Brushy Creek-Sendero Springs	75.00	1.000	8
Cedar Park	82.08	0.914	8
Forest North – Unknown as of April 2014			
Georgetown – Georgetown Recreation Center	75.00	1.000	8
Hurricanes-Rattan Creek	82.19	0.913	8
Pflugerville	82.93	0.904	8
Round Rock	75.00	1.000	8
Steiner Ranch – John Simpson	81.96	0.915	6
Steiner Ranch – Bella Mar	75.00	1.000	8
UT Swim Center	75.00	1.000	8
Wells Branch	75.08	0.999	6

OFFICIAL TIME = STOP WATCH TIME x ADJUSTMENT FACTOR

APPENDIX D - Lane Timer Sheet

				NWSC Meet - DATE					
Event ##	Gender	Age Group	Distance	Yard	Stroke	Finals Official Time			
Lane 1	Heat 1	Name 1	12	WB-ZZ	25.26	_____	_____	_____	_____
Lane 1	Heat 2	Name 2	12	WB-ZZ	24.16	_____	_____	_____	_____
Lane 1	Heat 3	Name 3	12	SSB-ZZ	17.47	_____	_____	_____	_____
Lane 1	Heat 4	Name 4	11	PFP-CI	16.59	_____	_____	_____	_____
Lane 1	Heat 5	Name 5	11	SSB-ZZ	15.69	_____	_____	_____	_____
Lane 1	Heat 6	Name 6	11	SSB-ZZ	14.83	_____	_____	_____	_____

APPENDIX E - Disqualification Form

DISQUALIFICATION (v04.06)

WARNING

EVENT _____ HEAT _____ LANE _____

Swimmer _____

BREASTSTROKE

Start Swim Turn Finish
Kick: Alternating Dolphin Scissors
Arms: Non-Simultaneous Two Strokes Under
Pull To Hips Over Water
Cycle: Head Not Up Double Pulls/Kicks
Touch: One Hand Non-Simultaneous
Body: Not Toward Breast
Other _____

BUTTERFLY

Start Swim Turn Finish
Kick: Alternating Scissors
Arms: Non-Simultaneous Two Strokes Under
Touch: One Hand Non-Simultaneous
Body: Not Toward Breast Past 15 Meters
Other _____

BACKSTROKE

Start: Toes Past 15m
Swim: Toward Breast
Turn: Toward Breast Non-Continuous
Flip Turn on IM
Other _____

FREESTYLE

Start: Past 15m
Relay: Back Stroke Breast Stroke Butterfly
Other _____

INDIVIDUAL MEDLEY

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

RELAYS DQ Warn

Left Early Swimmer # _____
Stroke Infraction (Mark Above) Swimmer # _____
Changed Order: Swimmer # _____ Stroke _____
Other _____

OTHER -- DQ Warn

Pull On Rope Walk On Bottom
Did Not Finish Other _____

Judge _____ DQ
Judge _____ Warn

APPENDIX F

Northwest Swim Circuit Code of Conduct

The Northwest Swim Circuit was formed with the objective of helping young swimmers to develop physical fitness, self-discipline, self-confidence, proficiency in competitive swimming strokes, determination to do one's best, and good sportsmanship. The expectation of the Executive Board is that participants will exhibit the highest standards of sportsmanship at all times while participating in all NWSC and member club affiliated events. Every participant, including swimmers, coaches, officials, board members, parents and spectators, has a responsibility to behave in a respectable manner and to comply with and support the Code of Conduct.

While attending and/or participating in any NWSC or member club affiliated practice or event, no individual shall:

- At any time strike, shove, threaten to strike or lay a hand upon an official, swimmer, coach or spectator.
- Engage in an abusive, verbal attack upon any official, swimmer, coach or spectator on or off the pool area.
- Use trash talk, profane, obscene or vulgar language, or gesture under any circumstances, on or off the pool area.
- Engage in an objectionable demonstration of dissent or unsportsmanlike conduct such as throwing equipment or any other forceful action.
- Refuse to abide by an official's decision

Any violation of the above policy will result in the following action at the discretion of the Home Meet Director:

First Offense – Ejection of the person(s) from the meet/event by the Meet Director.

Second Offense – Suspension of the person(s) from any and all meets or events for the remainder of the current swim season.

If this individual is acting in the capacity of a coach or meet official at the time of the offense then the additional sanctions will be as follows:

First Offense – Ejection of the person(s) from the meet/event by the Meet Director.

Second Offense – Suspension of the person(s) from participating in an official capacity at any and all NWSC sanctioned events for the total of one year from the date of infraction.

Third Offense – Suspension of the person(s) from participating in an official capacity at any and all NWSC sanctioned events for life.

**Any violation will be reported in writing to the Vice President of the NWSC Executive Board either by electronic or traditional mail prior to the next NWSC sanctioned event or within 30 days of infraction if occurrence is at the last sanctioned event for the swim season.*

By signing below, I do hereby certify that I have read and agree to abide by the Northwest Swim Circuit Code of Conduct.

Parent/Guardian/Coach/Official Signature	Date		Date
Parent/Guardian/Coach/Official Signature	Date		Date
			Date
		Swimmer(s) Signature(s)	Date

APPENDIX G - Overall NWSC Season Timeline

APPENDIX G		
Overall NWSC Season Timeline		
A NWSC Season is from September 1 to August 31		
Month Activity to be Completed	Activity	Section in the By-Laws
September		
	Approved expense shall be submitted to the Executive Board Treasurer by no later than September 15	5.2
October		
	No later than October 1 the Executive Board Officers shall be selected by simple majority vote. Terms are good for one year effective October 1	3.2
	Executive Board shall determine the dates and times for standing board meetings for the duration of the Season (October to October of the following year)	3.1
November		
December		
January		
	The NWSC Treasure will file taxes by January or file for an extension	3.1.3
February		
	The Dual Meet Schedule shall be set by the Executive Board by February 1 each year	7
March		
	The annual budget shall be approved by the Executive Board by no later than March 1	5.1
	Annual fees to Member/Provisional Teams shall be assessed by March 1	5.2
	All Member/Provisional Clubs will provide an accurate ribbon count to the NWSC Dual Season Awards Director by about March 15	*
	The NWSC T-shirt Director shall place the circuit T-Shirt order by about March 15	*
April		
	The NWSC Dual Season Awards Director will place the final ribbon orders with the preferred ribbon vendor by about April 15	*
	The NWSC Post Season Awards Director shall place the final medal/trophy orders for divisionals/invitationals with the preferred medal/trophy vendor by about April 15	*
May		
	The NWSC Dual Meet Director will schedule the Coaches/Officials Training including Starter training by early May	3.1.6, 7.2, 7.3
	The Coaches Committee shall meet as necessary prior to May 1 of each season to discuss and review strokes, turns, starts and finishes	4.4
	Member/Provisional Clubs shall pay assessed annual fees by no later than May 15	5.2
	Circuit T-Shirt orders will be received by the NWSC T-shirt Director and distributed to Member/Provisional clubs by about May 15	*
	Ribbon orders will be received by the NWSC Dual Season Awards Director and distributed to Member/Provisional clubs by about May 15	*
June		
July		
August		
NOTE: A task delineated with an () asterisk is meant as a suggested target date in order to ensure the task is completed prior to the season start. All other timeline items delineated with a By-Law Section must be adhered to as per the By-Laws.		

APPENDIX H – MEET STANDARD OPERATING PROCEDURES

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MEETS

The NWSC Dual Meet Schedule shall be set by February 1st each year by the Executive Board.

