

The Louisville Swim Association Administrative Rules and Bylaws

Recent Revision History:

Date	Version	Change Summary
5/30/16	2.01	Version 2.0 reflects clarifications of LSA version 1.06 by rules task force. No rule changes were executed with these clarifications, just clean up references and language.
1/23/2017	2.02	Incorporate changes to v. 2.01 rules adopted at 6/15/16 LSA board meeting; revise sec. 1.4 (Change LSA officer rotation to Executive Board), revise Appendix A (remove officer rotations), and remove sec. 2.4.4 (remove restriction regarding compensated coaches). Incorporate technical rule change for 2017+ season, adopting 2016 NFHS rule regarding freestyle leg of medley events. Add Bridgepointe to Appendix A, Appendix C
4/16/2017	2.03	Update the LSA Qualification Time Standards adopted at 3/20/2017 LSA board meeting. See Appendix D. Update Team initials and add U of L Golf Club to Appendix A, Appendix C
5/23/2018	2.04	Corrected section reference from the 2.0 major update. Minor updates for Officials Briefing and Rules. Updates to section 4.6 Responsibility of Timers Added section 4.8.6 Computer Operator Updates to section 7.3 Required Officials Updates to section 7.5 Responsibility of Chief Scorer Revisions to the Timing Procedures Appendix H
4/23/2019	2.05	Minor updates for Officials Briefing and Rules Add section 2.2.5 Conduct of Coaches Updates to section 4.1.2 General Conduct of Meets Update to section 5.3 Required Officials Minor corrections 2.5.1, 2.6.1, 2.7.5, 4.5.5 Add Lakeside Quarry Gators to Appendix A, Appendix C

- 1.0 MISSION AND ORGANIZATION 1**
 - 1.1 Mission Statement 1
 - 1.2 Board of Directors Organization 1
 - 1.3 Diving Subcommittee 1
 - 1.4 Executive Board 1
 - 1.5 Board Meetings 2
 - 1.6 Swim Divisions 2
 - 1.7 Definition of team 3
- 2.0 CONDUCT AND ELIGIBILITY 4**
 - 2.1 General Conduct of all Participants 4
 - 2.2 Conduct of Coaches 4
 - 2.3 Conduct of Swimmers 4
 - 2.4 Eligibility 4
 - 2.5 Liability Insurance 5
 - 2.6 Age Eligibility 5
 - 2.7 Rosters and Fees 6
- 3.0 SWIMMING AND DIVING RULES 7**
- 4.0 GENERAL CONDUCT OF MEETS 8**
 - 4.1 Responsibility of the Referee 8
 - 4.2 Responsibility of the Starter 8
 - 4.3 Responsibility of Clerk of Course 8
 - 4.4 Responsibility of Place Judges 9
 - 4.5 Responsibility of Stroke and Turn Judges 9
 - 4.6 Responsibility of Timers 9
 - 4.7 Responsibility of Head Timer 10

4.8 Scorer’s Table Process..... 10

4.9 Awards Table..... 11

4.10 Scoring Rules 12

4.11 Other Rules 12

5.0 CONDUCT OF DUAL MEETS 13

5.1 Pre-Meet Process..... 13

5.2 Dual Meet Entries 13

5.3 Required Officials..... 14

5.4 Lane and Heat Assignments..... 15

5.5 Stroke and Turn Judges for Dual Meets..... 16

5.6 Other Dual Meet Rules..... 16

6.0 CONDUCT OF QUALIFICATION MEETS 18

6.1 Allowable Entries 18

6.2 Qualification Meet Scoring 18

6.3 Required Officials..... 18

6.4 Lane and Heat Assignments..... 18

6.5 Responsibility of Chief Scorer 18

6.6 LSA Qualification Clerk of Course..... 19

6.7 Other Qualification Meet Rules 19

7.0 CONDUCT OF CHAMPIONSHIP MEET 21

7.1 Allowable Entries 21

7.2 Championship Meet Scoring..... 21

7.3 Required Officials..... 22

7.4 Lane and Heat Assignments..... 22

7.5 Responsibility of Chief Scorer 22

7.6 LSA Championship Clerk of Course 23

7.7 Other Championship Meet Rules..... 24

8.0 PROTESTS AND SANCTIONS 25

8.1 Protests 25

8.2 Qualification Criteria/Time Offense Sanctions 25

Appendix A. – LSA T-Shirt Rotation 27

Appendix B. – Board Meeting Rules of Order 28

Appendix C. – LSA Pools Dimensions and Lane Numbers 31

Appendix D. – LSA Time Standards..... Error! Bookmark not defined.

Appendix E. – LSA Swimming Stroke and Turn Rules..... 33

Appendix F.1 – Dual Meet Order of Events 39

Appendix F.2 – Dual Meet Order of Events 39

Appendix F.3 – Championship Meet Order of Events 41

Appendix G. – Dual Meet Master Schedule 42

Appendix H. – Timing procedures..... 43

1.0 MISSION AND ORGANIZATION

1.1 Mission Statement

The Louisville Swim and Dive Association is organized to encourage the development of boys and girls in swimming and diving. The individuals on each team shall do this by sponsoring meets among member teams, and by allowing the widest possible participation in each meet. Teams in the association will not take unfair advantage of each other and are expected to allow and encourage all eligible members of their clubs to participate on their swimming and diving teams regardless of skill level. Properly conducted competitive meets allow the development and improvement of all swimmers and divers.

1.2 Board of Directors Organization

- 1.2.1 The Board of Directors of the Association shall be composed of one official representative from each team (the LSA Rep).
- 1.2.2 The LSA Rep may not be from the coaching staff from any member club.
- 1.2.3 Other officers of the member clubs may participate in the board discussion. Each member club shall have one vote, which shall be cast by the club's official representative or duly appointed proxy.
- 1.2.4 The by-laws of this Association may be amended by majority vote of the members of the Board of Directors eligible to vote.
- 1.2.5 It is the responsibility of the club representative to inform all meet officials of league rules.

1.3 Diving Subcommittee

- 1.3.1 There shall be a subcommittee of the LSA consisting of a diving representative from each club fielding a diving team for the current season and the President of LSA.
- 1.3.2 The subcommittee's duties shall be to schedule meets and establish rules to govern the LSA diving program.
- 1.3.3 The diving subcommittee will select a Diving Liaison to act as a representative to the LSA board.