1.0 Overview

The Dual Meet section of the bylaws was developed to assist each team in preparing for the season; it offers a standard approach to preparing for and conducting meets. It is intended to provide instructions for (a) the training of volunteers and (b) the conduct of a dual meet. This Section is based on a combination of hints from several years of experience and should provide a practical format for preparation for and conduct of meets.

All judges, meet officials, and coaches are charged with the responsibility of conducting themselves on the highest level of integrity and by their words and actions to demonstrate the virtues of clean competition and good sportsmanship consistent with the preamble of these bylaws.

All judges and meet officials (excluding runners) shall be at least 18 years of age. Volunteers are the heart of the Northwest Swim Circuit operations. They enable the league to conduct swim meets which require complex coordination among hundreds of swimmers and workers with minimal problems or conflicts. This section provides a description of the responsibilities of the volunteers who fill the following positions:

- Home Meet Director
- Visiting Meet Director
- Official Coach
- Announcer
- Starter
- False Start Technician
- Stroke Judge
- Exchange Judge
- Head Timer and Lane Timers
- Ready Bench
- Runner
- Ribbons and Scoring
- Age Group Parents

This appendix is intended to provide the persons responsible for these areas a guide for recruiting and training a staff of volunteers for the upcoming season. It also provides the Home and Visiting Meet Directors a checklist for ensuring consistency and awareness among the volunteers. The Meet Directors should select specific key points in each job

description to reinforce with the workers prior to the start of a meet. The job descriptions contained in this section should be copied and made available to the volunteer workers of that area. This Appendix is intended to provide consistency throughout the circuit but the concurrence by the meet directors for the teams attending the meet may make per meet modifications as necessary due to extenuating circumstances.

2.0 Judges & Head Timer Clinic

There shall be one or more training clinics prior to the first dual meet for the following meet officials:

- Meet Directors
- Official Coaches
- Stroke Judges
- Exchange Judges
- Head Timers

These clinics shall be organized, scheduled, and coordinated by the Dual Meet Director of the Executive Board.

Only those attending one of the Judges & Head Timers Clinics shall be allowed to officiate in the capacities during the season. The Executive Board must approve any exception to this rule. EACH SWIM CLUB MUST ASSURE THAT IT WILL BE ABLE TO PROVIDE AN ADEQUATE NUMBER OF OFFICIALS FOR EACH OF ITS SCHEDULED MEETS.

Below is the suggested outline of items to be covered at the Judges and Head Timer Clinic;

- STROKES
 - Freestyle
 - Butterfly
 - Breaststroke
 - Backstroke
 - Individual Medley
 - Relays
- DQ Form (See NWSC Bylaws - Appendix E)
- Timer Procedures
 - Pre Meet Briefings
 - Acknowledging Starter
 - Recording Times
 - Verifying Swimmer Information Matches Lane Timer Sheet
 - Back-up Timer

3.0 NWSC Officials Clinic

There shall be one or more Starters Clinic prior to the first Dual Meet. The Executive Board must approve any exception to this rule. EACH SWIM CLUB MUST ASSURE THAT IT WILL BE ABLE TO PROVIDE AN ADEQUATE NUMBER OF STARTERS FOR EACH OF ITS SCHEDULED MEETS.

Below is the suggested outline of items covered at the Starters Clinic;

- Meet Pacing
- Starts
 - Forward (Butterfly, Breaststroke, Freestyle)
 - Backstroke
 - Relays
- False Starts
- Consistency
- Practice Starts

4.0 Home Meet Director

4.1 Number Required

One HOME MEET DIRECTOR is required for each home meet. 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.

4.2 Certification

All MEET DIRECTORS must attend a Circuit Official's Clinic each year.

4.3 Involvement in Pre-Meet Negotiations

The HOME MEET DIRECTOR must be involved in any negotiations regarding exceptions to a normal meet. Such requests must be detailed (i.e., precisely describe the specific exception, such as the event numbers) and must be negotiated by Tuesday prior to the meet to allow both teams adequate time to prepare.

4.4 Review of Pool Facilities

The HOME MEET DIRECTOR shall review the condition of the pool, support facilities, equipment, and supplies prior to the beginning of the meet and see that any necessary corrective action is taken. See Sections 9.6 and 9.7. In pools with water depth less than 4 feet at the starting end, the swimmers must start from in the water.

4.5 Responsibilities (Home Meet Officials)

The HOME MEET DIRECTOR must ensure that all officials are aware of their responsibilities prior to the start of each meet. The HOME MEET DIRECTOR shall use the NWSC Bylaws to assist him/her in reviewing any special instructions to ensure consistency at the meet.

4.6 Schedule Coordination/Heat Sheets

The HOME MEET DIRECTOR shall coordinate the necessary scheduling with the meet officials to begin the meet at the scheduled start time. The HOME MEET DIRECTOR shall insure the accuracy and verify the official heat sheet is at the scorer's table by the start time.

4.7 Progress During The Meet

The HOME MEET DIRECTOR shall conduct meets in accordance with these bylaws and be in complete charge of the meet, adjudicate all disputes, and have the final word in all matters, subject to a written protest as provided herein.

The HOME MEET DIRECTOR shall observe the progress of the meet to ensure a smooth integration of activities. During both halves of the meet, the HOME MEET DIRECTOR shall visit the scoring table to review timer performance. The HOME MEET DIRECTOR shall periodically check with various officials and take action to help, or if necessary, replace an official who is ineffective.

The HOME MEET DIRECTOR shall make a written report to the Vice President of the Executive Board on any DISQUALIFICATIONS not involving the swimming of an event or on any unsportsmanlike conduct considered detrimental to the conduct of the meet.

4.8 Discipline of Meet Official(s)

A judge may be replaced by agreement of both Meet Directors, but only after the Meet Directors attempt to correct the situation in a conference which includes all judges. In such cases, the Meet Directors shall submit a written report to the Circuit Dual Meet Director.

4.9 Postponement/Cancellation Due to Weather

The HOME MEET DIRECTOR shall make the final judgment on postponement or cancellation of a scheduled meet due to inclement weather. Such decisions shall be communicated to the visiting team Meet Director as soon as possible.

Some guidelines for making a decision before a meet has started include:

Texas weather is unpredictable, especially early in the morning. It may be best to attempt to delay the meet for an hour rather than canceling it immediately. If the conditions involve only a light mist, you could have both teams show up on time, which allows for an earlier start if the conditions do clear up. This alternative becomes more feasible if your pool provides a warm, covered facility to keep participants out of the rain.

Remember, the parents and swimmers were going to spend their whole morning at the meet, so attempting to conduct the meet is generally the best ground rule. If, however, the meet cannot start by 9:30 or the conditions include severe weather (i.e., lightning, heavy rains or heavy winds), please do not jeopardize the safety of anyone.

In the event of cancellation or delay, the Visiting Meet Director should be called by the Home Meet Director no later than 6:30 AM. The visiting team must have adequate time to notify their families before they drive to the meet for warm-ups.

Some guidelines for making a decision after a meet has started include:

Upon first notice of any severe conditions (i.e., lightning, heavy rains, or heavy winds) begin to take actions to suspend activities and minimize risks to both the swimmers and parents. This would probably involve at least a temporary interruption of the meet. If the conditions involve only rain, then the decision becomes more difficult. Certainly any heavy rain dictates an interruption of activities. Do not underestimate the importance of quickly delaying a meet in even a light mist; an unnecessary delay will result in wet, cold swimmers and parents as well as destruction of the paperwork needed to run the meet. Your actions in this case rely partially on the facilities at your pool. Above all else, get out and sample the worst conditions, your judgment must reflect those conditions (e.g. do not stay indoors with part of the people while others are out in the rain). Remember, this is a fun circuit! Let your judgments reflect this.