1.4 Executive Board (changed from general officer rotation 2017 season)

- 1.4.1 The LSA general board shall appoint four to five representatives to an executive board. The board would take care of the routine decisions and duties (defined below) and operate the LSA. The Executive Board's primary goals are to simplify LSA representatives' responsibilities and to allow the league to resolve recurring problems.
 - 1.4.1.1 The executive board would not be a voting body. All voting and league decisions to occur at LSA general board meetings.
 - 1.4.1.2 Member should be LSA representatives
 - 1.4.1.3 Members would serve multiple years to establish consistence. These terms would be staggered for consistency. Each division of LSA would be represented by board.

1.4.1.4 Promoting LSA league agenda would be the board's single focus; board members would be on executive board not acting as team representatives.

1.4.1.4.1 LSA representatives would be allowed to vote for their teams at general LSA general board meetings.

1.4.1.5 Executive board would also look for ways to improve, and promote LSA.

1.4.1.6 Executive Board duties would include but not be limited to:

- Finances:
 - Treasurer
 - 501c3 filings
 - Dues
- Communications:
 - General Board Meetings Schedule
 - LSA league email notifications
- Logistics
 - Meet Shells
 - Championship Meets and Officials
 - Dual meet schedule
 - Admin Rule maintenance
 - Qualification Meet time standards
 - Awards
- Technology:
 - Meet and Team Software
 - LSA Website hosting and maintenance

1.4.1.7 The members of the Executive board shall appoint a Chairperson to preside at LSA General Board meetings.

1.5 Board Meetings

1.5.1 An organizational meeting shall be held each year before March.

1.5.2 A follow up meeting shall be held no later than September of each year, chaired by the outgoing officers, to evaluate the completed season.

1.5.3 Members of the Board shall be notified at least one week prior to a meeting.

1.5.4 Meetings to address issues of an emergent nature may be scheduled by the Chairperson without such prior notice.

1.5.5 Meetings shall be conducted in accordance with the Louisville Swim Association Meeting Rules of Order attached to this document as Appendix B.

1.6 Swim Divisions (changed from 4 to 3 divisions 2014 season)

1.6.1 LSA shall divide into **three (3)** Swim Divisions – Division 1, Division 2, and Division 3. The breakdown of teams in divisions during initial year can be found in Appendix F.

- 1.6.2 Each division shall conduct separate Qualification and Championship meets, unless the Board votes to utilize an alternative procedure to determine champions in any one- (1) year.
- 1.6.3 **Divisional realignment will be every 3 years.** This shall become effective in 2014 with first realignment after the completion of 2016 season and every 3 years thereafter. Realignment will be calculated by using the cumulative score from each division's championship meets. The team with the lowest cumulative 3-year score in Division 1, and Division 2, shall move down to the corresponding lower division (1 moves to 2, 2 moves to 3). Likewise, the team with the highest cumulative 3-year score in Division 2, and Division 3, shall move to corresponding higher division (3 moves to 2, 2 moves to 1). Teams moving down shall assume the team number of team moving up; team moving up shall assume team number of team moving down.
- 1.6.4 LSA Board retains rights to place new teams to LSA into the division deemed to have best fit.
- 1.6.4.1 The corresponding numbered teams will then have their dual meet schedule arranged according to this finish in accordance with Appendix G and agreeing parties. The season schedule will be determined, published, and distributed at the first annual meeting of the LSA Board. (added 2013 season)
- 1.6.5 Team awards will be given for each division.

1.7 Definition of team (rule established 2011 season)

- 1.7.1 For Teams wishing to join the LSA (new teams) - The LSA will consider a team to have a minimum of 25 registered members (i.e., will pay the LSA annual fee) by September 1st of the year prior to the season, to have a pool where they can host swim meets and provide volunteer workers at all home and away meets, to provide a LSA Representative, and to be subject to approval of being a team by the LSA Board and Representative Membership.
- 1.7.2 For already established/existing swim teams – Teams must maintain an average of 25 registered swimmers (i.e., will pay the LSA annual fee) for 2 consecutive years (seasons), provide an LSA Representative, and be able to host a swim meet and provide volunteer workers for all home and away meets. And be subject to approval of being a team by the LSA Board and Representative Membership.

2.0 CONDUCT AND ELIGIBILITY

2.1 General Conduct of all Participants

- 2.1.1 It is expected that conduct by coaches, team members and spectators during all swim meets be consistent with LSA goals of both swimming skills and respect for competitors.
- 2.1.2 No team personnel/competitor/spectator shall act in an unsporting-like manner as detailed in appendix E
- 2.1.3 Any person or persons considered by the referee to be exhibiting unsporting-like behavior may be disqualified from any or all events in which that contestant(s) has or will participate for the meet. Further consideration of disciplinary action, including ejection from the meet, shall be at the discretion of the referee.

2.2 Conduct of Coaches

- 2.2.1 It is the duty of coaches, in addition to training their teams, to attempt to develop in their swimmers, a true love of the sport, and a spirit of good sportsmanship.
- 2.2.2 During the course of a meet, only the LSA rep or their designee shall be permitted to discuss a decision with the referee.
- 2.2.3 This discussion must be carried on in a proper and civil manner. Coaches should not impede any meet official.
- 2.2.4 Obscene language and/or the use of alcoholic beverages by a coach during a meet will not be tolerated under any circumstances. A violation of this rule will result in permanent expulsion from all future meets.
- 2.2.5 A coach may not act as an LSA Rep or delegate at any meet while coaching. (2019)

2.3 Conduct of Swimmers

- 2.3.1 Obscene language and/or the use of alcoholic beverages by a swimmer during a meet will not be tolerated under any circumstances. A violation of this rule will result in permanent expulsion from all future meets.
- 2.3.2 Any swimmer or diver discovered competing under an assumed name or in an illegal age group will be suspended from the Association for such time as determined by the Board of Directors.
- 2.3.3 Any swimmer or diver competing in a meet while not a member of the club he or she is representing, or in violation of the eligibility requirements listed in Section 2.3, will be suspended from further competition in the Association for a period of one (1) year.
- 2.3.4 If it can be determined that he or she was competing illegally with knowledge of his or her Coach, the meet will be declared a forfeit as well as any past meets in which the swimmer or diver participated. Any further action against a Coach / club will be determined by the Board of Directors.