4.10 Protests During a Meet

For protests, refer to Section 13.0 of the bylaws.

5.0 Visiting Meet Director

5.1 Number Required

One VISITING MEET DIRECTOR is required for each away meet. It is recommended that each team have more than one Meet Director each year.

5.2 Certification

All VISITING MEET DIRECTORS must attend a Circuit Official's Clinic each year.

5.3 Involvement in Pre-Meet Negotiations

The VISITING MEET DIRECTOR shall be involved in all negotiations with the Home Meet Director in preparing for all official Meets. Such requests must be detailed (i.e., precisely describe the specific exception, such as the event numbers) and must be negotiated by Tuesday prior to the meet to allow both teams adequate time to prepare.

5.4 Responsibilities (Visiting Meet Officials)

The VISITING MEET DIRECTOR shall assist the Home Meet Director and act as liaison to the visiting team. The VISITING MEET DIRECTOR must ensure that all visiting team officials are properly trained and aware of their duties prior to the start of the meet. The VISITING MEET DIRECTOR shall use the NWSC Bylaws to assist him/her in reviewing any special instructions to ensure consistency at the meet.

5.5 Accessibility to Home Meet Director

The VISITING MEET DIRECTOR shall be properly identified to the Home Meet Director. He or she shall make themselves readily accessible to the Home Meet Director for discussions about meet issues and to facilitate requests to the visiting team.

5.6 Schedule Coordination/Heat Sheets

The Home Meet Director shall assist the necessary scheduling with the meet officials to begin the meet at the scheduled start time. The VISITING MEET DIRECTOR shall insure the accuracy and verify the visiting team's meet entries.

5.7 Discipline of Meet Official(s)

See section 7.4.8

5.8 Protests During a Meet

For protests, refer to section 13.0.

5.9 Visiting Teams Conducting Sales

In the event a visiting team intends to offer any items for sale at an away meet, prior approval from the Home Meet Director must be obtained in writing, 72 hours prior to the event.

5.10 Visiting Teams Providing Food at Away Meet

Visiting Teams shall not supply large food orders for their team or parents while attending any away meet.

For protests, refer to Section 13.0.

6.0 OFFICIAL COACHES

6.1 Number Required

A minimum of one (1) OFFICIAL COACH per team is required for each home and away meet.

6.2 Certification

OFFICIAL COACHES must be registered with and insured by the same governing body with which the circuit and all teams are registered and insured. Proof of insurance of the OFFICIAL COACHES must be provided to the Executive Board upon request. Prior to conducting the first team practice, OFFICIAL COACHES must obtain Coaching Certification as required by said governing body. Prior to the first dual meet, all OFFICIAL COACHES should attend one of the Circuit's Official's Clinics.

6.3 Coaching Responsibilities

Each team is required to have at least one OFFICIAL COACH present at all times during a team practice and/or during official competition.

The OFFICIAL COACH is responsible for instructing the swimmers on his or her team in the proper stroke technique as described in Section 11.0. The COACH shall teach swimmers to be attentive and to take their marks quickly at the direction of the official starter.

6.4 Emphasizing Good Sportsmanship

The OFFICIAL COACH is responsible for counseling all swimmers to exhibit sportsmanship-like conduct at all meets in the spirit of the NWSC Bylaws. The OFFICIAL COACH shall exhibit good sportsmanship at all NWSC events.

6.5 Communications with the Meet Director

The OFFICIAL COACH is responsible for communicating special requests dealing with the execution of an upcoming meet to his/her Meet Director early enough so the Meet Director can negotiate these requests with the opposing teams' Meet Director. Resolutions of such requests need to be finalized by the 48-hours prior to the meet start time so that both teams have fair opportunity to prepare.

6.6 Preparing the Heat Worksheets

The OFFICIAL COACH is responsible for submitting relay name changes, relay scratches and individual scratches to the computer representative to allow the preparation of the official heat sheet. The computer representative will use this information to produce official heat sheets for the meet officials.

7.0 Announcer

7.1 Number Required

An ANNOUNCER is required for all home meets. It is recommended that each team have 2-3 trained ANNOUNCERS.

7.2 Certification

ANNOUNCERS are not required to attend circuit training. It is the responsibility of the home team to train their own.

7.3 Setting up the Broadcast System

The Home Meet Director shall review the following schedule with the ANNOUNCER prior to the start of each meet.

The ANNOUNCER must arrive early for each home meet to setup the broadcast system, become familiar with the schedule and announce the flow of activities which lead up to the start of the meet.

7.4 Welcoming Swimmers and Parents

The ANNOUNCER shall welcome the arriving parents and swimmers and direct them to their areas.

7.5 Pre-Meet Responsibilities

Assuming an 8:00 AM start time, the ANNOUNCER shall announce the following schedule at 6:50 and repeat the applicable portions every 5-10 minutes:

	<u>8:00 Start</u>	<u>7:30 Start</u>
Host team warm-ups	6:50-7:20	6:20-6:50
Visiting team warm-ups	7:25-7:55	6:55-7:25
All judges to the meeting area	7:40	7:10
All timers to the meeting area	7:45	7:15
All first shift workers to their posts	7:50	7:20
First call for events 1, 2 & 3 to the ready bench	7:50	7:20
Final call for events 1, 2 & 3 to the ready bench	7:55	7:25
First call for events 4 & 5 to the ready bench	7:55	7:25
Start of event 1	8:00	7:30

For other meet start times the Home Meet Director will adjust the schedule accordingly.

7.6 Calling Each Event

The ANNOUNCER shall be responsible for calling the event number, age group, sex, and event name so that all swimmers will know when to report to the ready bench. The ANNOUNCER shall announce the "first" and later the "final call" for each age group pair of events in coordination with the flow of the ready bench. The ANNOUNCER should anticipate the timing based on the number of swimmers, the stroke, the number of lengths to be swum, and the age of the swimmers.

7.7 Announcing of Meet Scores

The ANNOUNCER shall provide the meet score at the end of each stroke set in accordance with the bylaws and upon mutual agreement of the Visiting Meet Director and the Home Meet Director.

7.8 Assisting the Starter during the Meet

The ANNOUNCER shall coordinate with the starter to: (a) avoid announcing during the start of a race (b) call for quiet from the spectators at the start of a race if the noise level becomes excessive (c) assure no live or pre-recorded music, either amplified or natural, shall be present immediately prior to and during the start of each event. Amplified music may be

resumed after the successful start of each event. The level of music shall not impede the swimmer's ability to hear false start signal or announcement of events.

7.9 Posting of Event/Heat Numbers

The ANNOUNCER may be asked to post the event and heat numbers for the current race.

7.10 Paging Requests in Emergencies

The ANNOUNCER may be asked to page individuals in case of emergencies and officials in case of problems. The remainder of the ANNOUNCER'S job is left to the creativity (subject to good taste) of the individual.

8.0 Starter

8.1 Number Required

A STARTER is required for all events in a meet. One STARTER is required for the entire meet. The STARTER can only be changed at designated shift changes during the meet without concurrence of all meet directors.

8.2 Certification

All STARTERS must attend a Circuit Official's Clinic every year. Any new STARTER should be given an opportunity to learn the job prior to a circuit meet (e.g. during practice or in a fun meet).

8.3 Announcing Each Event

The STARTER shall 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. The STARTER shall refer to the swimmers by gender when appropriate. In the case of mixed heats, "swimmers" is appropriate.

Swimmers are to be standing on the deck until the STARTER announces "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).

8.4 Verifying Readiness of Meet Officials

The STARTER shall ask "JUDGES AND TIMERS, ARE YOU READY?" The STARTER shall not proceed until all officials and timers signal their readiness.

8.5 Whistle/Tone Generator

The STARTER shall use a loud, clear whistle or tone generator to start all events.

8.6 Starting the Event

The STARTER shall start each event with the announcement "SWIMMERS TAKE YOUR MARKS", then pause to make sure that all swimmers come down together and are motionless, and then give a blast of his/her whistle or tone generator. Rolling starts are not permitted on initial starts. If one or more of the swimmers does not take their marks or become motionless quickly, the STARTER shall instruct all swimmers to stand up, instruct the unprepared swimmer and restart the race. Repeated failure of a swimmer to take their mark is grounds for a false-start.

8.7 False Starts

The STARTER shall be the sole judge for determining FALSE-STARTS and all FALSE-STARTS shall be restarted.

The False-Start Technician (Sec 7.8) shall be responsible for promptly dropping the false start rope into the water whenever the Starter signals a false start.

8.8 In the Event of a False Start

Once the Starter has given the command "swimmers take your marks" and is letting the field come down together to a motionless position awaiting the starting signal, the Starter, in his opinion, detects any motion by a swimmer to obtain an unfair advantage over the rest of the field, the starter shall recall the field and the Starter shall charge the field with a FALSE START.

If the STARTER detects a false-start, he or she shall signal the false-start technician, judges, timers, and swimmers by a series of blasts on the whistle or tone generator. Based on this signal, the false-start technician will drop the false-start line to stop any swimmers who do not hear the signal. The STARTER should remind the timers to clear their watches.

8.9 False Start, Charged to the Swimmer

A swimmer can be charged with a false-start by the STARTER, if the STARTER observed the violation.

8.10 Disqualification/False Start

The first false-start of a race is charged to the field and the field is recalled. 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 is not recalled.

9.0 False-Start Technician

9.1 Number Required

One or two FALSE-START TECHNICIANS should be trained and available to each team.

9.2 Certification

FALSE-START TECHNICIANS are not required to attend a Circuit Official's Clinic. It is the responsibility of each team to train their own.

9.3 Preparing False Start Rope

Prior to the start of the meet a length of rope should be stretched across the swimmer lanes approximately 10 yards from the starting blocks. This rope should be attached about 5 feet above the water surface. The rope should be attached so that it cannot inadvertently fall into the pool, but should be attached in such a manner that it can be purposely triggered to fall into the pool and hinder a swimmer.

9.4 Responsibility during the Meet

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.

10.0 Stroke Judges

10.1 Number Required

A minimum of 2 STROKE JUDGES per shift per team are required for all individual events in each home and away meet. It is recommended that each team maintain a staff of 4 to 6 certified STROKE JUDGES.

10.2 Certification

All STROKE JUDGES must attend a Circuit Official's Clinic each year. Each Meet Director is provided a list of circuit certified STROKE JUDGES for the current year.

10.3 Conduct toward Swimmers/Team

All STROKE JUDGES are reminded to refrain from displaying partiality to any team or swimmer while they are "on the deck" and to be attentive to their assigned responsibilities while each race is in progress. It is appropriate and in the spirit of the

circuit to encourage all swimmers, especially those struggling to finish. If a STROKE JUDGE is aware of a conflict which would interfere with their ability to maintain the necessary attention to their responsibilities, the STROKE JUDGE should request that the Starter wait until the STROKE JUDGE is replaced.

10.4 Working with Other Judges

STROKE JUDGES shall 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.

10.5 Responsibilities during the Meet

STROKE JUDGES shall have sole responsibility to observe strokes, turns and finishes to determine that they comply with the circuit requirements as described in Section 11.0 of the NWSC Bylaws. STROKE JUDGES shall only have authority to rule on their side of the pool.

10.6 Disqualification (Warning)

Both STROKE JUDGES in a pair must agree on a disqualification. If there is any doubt or disagreement between STROKE JUDGES regarding an infraction there shall be no disqualification. If a STROKE JUDGE recognizes that he or she was not in position to make a call, it is up to the discretion of that STROKE JUDGE to defer the decision solely to the other STROKE JUDGE in that pair. When only one STROKE JUDGE rules that an infraction has occurred, the STROKE JUDGES shall issue a Warning Form to the scoring table indicating what infraction was witnessed by the one STROKE JUDGE. A warning does not impact the swimmer's time or finish. A Warning Form as described in Section 17.2 will be given to the runner for delivery to the Scoring table. It will subsequently be given to the swimmer's coach so that he/she can evaluate that swimmer to determine if the stroke correction is needed.

10.7 Disqualification

If an infraction by a swimmer is witnessed by both STROKE JUDGES and both STROKE JUDGES are in agreement concerning the infraction, it is so marked with both STROKE JUDGES' initials appearing on a Disqualification Form as described in Section 17.1

11.0 Exchange Judges

11.1 Number Required

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

Pool Size	Relay Distance	
	100	200
4 Lane	4	2
6 Lane	8	4
8 Lane	8	4

The requirements for a four (4) lane pool call for a minimum of a pair of EXCHANGE JUDGES, one from each team, at each end of the pool when the exchanges will take place at both ends. In the case of a 200 event, where the exchange takes place at one end only, a minimum of two EXCHANGE JUDGES is needed.

The requirements for a six (6) and eight (8) lane pool call for a minimum of a pair of EXCHANGE JUDGES, one from each team, to be positioned at each corner of the pool. Relays requiring an exchange at each end of the pool will require the presence of at least eight (8) EXCHANGE JUDGES. In the case of a 200 relay event, where the exchange will take place at one end only, a minimum of four (4) EXCHANGE JUDGES is needed.

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

11.2 Certification

All EXCHANGE JUDGES must attend a Circuit Official's Clinic each year. Meet Directors are provided with a list of circuit certified EXCHANGE JUDGES for the current year.

11.3 Conduct toward Swimmers/Team

All EXCHANGE JUDGES are reminded to refrain from displaying partiality to any team or swimmer while they are "on the deck" and to be attentive to their assigned responsibilities while each race is in progress. It is appropriate and in the spirit of the circuit to encourage all swimmers, especially those struggling to finish. If an EXCHANGE JUDGE is aware of a conflict which would interfere with their ability to maintain the necessary attention to their responsibilities, the EXCHANGE JUDGE should request that the Starter wait until the EXCHANGE JUDGE is replaced.

11.4 Working with Other Judges

EXCHANGE JUDGES are required for all relay events and shall work together in pairs on each side of the pool with one EXCHANGE JUDGE from each team being positioned at each corner of the pool.

11.5 Responsibility to Observe Exchanges

EXCHANGE JUDGES shall have sole responsibility to observe relay exchanges to determine that they comply with the circuit requirements as described in Section 11.0 of the NWSC Bylaws. EXCHANGE JUDGES shall only have authority to rule on infractions on their side of the pool.

EXCHANGE JUDGES shall be responsible for observing all relay exchanges only; they are not responsible for judging legal strokes, turns, or finishes.

In relay races involving in water starts, the team of a swimmer who has lost contact with the end wall of the course before his/her preceding teammate touches the wall, shall be disqualified unless the swimmer in default returns to the original starting point at the wall.