2.4 Eligibility

- 2.4.1 Swimmers or divers competing in LSA meets must be members of only one of the teams in the association.
 - 2.4.1.1 If the swimmer's team does not have a dive team, they may participate in the dive team of another LSA team.
- 2.4.2 In order to represent a member team a swimmer / diver must be a bona fide member of the team through membership as determined by their respective team.
- 2.4.3 While the membership requirements of the teams are to be determined by the teams, no team may offer free memberships to swimmers or special rates whose sole purpose is to attract recruits for the team.
- 2.4.4 Any USA swimmer may compete in the LSA.
- 2.4.5 USA long course swimmers are to be limited to a maximum of 3 individual events including 100 free and 2 relays including the all age relay, per dual, qualification and championship meet.
- 2.4.6 Each individual team shall strongly encourage regular practice attendance for all swimmers.
- 2.4.7 A USA Long course swimmer is a swimmer who competes and/or practices with their USA team after June 1st of that year.
- 2.4.8 Any team with 60 swimmers or less will NOT be required to limit their USA swimmers in relay and/or individual events during DUAL MEETS.
- 2.4.9 An exception should be made, however, if they compete against a team with 60 or less swimmers who have NO USA swimmers on their roster. If this is the case, the original swimmer rule would apply.
- 2.4.10 Upon verification of any USA swimmer swimming more than 3 individual events or 2 relays, the meet referee is to decide the sanction for said swimmer, which may include disqualification in the individual event(s) past 3 entries and/or relay past 2 entries.
- 2.4.11 The LSA Board shall decide all eligibility questions.
- 2.4.12 Swimmers must be 18 years old or under as of June 1st and/or a current year High School (graduating) Senior to compete in the LSA. (modified 2014)

2.5 Liability Insurance

- 2.5.1 All teams must provide evidence of liability insurance coverage for their own team while swimming and / or diving at away meets.
- 2.5.2 Proof of coverage must be submitted to the Secretary by the first meet of each season.

2.6 Age Eligibility

- 2.6.1 The age of the swimmer or diver on June 1st of the current year shall be used in determining in which age group he or she competes.
- 2.6.2 A person whose birthday falls on June 1st shall swim in the age group he/she attained on June 1st.
- 2.6.3 No swimmer or diver may compete in an age group below his/her own.
- 2.6.4 Swimming Up: Individual Events

A swimmer may compete in the next higher age group in individual events if all the following conditions are met:

- 2.6.4.1 All swimmers in the participating age group, rostered and present, are scheduled to compete in the event.
- 2.6.4.2 The swimmer does not swim the event in his/her own age group.

2.6.5 Swimming Up: Relays

A swimmer may compete in the next higher age group in relays if the relays are seeded in the following order:

- 2.6.5.1 All swimmers in an age group must fill all positions in relays prior to allowing swimmers to swim up to complete relays.
- 2.6.5.2 If there are swimmers that swim up to complete a relay, all swimmers in the participating age group, rostered and present must fill the relay from “A” down. (2009 rule change)
- 2.6.5.3 No swimmer may compete in more than 3 relays per meet, exclusive of the all-age relay.
- 2.6.5.4 The USA swimmer event limitations in section 2.4.5 apply to all events, including events in the next higher age group as covered in this section.
- 2.6.5.5 At least one swimmer in each relay must belong to the event age group (2009 rule addition)

2.6.6 100 Meter Freestyle Event

- 2.6.6.1 The 100-meter freestyle event is open to all eligible swimmers regardless of age.

2.7 Rosters and Fees

- 2.7.1 Tentative rosters and fees are due before the second meet of the season.
- 2.7.2 Final rosters and additional fees are due before the 4th dual meet.
- 2.7.3 Swimming and diving rosters must be separate.
- 2.7.4 These rosters should be arranged alphabetically by age group and sex.
- 2.7.5 Fees will be established and approved each year. If a vote is not taken the fees from the previous year will remain in effect. (2019)

3.0 SWIMMING AND DIVING RULES

Appendix E contains the current stroke and turn rules for the LSA, with a summary of the applicable NFHS rules and the LSA exceptions included. This appendix will serve as the official LSA rules for stroke and turn judging. All other rules not defined in Appendix E will be interpreted according to the rules published in the latest edition of the National Federation of High School Swimming and Diving rulebook as determined by referee.

4.0 GENERAL CONDUCT OF MEETS

4.1 Responsibility of the Referee

- 4.1.1 The chief official at all meets shall be the referee, who shall be approved by the LSA association.
- 4.1.2 The referee may also act as a starter, stroke / turn judge, or place judge. But not simultaneously. (updated 2019)
- 4.1.3 The referee should not act as a timer or scorer, as the duties of these officials would interfere with the job of referee.
- 4.1.4 The referee must be familiar with the rules of the association.
- 4.1.5 The referee shall have full authority over all officials and shall assign and instruct them.
- 4.1.6 The referee shall enforce all the rules and decisions of the association and shall decide all questions relating to the conduct of the meet.
- 4.1.7 The referee can overrule any meet official on a point of rule interpretation or on a judgment decision.
- 4.1.8 The referee shall also disqualify swimmers for any violation of the rules which the referee personally observes.
- 4.1.9 The referee will, after giving one warning, ask any coach, official, worker, spectator or swimmer who disregards the LSA rules and regulations to leave the pool area.
- 4.1.10 The decisions of the referee may be appealed only as provided in section 8.1.
- 4.1.11 All disqualifications will be brought to the attention of the referee who will approve or disapprove, mark the card and initial it before the card goes to the scorer's table.
- 4.1.12 The referee or Referee designated person shall conduct a comprehensive pre-meet briefing for all officials.

4.2 Responsibility of the Starter (revised 2014)

- 4.2.1 The starter is responsible for obtaining a fair start for all swimmers.
- 4.2.2 The referee may designate a starter to do all of the following or the referee and the starter may split the responsibilities at the referee's discretion.
- 4.2.3 The starter should work in conjunction with the announcer (when available) to inform the swimmers of the event, distance, stroke, and heat.
- 4.2.4 Inform referee of recall device (starter system, whistle, air horn, etc.) to be used in the event of a Recall.
- 4.2.5 Technical rules for the starter are incorporated in the **L.S.A. Start, Stroke & Turn Rules**.

4.3 Responsibility of Clerk of Course

Note: Clerk of course not required, but may be used at home team discretion.

- 4.3.1 Each team is responsible for providing a Clerk of Course to ensure swimmers and relays are lined up and ready to be called to the starting block before each event.

4.4 Responsibility of Place Judges (revised 2014)

Note: Place judges are not required, but may be used at home team discretion.

- 4.4.1 Place Judges have the responsibility of determining the order of finish for each event.
- 4.4.2 Two or four place judges may be situated on opposite sides of the pool near the finish line and shall record their decision independently on a card. If 4 place judges are used, 1 place judge from each team will be on opposite sides of the pool.
- 4.4.3 The watch times are the primary mechanism of determining order of finish, but place judge results may be taken into account by the referee when timing issues arise.

4.5 Responsibility of Stroke and Turn Judges (revised 2014)

- 4.5.1 Judges should be positioned on opposite sides of the pool, preferably at the end of the pool (subject to referee assignment).
- 4.5.2 They should observe the turns and the finish ensuring all rules for a particular stroke are followed.
- 4.5.3 Any infraction or disqualification observed by a stroke or turn judge should be reported immediately to the referee by immediately raising 1 hand.
- 4.5.4 During the medley relays, two additional judges should be used, one each end of the pool to evaluate relay early takeoffs. LSA rep/referees may be used for this if necessary.
- 4.5.5 All Stroke and Turn Judges shall attend an LSA sponsored stroke and turn training class each year or should have USA Swimming, High School, or YMCA certification.

4.6 Responsibility of Timers

- 4.6.1 A manual timing system requires a manual action for both the start and end of a race. A semi-automatic timing system indicates that the timing device is started automatically at the start of a race, and requires a manual action by the lane timer at the end of the race. A fully automatic system indicates that the timing device is started automatically at the start of a race, and automatically terminated (i.e. using a touchpad) at the end of a race. Multiple timing systems may be used simultaneously.
- 4.6.2 A minimum of two timers per lane should be used.
- 4.6.3 All team must provide timers with digital manual watches reading to 0.01 seconds.
- 4.6.4 All timers must be familiar with the use of the manual watches and their responsibilities as timers.
- 4.6.5 Watches should be started/stopped with the INDEX finger, after seeing the flash from the starter.
- 4.6.6 It is NOT the responsibility of the timers to determine if the swimmer's touch meets the touch requirements for that stroke.
- 4.6.7 One timer in each lane shall be the chief timer for that lane and record all the times on the lane timer sheet.
- 4.6.8 When a semi-automatic timing system is used in a dual meet, a backup system such as manual watches, shall also be used. Timers are responsible for stopping the primary (semi-automatic system) and starting and stopping the manual watches. In situations

where the primary timing system is a semi-automatic system that provides the timers with a readout of the semi-automatic time, such as Dolphin watches, the chief lane timer should record all of the Primary System times as well as all backup system times, per Appendix H.

4.7 Responsibility of Head Timer

- 4.7.1 The head timer will have two stopwatches and start them running at the start of every race.
- 4.7.2 If a timer does not get a good start for their lane for any reason, they will notify the head timer, and the head timer will give the timer one of the stopwatches that is already running with the time of the current race.
- 4.7.3 The timer will then time the finish of the race as normal with this new stopwatch.

4.8 Scorer's Table Process

4.8.1 Official Scorers

- 4.8.1.1 Each team in a Dual Meet shall provide representatives to work at the scoring table.
- 4.8.1.2 The official scorers must be familiar with the instructions for all other officials and with the rules of the association.
- 4.8.1.3 For dual meets, Home Team will process the odd (girl) events. Visiting Team will process the even (boy) events. The responsibilities can be switched if both teams agree. In the event of automatic timing, both teams may verify automatic inputs as they occur. Both teams must agree if changes to the manual or automatic inputs are made. (last sentence added 2014)
- 4.8.1.4 The templates will be set up in Meet Manager before the meet.

4.8.2 Data Organizer

- 4.8.2.1 Receives the Timing sheets and the Place Judges' sheets from the runner.
- 4.8.2.2 The Timing sheets will be placed in heat and Lane order (i.e. Heat 1, Lane 1: Heat 1, Lane 2, etc.).
- 4.8.2.3 Receives and holds the DQs Holds until the Computer operator is ready to enter.

4.8.3 Computer Operator

- 4.8.3.1 Enters both times from the timing sheets for each swimmer. Meet Manager will calculate the average time.
- 4.8.3.2 Next, compares the results of the heat to the Place judges' sheets for each heat and makes appropriate adjustments if place judges were used.
- 4.8.3.3 When timing issues occur, refer to Appendix H—Timing Procedures for resolution.
- 4.8.3.4 As DQs are received they should be entered into the results.
- 4.8.3.5 After all DQs have been received, the results for the event should be printed.