11.6 Responsibility for Designated Lanes

The EXCHANGE JUDGES located at one end of the pool of a four lane pool shall have sole authority to report relay exchange infractions (i.e., swimmer left too early, swimmer did not get out soon enough, swimmer reentered the water) for all lanes at their end of the pool. At six and eight lane pools, one EXCHANGE JUDGE from each team shall be assigned to each corner to report relay exchange infractions.

11.7 Disqualification (Warning)

Both EXCHANGE JUDGES in a pair must agree on a disqualification. If there is any doubt or disagreement regarding an infraction then there will be no disqualification. If an EXCHANGE JUDGE recognizes that he or she was not in position to make a call, it is up to the discretion of that judge to defer the decision solely to the other EXCHANGE JUDGE in that pair. When only one EXCHANGE JUDGE rules that an infraction has occurred, the EXCHANGE JUDGES shall issue a warning to the swimmer. A warning does not impact the relay's time or finish. A warning will be evidenced on a Warning Form in the manner described in Section 17.2. The Warning Form will subsequently be given to the swimmer's coach so that he/she can evaluate that swimmer to determine if the exchange correction is needed.

11.8 Disqualification

In cases of disqualification, EXCHANGE JUDGES shall complete a Disqualification Form as described in Section 7.17.1. The official coach is responsible for informing the disqualified swimmer of the infraction.

12.0 HEAD TIMER and LANE TIMERS

12.1 Number Required

A minimum of 1 1/2 LANE TIMERS per lane per shift per team are required for each home and away meet. For four lane pools, 6 LANE TIMERS are needed per shift; for six lane pools, 9 LANE TIMERS are needed per shift; for 8 lane pools, 12

LANE TIMERS are needed per shift. It is recommended that each team have enough LANE TIMERS for two shifts at each meet and that 10-25 TIMERS be recruited and trained for each year.

A minimum of 1 HEAD TIMER per shift per team is required for each home and away meet.

12.2 Certification

The HEAD TIMER must attend a Circuit Official's Clinic each year. LANE TIMERS are not required to attend circuit training.

12.3 Head Timer Backup Watches

In assigning LANE TIMERS to lanes, the HEAD TIMER shall, wherever possible, avoid having all three timers in any given lane associated with the same club. The HEAD TIMER shall organize and thoroughly brief the LANE TIMERS on their duties prior to the meet, and shall be in charge of the LANE TIMERS throughout the meet, with authority to remove and replace any LANE TIMER, with the approval of the Home Meet Director.

The HEAD TIMER shall run two watches for use as backups during each heat of each event should a LANE TIMER'S watch malfunction.

12.4 Responsibilities during the Meet

The LANE TIMERS shall keep an accurate time recording of the swimmer in their assigned lane. The LANE TIMERS should ask the swimmer's name at the conclusion of the event and verify the name on the lane timer sheet is correct. The LANE TIMERS shall record the complete times from all three stop watches on the lane timer sheet at the end of the heat for manually timed meets or from the manual stop watch if the Dolphin Wireless Timing system is being used.

12.5 Resetting the Watches

TIMERS will clear their watches before each race (or restart) for manually timed meets. If the Dolphin Wireless Timing system is being used, timers will only press the start\stop button on the watch when a swimmer touches the wall in their lane. Starting the watches will be accomplished via the starter and resetting the watches will be completed by the starter, the computer representative, or the designated Dolphin Timing System technician.

12.6 Verify Lane Timer Sheets

TIMERS will verify the lane timer sheet is for the correct event, heat, and lane.

12.7 Acknowledging the Starter

TIMERS will raise their arm when they are ready (before the start of each race, in response to the starter's question "Timers ready?").

12.8 Accuracy at the Start of the Heat

TIMERS are to listen carefully to the starter's instructions and press the start button on any manual watches being used on the sound of the starter's whistle or tone generator. Automated wireless watches do not have to be manually started.

12.9 Verify Start of Watch

TIMERS are to verify their watch has started. In the event a LANE TIMER'S watch is not operating properly, or the LANE TIMER failed to start the watch accurately at the starting signal, the LANE TIMER shall immediately signal the HEAD TIMER, so that a backup watch can be used. In the event a time is not available the LANE TIMER should so indicate on the lane timer sheet. If the Dolphin Wireless Timing system is being used, timers are to verify that the watch was not stopped inadvertently no later than the swimmer reaching the backstroke flags. If the watch does not reflect a running time, the timer shall press the start\stop button and the watch will resume with the master time. This is important because timers routinely drop the Dolphin watches and the button is "keyed" as the watch falls against the body of the timer.

12.10 Accuracy at the End of the Heat

TIMERS shall press the stop button as the swimmer (or final swimmer in the case of relays) touches the wall or starting block. The TIMER should stop the watch when **any part of the swimmer's body** touches the wall above or below the water's surface. The stroke judge will determine if the touch was legal.

12.11 Filling out the Lane Timer Sheets

The LANE TIMERS should also verify that the lane timer sheet is correct for that lane, swimmer, and event. LANE TIMERS shall record the times from each watch assigned to their lane in the same order, on the lane timer sheets, throughout their shift. If the Dolphin Wireless Timing system is being used, timers shall record the manual watch time to the far right of the sheet.

12.12 Recording DQ Infractions

If a false start infraction resulting in a DQ is called by the Starter, the Starter will complete a "DQ" slip. Always record the time, if the swimmer swims, regardless of any infraction. DQ Forms shall be filled out by the Stroke Judges for stroke infractions and the Starter for false starts.

12.13 Responsibility to the Runner

The LANE TIMERS shall pass the lane timer sheets to the Runners when complete, and the Runners will deliver the lane timer sheets to one of two locations. If manual stop watches are in use, the Runners shall deliver the lane timer sheets to the Scoring table to assign the official time for that swimmer. If the Dolphin Wireless Timing system is being used, the lane timer sheets will be delivered to the computer representative or their designated assistant.

12.14 Technology.

In an age of rapid advancements in technology, devices will be made available that may streamline the operation of a swim meet. Should a team decide to introduce a new device for use in a NWSC swim meet, the fact that the device is not specifically named in the bylaws should not alone prohibit its use. Further, it is the spirit of this bylaw to encourage the introduction of new time saving devices.

13.0 Ready Bench

13.1 Number Required

A minimum of three (3) READY BENCH workers per team per shift are required for each home and away meet. It is recommended that each team recruit and train 4-8 READY BENCH workers for the year.

13.2 Certification

READY BENCH workers are not required to participate in training Circuit Official's Clinic. It is the responsibility of each team to train their READY BENCH workers.

13.3 Organization of Swimmers/Heat

READY BENCH workers are responsible for organizing the swimmers into heats before the start of each event. READY BENCH workers should stage swimmers such that one group moves to the "on deck area" (behind the blocks) as the group from that area moves to the blocks. This is especially important when the second group may be required to stand on the starting blocks (e.g. in the backstroke).

13.5 Verify Official Heat Sheets

READY BENCH workers check their copy of the official heat sheet to verify that all swimmers that appear on the list are present. Notify the age group parents of any missing swimmers and notify the Meet Director(s) of any swimmers not on the official heat sheet.

13.6 Arranging Swimmers/Addressing Changes

READY BENCH workers arrange the swimmers from both teams into individual heats. During this process the READY BENCH workers may 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. Such changes should only be initiated when they will result in fewer heats. The READY BENCH must inform the computer representative of any changes prior to the swimmer entering the water.