- 4.8.3.6 After a results page is finished, one copy shall be posted (as time permits), and the other two passed down to the awards table (one for each team).
 - 4.8.3.7 Each team will provide necessary paper, labels, and ribbons for their team. If one of the teams runs short of supplies, the other team will share supplies as necessary.
 - 4.8.3.8 Labels should be printed whenever a full sheet can be printed. It is a good idea to keep a record of which sheets have been printed to avoid duplication or omission.
- 4.8.4 Label person
- 4.8.4.1 After retrieving the labels from the printer, they should be applied to the ribbons and sorted by Team.
 - 4.8.4.2 If Place Judges were used these sheets are given to the Home Team.
- 4.8.5 Scoring Process
- 4.8.5.1 Time cards or timer sheets are to be kept together by event. (Updated 2014)
 - 4.8.5.2 The times of the swims will determine order of finish. However, when there are questions of timing validity, or 1 or none of watch times available, the referee shall discuss heat with timers, starter, officials and place judges to determine the RIGHT order of finish. (added 2014)
 - 4.8.5.3 In the event there was a referee decision override, “JD” (judge’s decision) shall be marked in the column by the swimmer time. (added 2014)
- 4.8.6 Computer Operator (added 2018)
- 4.8.6.1 Following the guidelines as provided in Appendix H, the computer operator will enter times from the timing system for each swimmer. Meet Manager will calculate the average time.
 - 4.8.6.2 Next, compares the results of the heat to the Place judges' sheets for each heat and makes appropriate adjustments if place judges were used.
 - 4.8.6.3 When timing issues occur, refer to Appendix H—Timing Procedures for resolution.
 - 4.8.6.4 As DQs are received they should be entered into the results.
 - 4.8.6.5 After all DQs have been received, the results for the event should be printed.
 - 4.8.6.6 After a results page is finished, one copy shall be posted (as time permits), and the other two passed down to the awards table (one for each team).
 - 4.8.6.7 Each team will provide necessary paper, labels, and ribbons for their team. If one of the teams runs short of supplies, the other team will share supplies as necessary.
 - 4.8.6.8 Labels should be printed whenever a full sheet can be printed. It is a good idea to keep a record of which sheets have been printed to avoid duplication or omission.
 - 4.8.6.9 Within 24 hours of the conclusion of the meet, each team’s head computer operator should email an unlocked copy of the Meet Manager Backup to the LSA Computer Administrator.

4.9 Awards Table

- 4.9.1 The awards table will give out ribbons only to assigned representatives to give out to the swimmers, i.e., disallowing all competitors from approaching the awards table.
- 4.9.2 Questions of official results should be handled by the team /LSA reps at the scoring table.

4.10 Scoring Rules

- 4.10.1 Swimming and diving shall be scored as separate meets.
- 4.10.2 Points shall be awarded as indicated in the “scoring rules” section for each meet type.
- 4.10.3 Ties: Where two or more swimmers tie for any place in any event the points credited to such place or places, if any, next in order shall be added together and equally divided between / among such swimmers.
- 4.10.4 Disqualifications: When a relay team or individual swimmer is disqualified, the following places will move up accordingly and points awarded to conform to the new places.

4.11 Other Rules

- 4.11.1 Backstroke Flags
Flags must be used for backstroke events. Flags shall be a minimum of seven feet above the water level and fifteen (15) feet from each end of the pool. At least three triangular pennants must be suspended over each lane.

5.0 CONDUCT OF DUAL MEETS

Dual meets are to be conducted as outlined in section 4 (General conduct of swim meets), however the following rules shall also apply.

5.1 Pre-Meet Process

- 5.1.1 Host Team is responsible for creating the Meet Manager Entry File, i.e Meet Shell, and sending it to the Visiting Team no later than 5:00 PM Tuesday. If a dual meet is held on a night other than Monday, the Host Team should create and send the file before 5:00 PM 6 days in advance of the scheduled meet. Following athlete entries, the visiting team will send their Meet Manager Entries File to the Home Team by Friday 5:00 PM (Tuesday @ 5:00 PM for a Thursday meet) (added in 2012)
- 5.1.2 Using the Meet Manager Template for the proper meet, the Home team will import the entries for its own team and those of the Visiting Team.
- 5.1.3 The Home Team will then seed the meet. After seeding the meet, The Home Team will create a Meet manager backup file to send to the Visiting Team by 5:00pm on the Saturday prior to the meet (in the case of a Thursday meet, the file should be sent by 5:00PM on the preceding Wednesday)
- 5.1.4 Each Team will print and distribute the heat sheets for their team.
- 5.1.5 Only the Host Team will make changes (scratches, etc.) to the Meet Entry File after the backup is sent to the Visiting Team. Any change will be turned in to the Host Team no later than one hour prior to the scheduled start of the meet on the day of the dual meet. No swimmers may be added or changes made after this time except at the discretion of the meet referee. When the entries are frozen, if one team updates the boys' results and the other team updates the girls' results, the Host Team will back up the meet data and pass this to the Visiting Team at the meet. (added in 2012)

5.2 Dual Meet Entries

5.2.1 Each team’s entries in dual meets shall be limited as follows:

	<u>4 Lane Pool</u>	<u>6 Lane Pool</u>	<u>8 Lane Pool</u>
100 Meter Freestyle	2 swimmers	3 swimmers	4 swimmers
50 Meter Freestyle (8 & Under)	2 swimmers	3 swimmers	4 swimmers
Freestyle Relay	2 Teams	3 Teams	4 Teams
Medley Relay	2 Teams	3 Teams	4 Teams
Freestyle	No limit	No limit	No limit
Backstroke	4 swimmers	6 swimmers	8 swimmers
Breaststroke	4 swimmers	6 swimmers	8 swimmers
Butterfly	4 swimmers	6 swimmers	8 swimmers
Individual Medley	2 swimmers	3 swimmers	4 swimmers
All-Age Relay	2 Teams	3 Teams	4 Teams

5.2.2 **Dual Meet Scoring**

	1st	2nd	3rd	4th	5th	6th	7th
Individual Events	7	5	4	3	2	1	0
Relay Events	7	5	4	3	2	1	0

5.3 **Required Officials**

5.3.1 Teams in dual meets shall normally supply the following officials:

Home Team	Visiting Team
Referee	LSA Representative (or delegate)
Starter / Announcer (2019)	
One place judge (if used)	One place judge (if used)
Two stroke and/or turn judges	Two stroke and/or turn judges
Head Timer	
Data Organizer	Data Organizer
Computer Operator	Computer Operator
One timer per lane	One timer per lane

Two awards table workers	Two awards table workers
--------------------------	--------------------------

5.3.2 Each division will determine the actual number of workers needed for the dual meets, using the above table as a guideline.

5.4 Lane and Heat Assignments

5.4.1 The visiting team shall swim in the odd numbered lanes in all dual meets and the home team in the even numbered lanes.