13.7 Combining Heats

If the summation of swimmers in two adjacent events is less than or equal to the number of lanes available for the pool, then the READY BENCH workers may combine the swimmers into a single race in later heats. The computer representative will facilitate this by moving girls to lower numbered lanes and boys to higher numbered lanes as part of the meet seeding process. Swimmers in the same event should be assigned adjacent lanes if at all possible. It is important that the computer representative, stroke judges, scoring table, and the starter are made aware of any event combining.

13.8 Lane Timer Sheet Changes

When reassigning swimmers to different heats and/or lanes the timers shall be notified so that they can notate the information on the lane timer sheets for those swimmers.

14.0 Runner

14.1 Number Required

A minimum of two (2) RUNNERS per shift are required for most events at each meet. It is the responsibility of the home team to provide all RUNNERS. It is recommended that each team recruit and train 3-6 RUNNERS.

14.2 Certification

RUNNERS are not required to attend a Circuit Officials Clinic. It is the responsibility of the home team to train their RUNNERS.

14.3 Responsibilities after the Heat

RUNNERS are responsible for picking-up completed lane timer sheets and DQ forms. The lane timer sheets are to be delivered to the scoring table. The DQ forms are to be delivered to the scoring table as described in section 10.6.

15.0 RIBBONS AND SCORING

15.1 Number Required

A minimum number of SCORING workers per team per shift shall be required based on the timing methodology used. 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. If the Dolphin Wireless Timing system is used, a minimum of one (1) SCORING worker per team per shift is required for each home and away meet. One scorer on each team shall be identified as the lead scorer for each meet. It is recommended that each team recruit and train two times as many RIBBONS AND SCORING workers per year than the minimum required.

15.2 Certification

RIBBONS AND SCORING workers are not required to attend circuit training. It is the responsibility of each team to train their own RIBBONS AND SCORING workers.

15.3 Verification of Official Heat Sheet

Lead scorers are responsible for verifying that the official heat sheet has been turned in at the ribbons and scoring table 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).

15.4 Volunteer Responsibilities

If a manual stop watch system only is used, RIBBONS AND SCORING volunteers shall receive and organize the lane timer sheets for manually timed events only. If a time is not available and a swimmers name is printed on the lane timer sheet, the line on the sheet shall be noted as NS if it was not already noted by the lane timer. The middle time 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 second 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.

If the Dolphin Timing System is used, the Meet Manager software from Active Networks is already programmed to use USA Swimming Timing rules and any adjustments made will be in accordance with those rules. The Computer Representative will ingest the times from the Dolphin Timing System and will assign volunteers to verify the information collected on the Lane Timer Sheets on an as needed basis.

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.

15.5 Organizing the Disqualification Forms

The Computer Representative shall determine the official finish of each event.

Disqualification (DQ) Forms will be delivered to SCORING and they will verify the DQ forms for proper initialing, and organize them by event, heat, and lane order. Each team's DQ forms are returned after the meet. The completed DQ forms are then entered into the computer software. The computer software automatically assigns the lowest time FIRST PLACE; the second lowest time is assigned SECOND PLACE; etc.

Any swimmer receiving a DQ form is not given an official place for that event. The Computer Representative is responsible for entering data into the computer software and must verify that the entry of swimmer names, finish times, and other data is accurate and complete. Computer Representatives from both the home and visiting teams should assist in verifying the data entered into the computer software during the meet. At the end of the meet, the home team Computer Representative will provide the other team(s) with a digital file of the meet software database with the completed meet entries and results. Since all computers associated with the meet are to be digitally connected via a computer router or computer switch, the home team computer representative may choose to copy the database file directly to the visiting computer representatives' computer.

The data in the Meet Manager software is the primary official record for Post Seasonal Meet eligibility and seeding times and must be retained by each team until the end of the current season. It is the responsibility of each Computer Representative from each team to maintain the Team Manager software (Active Networks) database for their respective team and to make sure that meet results and records are accurately maintained. Failure to properly maintain meet results data in the Team Manager software may result in swimmers not being allowed to participate in post seasonal meets.

15.6 Meet Scoring Rules

Dual Meet: See Section 8.12. Divisional Meet: See Section 12.1. Invitational Meet: No points.

The Computer Representative shall keep an accurate count of the team points as the meet progresses, post official results, and be responsible for generating ribbon labels accurately.

16.0 Age Group Parents

16.1 Number Required

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.

16.2 Certification

AGE GROUP PARENTS are not required to attend a Circuit Official's Clinic. It is the responsibility of each team to train their own.

16.3 Assisting Swimmers

AGE GROUP PARENTS should listen to the announcer and begin locating their swimmers about two (2) events prior to their next event number.

16.4 Coordinating with Ready Bench

The AGE GROUP PARENTS for the youngest ages (6 & under and 7-8) are critical to the timely start of the meet. About 15 minutes prior to a scheduled meet start, the AGE GROUP PARENTS for these age groups should begin organizing their swimmers. The younger swimmers should be escorted to the ready bench for each event to avoid them getting lost.

17.0 Forms

17.1 Disqualification Form

The NWSC Executive Board shall approve a Disqualification Form for the purpose of documenting a disqualification of a swimmer by a judge(s) of a specific event. An example of a Disqualification Form should be documented in NWSC Bylaws - Appendix E.

17.2 Warning Form

The NWSC Executive Board shall approve a Warning Form for the purpose of documenting a warning of a swimmer by a judge of a specific event. An example of a Warning Form should be documented in NWSC Bylaws - Appendix E.

17.3 Combined Forms

The Disqualification Form described in Section 16.1 and the Warning Form Described in Section 16.2 may be implemented as separate forms, or as a combined form.

18.0 Computer Representative

18.1 Number Required

One computer representative is required per team.

18.2 Certification

Computer representatives are required to attend an annual computer representative training called by the computer chair. Although no certification is required the training assists in disseminating new software and helping new computer representatives understand the flow of data throughout the season.

18.3 Equipment Requirements

18.3.1 Computer Network

The home team computer representative team must provide a network router with at least one Ethernet port available to the visiting team's computer representative. The router must be set to DHCP so that IP addresses are automatically assigned to avoid the necessity of assigning static IP addresses. The meet database must be opened in the multiuser mode with both the home and visiting computer representatives having access to the meet database. The home team must provide any necessary printer drivers for the visiting team to be able to print results or other information as needed directly from the visiting team's computer.

18.3.2 Meet Database

The home team computer representative will 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 and the visiting computer representative has been provided with the completed meet database through the network connection, a flash-drive, a CD-ROM, a DVD-ROM, or any other mutually agreed upon method of transferring the meet database. In addition, the home computer representative is responsible for ensuring that the visiting computer representative can print any information needed from the visiting computer representatives' computer via the local network.

18.3.3 Workload

The visiting team computer representative is required to assist the home team computer representative in all aspects of successfully completing data entry and data management for each swim meet. This includes ensuring that all meet changes from the visiting teams coaches entered into the meet database by the visiting team CR to allow printing the updated heat sheet as required by the by-laws.

18.3.3 Working Environment

The home or host team is responsible for providing a hospitable working environment for all computer representatives and assistants. This includes an environment with the following attributes:

- Fully shaded from sunlight during all daylight hours
- Fully protected from water either from precipitation or from pool water
- Visiting computer representative shall have table space of at least 30-inches deep by 36-inches wide, and the table shall be 29-inches high.
- Chairs shall be designed for working at a table. Chairs shall be "Lifetime Commercial Folding Chair" or equivalent. Chairs designed for pool lounging are not acceptable.

NORTHWEST SWIM CIRCUIT

SWIM SEASON and DUAL MEET OPERATIONS GUIDE

PREAMBLE

The Swim Season and Dual Meet Operations Guide (DMOG) exists to provide a comprehensive and definitive guide for swim season and swim meet operations. It is intended to provide requirements for the training of volunteers and guidelines for the conduct of a dual 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 meets.

VERSION DATE: 3/11/2015

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

1.1 Definition of Dual Meet Officials

1.1.1 Dual Meet Official Roles

The following meet official roles must be filled for all Dual Meets.

1. Home Meet Director
2. Visiting Meet Director
3. Official Coach (including a designated head coach for each teams)
4. Announcer
5. Starter
6. Stroke Judge (including a designated head stroke judge for each team)
7. Exchange Judge
8. False Start Technician
9. Head Timer and Lane Timers
10. Ready Bench
11. Runner
12. Computer Representative
13. Ribbons/Scoring
14. 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.

1.1.2 Dual Meet Official Age Requirement

All judges and meet officials (excluding runners) shall be at least 18 years of age. This section provides a description of the responsibilities of the volunteers who fill the following positions:

1.2 Dual 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	Dual Meet Director, NWSC Board	Dual Meet Director NWSC Board
Stroke/Exchange Judges	In person, every year, regardless of experience	Designated Coordinator, NWSC Board	Designated Trainer NWSC Board
Head Timers	In person, every year, regardless of experience	Dual Meet Director, NWSC Board	Designated Trainer NWSC Board
Starters	Starters: in person, less than 2 years of experience, by exam for greater than 2 year's experience	Dual Meet Director, NWSC Board	Designated Trainer NWSC Board
Computer Representatives	In person, every year, regardless of experience	Head Computer Representative, NWSC	Designated Trainer NWSC Board

The designated trainers for each training session shall record attendance and transmit a record of the attendance to the NWSC Dual Meet Director, NWSC Associate Dual 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 dual meet held by any NWSC teams in the swim season.

1.2.1.3 Head Timer Training

All Head Timers judges 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.

1.2.1.4 Starter Training

All Starters 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.

1.2.1.3 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.

1.2.1.3 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 Dual 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 at the June and July board meetings.

1.2.1.3 Training Certification

All officials trained in NWSC Board-Led Training sessions shall be deemed certified for the 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 by the start of the dual meet season

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 Dual Meet Officials

1.3.1 Home Meet Director

1.3.1.1 Number of Home Meet Directors

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 DMOG.

1.3.1.2 Home Meet Director Training & Certification

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

1.3.1.3 Home Meet Director Responsibilities

The Home Meet Director shall have the following responsibilities:

1. Receiving list of trained officials from the NWSC Dual Meet Director
2. Communicating the Home Meet Guide (DMOG Sec 2.2)
3. Establishing pool and equipment readiness (DMOG Sec 2.2 and 2.3)
4. Identifying and negotiating any deviations in the meet schedule (DMOG Sec 2.2)
5. Assessing the weather prior to meet day and cancelling the meet prior to meet day (DMOG Sec 2.2)
6. Assessing the weather on meet day and delaying or cancelling the meet (DMOG Sec 2.3 and 2.4)
7. Reviewing and assessing the readiness of the pool facilities on meet day (DMOG Sec 2.3)
8. Identifying/negotiating any Special Requests and Accommodations on meet day (DMOG Sec 2.3)
9. Reviewing the meet schedule and heat sheets prior to the start of the meet (DMOG Sec 2.3)
10. Providing any necessary oversight or review of judges meetings prior to the start of the meet (DMOG Sec 2.3)
11. Ensuring the readiness of the ready bench, scoring table, and announcers (DMOG Sec 2.3)
12. Assessing the progress of the meet and making adjustments to ensure an on-time finish (DMOG Sec 2.4)
13. Assessing ineffective judging and taking remedial action (DMOG Sec 2.4)
14. Hearing, and adjudication, of formal protests (DMOG Sec 2.4)
15. Administering warnings and discipline to Code of Conduct violators and Pool Protocol violators (DMOG Sec 2.4)
16. Notifying law enforcement officials of physical violence or other legal violations (DMOG Sec 2.4)
17. Filing reports to NWSC Board vice-president for any incidents associated with the above responsibilities, particularly items 13-15

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 DMOG.

1.3.1.2 Visiting Meet Director Training & Certification

All team representatives acting as (Visiting) Meet Directors shall be trained in accordance with Section 1.2 of the Dual Meet Operations Guide.

1.3.1.3 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 (DMOG Sec 2.2)
2. Filing any requests for deviations in the host pool's food or merchandise concession (DMOG 2.2)
3. Identifying and negotiating any deviations in the meet schedule (DMOG Sec 2.2)
4. Identifying/negotiating any Special Requests and Accommodations on meet day (DMOG Sec 2.3)
5. Assisting the Home Meet Director in assessing ineffective judging and deciding remedial action (DMOG Sec 2.4)
6. Communicating any formal protests from the visiting team to the Home Meet Director (DMOG Sec 2.4)

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 (DMOG Sec 2.4)
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 (DMOG Sec 2.4)
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 NWSC Dual Meets.

1.3.3.2 Stroke Judges Training & Certification

All Stroke Judges shall be trained in accordance with Section 1.2 of the Dual Meet Operations Guide.

1.3.3.3 Stroke Judge Responsibilities

The Stroke Judge shall have the following responsibilities:

1. observe swimmer stroke for violations in execution as specified in NWSC training
2. document, using the signed initials of both judges, stroke violations as disqualifications when both judges observe and agree upon a violation
3. 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
4. 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 Dual Meet Operations Guide.

1.3.4.3 Exchange Judge Responsibilities

The Exchange Judge shall have the following responsibilities:

1. observe relay exchanges to ensure that swimmers do not leave the wall 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
2. document, using the signed initials of both judges, exchange violations as disqualifications when both judges observe and agree upon a violation
3. 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
4. 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 per team is required for a NWSC Dual Meet.

1.3.5.2 Head Timers Training & Certification

All Head Timers shall be trained in accordance with Section 1.2 of the Dual Meet Operations Guide.

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 a NWSC Dual 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 Dual Meet Operations Guide.

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 Dual Meet Operations Guide
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 a NWSC Dual 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 Dual Meet Operations Guide.

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

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 Dual Meet Operations Guide.

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 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.

Deadline	Description
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 dual 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 DMOG 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 (DMOG Sec 2.2 and 2.3)
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

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 both teams to the meet
2. Calling the event number, age group, sex, 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 at the meet as directed by the Home Meet Director or other NWSC Officials

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 presences of all swimmers needed for each heat
2. Notify the age group parents of any missing swimmers
3. Notify the Starter and/or Meet Director(s) of any swimmers not on the official heat sheet
4. Notify 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 NWSC Dual 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 and deliver 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 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 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 that swimmers are taken 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 the 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 access guidelines
5. Tent set up guidelines
6. Noise restrictions
7. Food/Beverage restrictions
8. Merchandise sales restrictions

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.

2.2.1.3 Swim Meet Database and Meet Schedule (Heat Sheets)

Prior to the meet, the Meet Database and Meet Schedule 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 Schedule (Heat Sheet) to the Visiting Computer Representative, Visiting Meet Director, and Home Meet Director.