5.4.2 Within a given heat or event, coaches will assign their swimmers as follows:

	Lane 1 (Visiting)	Lane 2 (Home)	Lane 3 (Visiting)	Lane 4 (Home)	Lane 5 (Visiting)	Lane 6 (Home)	Lane 7 (Visiting)	Lane 8 (Home)
4 Lane Pools	2 nd Fastest Swimmer	Fastest Swimmer	Fastest Swimmer	2 nd Fastest Swimmer				
6 Lane Pools	3 rd Fastest Swimmer	2 nd Fastest Swimmer	Fastest Swimmer	Fastest Swimmer	2 nd Fastest Swimmer	3 rd Fastest Swimmer		
8 Lane Pools	4 th Fastest Swimmer	3 rd Fastest Swimmer	Fastest Swimmer	Fastest Swimmer	2 nd Fastest Swimmer	2 nd Fastest Swimmer	3 rd Fastest Swimmer	4 th Fastest Swimmer

See appendix C for a list of LSA pools with their dimensions and number of lanes.

5.4.3 Heat Assignments

5.4.3.1 In events with unlimited entries where heats must be swum, coaches shall group their fastest swimmers in the last heat, their next fastest in the second to last heat and so on.

5.4.3.2 The meet referee can combine heats in the interest of shortening the meet.

5.4.4 Heat/Lane Assignment Changes

5.4.4.1 If changes are to be made in heat / lane assignments after the meet has begun, both teams must be informed of all changes.

5.4.4.2 The team making the change is responsible for altering the timing sheets of the contestants involved to reflect the change.

5.4.4.3 Changes may be made in lane or heat assignments after the meet has begun only to expedite the meet or in the event of the absence or disability of a swimmer.

5.4.4.4 Changes may not be made for the sole purpose of obtaining a competitive advantage.

5.4.5 Vacant Lanes/Uncontested Events

5.4.5.1 In the event that any team is unable to field a swimmer or relay team for an event in a dual meet, the opposing team shall have the right to fill all vacant lanes with swimmers.

- 5.4.5.2 If this occurs, first place points will be given to the team that is swimming uncontested.
- 5.4.5.3 Uncontested races must be declared prior to event #1.
- 5.4.5.4 LSA reps may agree to waive this rule.

5.5 Stroke and Turn Judges for Dual Meets

- 5.5.1 For dual meets, the exact responsibilities of the stroke and turn judges is assigned by the referee of the meet at their discretion.
 - 5.5.1.1 Usually either the “Quadrant Judges” approach or the “Separate Stroke and Turn Judges” approach detailed below is used.
 - 5.5.1.2 However, the referee can determine the number and responsibility of the judges as needed based upon the circumstances of the meet.

5.5.2 Quadrant Judges Guidelines

- 5.5.2.1 There will be four (4) quadrant judges, one responsible for each “quadrant” of the pool, where the “quadrant” is defined as from the center to the edge of the pool and the specified lanes on the judges’ side.
- 5.5.2.2 For pools with an odd number of lanes, the referee will determine which quadrant judges are responsible for which lanes before the meet starts.
- 5.5.2.3 The quadrant judge will be responsible for judging *all* infractions that occur in their quadrant, including stroke violations, turn violations, missed touches, and early starts in relays.
- 5.5.2.4 Free Relays. For free relays, since the stroke judge does not need to observe the stroke, they should observe the timer side of the pool for early relay starts.
- 5.5.2.5 Medley Relays. For Medley relays, the referee should designate someone other than the stroke and turn judges to observe the timer side of the pool for early relay starts. They could do these themselves or assign the other team’s LSA Representative to do this (or both).

5.6 Other Dual Meet Rules

- 5.6.1 Relay Alternates
B relay swimmers are alternates for A relays, C relay swimmers are alternates for B Relays and C relay may include up to 4 alternates. The stroke and swimmer order may be changed when alternates are used.
- 5.6.2 Single judge disqualification
 - 5.6.2.1 In a dual meet, one (1) stroke and turn official may disqualify a swimmer.
 - 5.6.2.2 The Referee may also disqualify a swimmer.
- 5.6.3 Starting Blocks

- 5.6.3.1 For dual meets, starting blocks may be used only if both LSA Reps agree to use them.
 - 5.6.3.2 Which swimmers will use the starting blocks must be a matter of agreement between the swimmer and his/her coach.
 - 5.6.3.3 No swimmer will be forced to use starting blocks.
- 5.6.4 100 Meter Open Event
- 5.6.4.1 In dual meets, the 100 Meter Event is open to all eligible swimmers regardless of age.
 - 5.6.4.2 It is up to the coaches to decide who from their team should swim in this event. Coaches should only allow swimmers who are competitive in this event to swim in it. They should also try to allow any swimmer and who has a chance to qualify some opportunity to swim it in a dual meet.
- 5.6.5 The order of events for dual meets is listed in appendix F.

6.0 CONDUCT OF QUALIFICATION MEETS

Qualification meets are to be conducted as outlined in section 4 (General conduct of swim meets), however the following rules shall also apply.

6.1 Allowable Entries

- 6.1.1 **Qualifying Times:** The time standards identified in Appendix D must be obtained, either in practice meets or dual meets, by a swimmer during the course of the season in order to enter the event in qualifications.
- 6.1.2 Each swimmer may participate in **only** three (3) individual events.
 - 6.1.2.1 The 100m freestyle is not counted as one of the 3 events for non-USA long course swimmers, but it **IS** counted for USA long course swimmers.
- 6.1.3 No swimmer may swim up in individual events.
- 6.1.4 A swimmer must compete in two (2) dual meets to be eligible to compete in the Qualification Meet.

6.2 Qualification Meet Scoring

No scoring necessary for Qualification meets.

6.3 Required Officials

For each qualification meet, the number and duties of Referees, Stroke and Turn Judges, and other meet officials shall be determined before the meet by that division's LSA Representatives.

6.4 Lane and Heat Assignments

- 6.4.1 Time seeding will be used for each event and each division.
- 6.4.2 Meet Manager will seed the swimmers using the following rules:
 - 6.4.2.1 The slowest swimmers will be seeded in the first heats and faster swimmers in the later heats. The last three heats will be "circle seeded".