2.2.2.3 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

Deliverable	Deliverer	Recipient	Deadline (prior to meet)
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 by 5:30am 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 prior to 5:30am shall involve a voice conversation between the Home and Visiting Meet Director, 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, stroke and exchange judges shall meet to confer on the stroke and exchange rules on which they received training earlier in the season.

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 includes an environment with the following attributes:

- Fully shaded from sunlight for equipment and people (this will necessitate 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 (table design equivalent to 30-inches deep, 36-inches wide, and 29-inches high, with normal table chairs)

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. 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 documented in the DMOG.

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.

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.

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.

2.4.5 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.

2.4.5.4 Scoring (Two-Team Dual Meets)

Event scoring shall be as follows

1. For two-team dual meets: 1st Place =4 points, 2nd Place=2 points, 3rd Place=1 point, and zero (0) points for all other places.
2. For three-team dual meets, event scoring shall be as specified by the agreement of the NWSC Circuit Representatives and communicated to the Home Computer Representative by the Home Circuit Representative.

Disqualifications shall vacate a swimmer's points and swim time from the official record and the swimmer will be assigned a "no-time" (NT) outcome for the event.

Disqualification Warnings shall not have any impact on the scoring or placement of a swimmer.

2.4.5.5 Weather Delay/Cancellation

Any sound of thunder related to lightning strikes shall act to delay a meet by 30 minutes.

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 one hour 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 to this rule 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.

If a cancelled meet is needed to meet dual meet attendance requirements for post season participation then it is the swimmer's responsibility to find both meet directors at the meet location and acquire signatures from both meet directors certifying that the swimmer was present at the meet and ready to swim. It is the responsibility of the meet director of the

swimmer to provide the documentation to the NWSC computer committee chairperson within 24-hours after the meet cancellation. Documentation is not required if the swimmer completed all scheduled individual events up to the cancellation of the meet and the meet database is provided to the NWSC computer committee chairperson within 24-hours after the meet cancellation.

2.4.5.6 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.

2.4.6 Meet Discipline

2.4.6.1 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.

2.4.6.2 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.

2.4.7 Protests

2.4.7.1 Protests During a Meet

2.4.7.1.1 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.

2.4.7.1.2 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 these bylaws. The Home Meet Director shall be the final authority on such matters.

2.4.7.2 Written Protests after a Meet

2.4.7.2.1 Clarification of Rule and No Applicable Rule

If the bylaws are not clear or do not cover a particular situation questioned during a meet, a swim club's board may make a written protest to the NWSC Board for a ruling that will apply only to future situations.

2.4.7.2.2 Response

Any protest made under section 13.2.1 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.

2.4.7.2.3 Deliberate Infractions / Gross Misconduct

A swim club'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.

2.4.7.2.4 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 Club must take to ensure the violation does not reoccur; immediate probation for an individual or Swim Club; immediate suspension of an individual or Swim Club; immediate and permanent disassociation of an individual or Swim Club. 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 Club 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 Best Practices Documents

3.1 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

3.2 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.

3.3 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 as described in Section 6.0 of the NWSC Bylaws. STROKE JUDGES shall only have authority to rule on their side of the pool.

3.4 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.

3.5 Head Timer

- Acknowledging Starter
- Verify Swimmer Information Matches Lane Timer Sheet
- Avoid having all three timers in any given lane associated with the same club.
- 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.

3.6 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 start each event 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 marks 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.

3.7 Announcer

- Welcome people to meet
- Use discretion in frequently announcing the score of a runaway win

3.8 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

3.9 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.
- Move girls to lower numbered lanes and boys to higher numbered lanes as part of the meet seeding process
- Notify the computer representative, stroke judges, scoring table, and the starter of any heat combinations or lane changes

3.10 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 second 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.

APPENDIX A - Example Host Pool Guide

Example Host Pool Guide

Hi [Visiting Meet Director],

We are very much looking forward to hosting the [Visiting Team] on [Date]. Here's the meet information, including a timeline, to help you plan. Please reference the Dual Meet Operations Guide (DMOG) regarding deadlines for data submittals during the week and on the day of the meet. Our contact data is below, please provide the contact data for your team within 24-hours.

Position	Name	Email Address	Cell Phone Number
Home Meet Director			
Home Computer Representative			
Home Volunteer Coordinator			
Visiting Meet Director			
Visiting Computer Representative			
Visiting Volunteer Coordinator			

Location

Address, City, Texas, zip code

Please see the circuit web site for the location of the pool: <https://nwsc.swimtopia.com/member-clubs>

Pool

The pool has [number of lanes] lanes and has a conversion factor of []. The pool [is \ is not] deep enough for on-deck relay starts.

Parent/Coaches Relay

We [will \ will not] plan on having coaches/parent relay at halftime. [The visiting team will use the odd-numbered lanes.]

Schedule

Home warm- ups	[list time AM]
Visitor warm-ups	[list time AM]
All judges meet at designated area	[20-minutes prior to start of meet]
All timers meet at designated area	[15-minutes prior to start of meet]
All first shift workers to their posts	[10-minutes prior to start of meet]
First call for events 1, 2 & 3 to the ready bench	[10-minutes prior to start of meet]
Start of event 1	[start of meet]

Pit Area

The visiting team will set up a pits [describe area]. Please see attached map.

Restrooms \ Dressing Rooms

Describe the number of rest rooms and dressing rooms

Parking

Parking is [abundant \ limited \ non-existent]. X parking spaces will be reserved for the visiting team to use at their discretion. [Please describe other parking issues such as prohibited parking areas. A map is very helpful].

Concessions and Swim Shop

[Describe your concession stand or lack thereof and swim shop].

Timing Method

[Wireless watches or Manual watches] and lane sheets are used for timing.

Volunteers

The home team volunteer coordinator will contact the visiting team volunteer coordinator. The requirement are listed in the DMOG.

APPENDIX B - Disqualification Form

B.1 Disqualification/Warning Form

The attached form is the current NWSC Disqualification Form and will be used for the purpose of documenting a disqualification of a swimmer by a meet Judge. The form can be changed or amended by the NWSC Board.

DISQUALIFICATION (v04.06) **WARNING**

EVENT _____ **HEAT** _____ **LANE** _____

Swimmer _____

BREASTSTROKE

Start Swim Turn Finish
Kick: Alternating Dolphin Scissors
Arms: Non-Simultaneous Two Strokes Under
Pull To Hips Over Water
Cycle: Head Not Up Double Pulls/Kicks
Touch: One Hand Non-Simultaneous
Body: Not Toward Breast
Other _____

BUTTERFLY

Start Swim Turn Finish
Kick: Alternating Scissors
Arms: Non-Simultaneous Underwater Recovery
Touch: One Hand Non-Simultaneous
Body: Not Toward Breast Past 15 Meters
Other _____

BACKSTROKE

Start: Toes Past 15m
Swim: Toward Breast
Turn: Toward Breast Non-Continuous
On Breast Prior Backstroke Touch on IM
Other _____

FREESTYLE

Start: Past 15m
Relay: Back Stroke Breast Stroke Butterfly
Other _____

INDIVIDUAL MEDLEY

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

RELAYS DQ Warn

Left Early Swimmer # _____
Stroke Infraction (Mark Above) Swimmer # _____
Changed Order: Swimmer # _____ Stroke _____
Other _____

OTHER -- DQ Warn

Pull On Rope Walk On Bottom
Did Not Finish Other _____

Judge _____ **DQ**
Judge _____ **Warn**

NEED TO ADD SECTION ON DIVISIONAL MEET

NEED TO ADD SECTION on INVITATIONAL MEET