6.5 Responsibility of Chief Scorer

- 6.5.1 Set up Qual meet in Meet Manager and ensure all qualified swimmers are entered prior to the meet.
- 6.5.2 Once all teams have submitted qualified swimmers and seeding is complete, each team will receive via email the Qualification Session entries for all teams in their division.
- 6.5.3 Each team will be responsible for printing Entry sheets for their swimmers.
- 6.5.4 After the meet, each team will receive a Meet Manager export of the Qualification meet results.
- 6.5.5 All meet paperwork shall be maintained together for future reference.
 - 6.5.5.1 These should be kept in order of event, grouped together by event.

- 6.5.5.2 Only authorized people (Referee or LSA Representative) should handle these after they have been filed.
- 6.5.6 Chief Scorer should be sure the following are available at the scoring table at Qualifications:
 - 6.5.6.1 At least two Computers/Laptops with Meet Manager current and updated for that session. One PC will run girls and One PC will run boys. Each PC should be equipped with a printer to run meet reports, etc. for all teams
 - 6.5.6.2 Pencils, Pens, Paper Clips, Rubber Bands, boxes (shoe etc.) to keep cards, Qualification sheets and Place Judges sheets separated.
- 6.5.7 Meet Manager will calculate swimmer times; hand calculators will not be used. If two timers are used, Meet Manager will average the times. If three timers are used, Meet Manager drops the high and low times and uses middle time.

6.6 LSA Qualification Clerk of Course (rule established 2011 season)

- 6.6.1 One Head Clerk of Course who is responsible for communicating with the Head Table/ Referee any changes involving the swimmers as well as a timely release of swimmers.
- 6.6.2 LSA reps from each team will rotate through an Assistant Clerk of Course position during the course of the meet. Rules for the clerk of course will be posted so that everybody is clear on when scratches will occur. There will be a mandatory clerk of course meeting prior to the meet at which time the rules for declaring a scratch will be discussed. Failure to attend the meeting will result in the team not being allowed to serve in the Assistant Clerk of Course position thereby relinquishing their right to argue decisions made within clerk of course area.
- 6.6.3 The Head Clerk of Course and the Assistant Clerk of Course jointly make the decision to scratch a swimmer or relay from the meet after every attempt is made to locate the swimmer (dual verification) The two will complete a NO SHOW form to include the Name, Event, Heat and Lane of the swimmer and both the Head and Assistant Clerks will sign the form. The form will then be delivered to the Deck Referee when the heat is released from the clerk of course area. The alternate swimmer will accompany the heat as well as the form when called to the blocks. The referee will assure that all is in order prior to the start of the race. At that time the NO SHOW paperwork will be passed to the table for entry into Meet Manager.
- 6.6.4 Every team is responsible for their own swimmers being in position at the gate at least 2 events before their event. Failure to be seated in the clerk of course area by the event before that swimmer's event will be cause for NO SHOW.
- 6.6.5 **No one** will be allowed to bypass Clerk of Course and show up at the lane.

6.7 Other Qualification Meet Rules

- 6.7.1 Starting blocks cannot be used at qualifications.

6.7.2 100 Meter Open Event.

6.7.2.1 Any eligible swimmer who meets the qualification times, regardless of age, can swim this even in the qualification meet, as long as they meet all other eligibility rules.

6.7.2.2 Qualification times will be determined for this event like any other event.

6.7.3 In the event that a swimmer participates illegally in qualifications:

6.7.3.1 The swimmer will be ineligible for this event in championships.

6.7.3.2 The member team will be penalized 25 points from their score at Championships for each infraction incurred during Qualifications.

The order of events for qualification meets is in Appendix F.

7.0 CONDUCT OF CHAMPIONSHIP MEET

Championship meets are to be conducted as outlined in section 4 (General conduct of swim meets), however the following rules shall also apply.

7.1 Allowable Entries

- 7.1.1 The number of swimmers qualifying for championships shall be determined by the number of lanes available at the facility utilized for Championships.
- 7.1.2 Each Division can make the determination, based on time and number of eligible swimmers, to run “A” and “B” finals for Individual events only, points are outlined in the Scoring Section below.
- 7.1.3 Two alternate swimmers for each event shall be invited to Championships and be eligible to compete should a qualifier be unavailable or otherwise unable to compete.
- 7.1.4 In the event the Division runs an “A”/ “B” finals, the alternate for the “A” final will be the fastest swimmer from the “B” final and the invited alternate will swim in the “B” final.
- 7.1.5 If there is a tie for the last two places of either the “A” or “B” finals heat at the qualification meet those swimmers must have a swim off (at Qualification) for last place to properly set swimmers at Championships.
- 7.1.6 A swimmer must compete in the qualification meet and be a qualified or alternate swimmer in order to be eligible to compete in individual events in the Championships. This is not required for relay entries—any team member shall be eligible to participate.
- 7.1.7 No swimmer may swim up in individual events.
- 7.1.8 At least one swimmer in each relay must belong to the event age group.
- 7.1.9 There is no qualification required for the **all age relay** event. Each team will enter **one** team into this event at the championship meet.
- 7.1.10 There is no qualification required for the **medley** or **freestyle** relay event. Each team may enter **two** teams into this event at the championship meet. (revised 2014)
 - 7.1.10.1 Each team must enter potential relay participants with individual entry times when entries are submitted for qualification meets. Each team should submit relays by teams (A and B) and up to 2 alternates. By doing so these swimmers will be permitted under 7.1.6 to participate in the championship meet whether or not they participate in qualification meets. Relays are scored as timed final, so entry times will be used to seed the relay heats. Swimmers/ relays without entry times may be seeded with the slowest relays (at bottom of order). (New 2014)

7.2 Championship Meet Scoring

- 7.2.1 Points shall be awarded according to the order of finish for each event for each division.
- 7.2.2 The number of points to be awarded for each place is dependent on the number of lanes at the Championship host pool. See the table below to determine points for either one timed final or “A” final / “B” final.

6 LANE POOL	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th				
Individual Finals (For single heat finals)	7	5	4	3	2	1										
Relay Finals	16	13	12	11	10	9	7	5	4	3	2	1				
Individual “A” Final	16	13	12	11	10	9										
Individual “B” Final	7	5	4	3	2	1										
7 LANE POOL	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th	14th		
Individual Finals (For single heat finals)	8	6	5	4	3	2	1									
Relay Finals	18	15	14	13	12	11	10	8	6	5	4	3	2	1		
Individual “A” Final	18	15	14	13	12	11	10									
Individual “B” Final	8	6	5	4	3	2	1									
8 LANE POOL	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th	14th	15th	16th
Individual Finals (For single heat finals)	9	7	6	5	4	3	2	1								
Relay Finals	20	17	16	15	14	13	12	11	9	7	6	5	4	3	2	1
Individual “A” Final	20	17	16	15	14	13	12	11								
Individual “B” Final	9	7	6	5	4	3	2	1								

7.3 Required Officials

- 7.3.1 The officials of a meet shall be Referee, Starter, Stroke & Turn judges, Administrative Referee or Administrative Official and Chief Scorer. Other officials may be assigned by the referee. Computer operators and Chief Scorers shall be responsible to the Administrative Referee/ Official. The Administrative Referee/Official, Starter, and Stroke & Turn judges shall be responsible to the referee. The number and duties of all meet officials shall be determined before the championship meet by the board.

7.4 Lane and Heat Assignments

- 7.4.1 Meet Manager will seed swimmers for championships based on qualification results.
- 7.4.2 For the championship meet events with two heats, the swimmers with the fastest times will be placed in the second heat.
- 7.4.3 Within each heat the swimmers with the fastest qualification times will be placed in the center two lanes, the next fastest times in the next two lanes from the center, etc.

7.5 Responsibility of Chief Scorer

- 7.5.1 Receive Championship Meet Shell from the LSA Computer Administrator, accept all division championship meet entries and ensure all qualified swimmer are entered prior to the meet.
- 7.5.2 Chief Scorer should be sure the following are available at the scoring table at the Championship meet:
 - 7.5.2.1 At least two Computers/Laptops with Meet Manager Pro current and updated for that session. One PC will be connected to the automatic timing system to run the meet and one PC will be used to generate meet reports. Each PC should be equipped with a printer.
 - 7.5.2.2 Sufficient supply of paper available for printing of all results, officials heat sheets, lane timer sheets and any needed forms.
- 7.5.3 After the meet, each team will receive a Meet Manager export copy of the meet.
- 7.5.4 All meet paperwork shall be kept together for future reference.
 - 7.5.4.1 These should be kept in order of event, grouped together by event.
 - 7.5.4.2 Only authorized people (Administrative Referee/Official, Referee or Executive Board) should handle these after they have been filed.
- 7.5.5 Touchpads and automatic timing
 - 7.5.5.1 Touchpads and automatic timing equipment are preferred for all division championships.
 - 7.5.5.2 When automatic timing equipment is used, all place times and place determination is done by the automatic system unless the Referee or Administrative Referee/Official determine that there has been a malfunction of the primary system.
 - 7.5.5.3 There will be timers timing each event using manual watches and recording those times on the provided lane timer sheets. This serves as a backup in case of a total failure of the automatic system.
 - 7.5.5.4 If for some reason the automatic timing system is non-functional or unavailable at the championship meet, the LSA Representatives can coordinate a different timing and scoring method to replace it, probably based upon the qualification meet process.
- 7.5.6 The Chief Scorer shall remain available to the Administrative Referee/Official for the duration of the Championship Meet.

7.6 LSA Championship Clerk of Course (rule established 2011 season)

- 7.6.1 One Head Clerk of Course who is responsible for communicating with the Head Table/Referee any changes involving the swimmers as well as a timely release of swimmers.
- 7.6.2 LSA reps from each team will rotate through an Assistant Clerk of Course position during the course of the meet. Rules for the clerk of course will be posted so that everybody is clear on when scratches will occur. There will be a mandatory clerk of course meeting prior to the meet at which time the rules for declaring a scratch will be

discussed. Failure to attend the meeting will result in the team not being allowed to serve in the Assistant Clerk of Course position thereby relinquishing their right to argue decisions made within clerk of course area.

- 7.6.3 The Head Clerk of Course and the Assistant Clerk of Course jointly make the decision to scratch a swimmer or relay from the meet after every attempt is made to locate the swimmer (dual verification) The two will complete a NO SHOW form to include the Name, Event, Heat and Lane of the swimmer and both the Head and Assistant Clerks will sign the form. The form will then be delivered to the Deck Referee when the heat is released from the clerk of course area. The alternate swimmer will accompany the heat as well as the form when called to the blocks. The referee will assure that all is in order prior to the start of the race. At that time the NO SHOW paperwork will be passed to the Administrative Referee/Official for entry into Meet Manager.
- 7.6.4 Official heat sheets will be posted on the wall in the clerk of course area. The heat sheet must contain all relays, listing both the swimmers and the alternate swimmers for each relay and event.
- 7.6.5 Every team is responsible for their own swimmers being in position at the gate at least 2 events before their event. Failure to be seated in the clerk of course area by the event before that swimmer's event will be cause for NO SHOW.
- 7.6.6 **No one** will be allowed to bypass Clerk of Course and show up at the lane.

7.7 Other Championship Meet Rules

7.7.1 Relay Alternates

B relay swimmers are alternates for A relays, and B relay may include up to 4 alternates. The stroke and swimmer order may be changed when alternates are used.

7.7.2 In the event that a swimmer/relay participates illegally in championships:

- 7.7.2.1 The swimmer/relay will be disqualified (no points awarded) from the Championship event.
- 7.7.2.2 The member team will be penalized 25 points from their score at Championships for each infraction incurred during Championships.

The order of events for championship meets is in appendix F.

8.0 PROTESTS AND SANCTIONS

8.1 Protests

Protests in all meets shall be handled as follows:

- 8.1.1 No person except the LSA representative or his/her designee is authorized to make or discuss a protest with the referee.
- 8.1.2 When a protest is made, the referee shall attempt to resolve it immediately.
- 8.1.3 If the referee feels that trying to resolve the protest will cause unnecessary delay of the meet, he shall:
 - 8.1.3.1 (1) Instruct the official scorers to retain possession of the timing sheet(s), judges' cards and any other records involved with the race under protest;
 - 8.1.3.2 (2) Instruct the scorers to continue scoring the meet as though the protest had been disallowed;
 - 8.1.3.3 (3) Instruct the ribbon table to withhold awards for the event under protest;
 - 8.1.3.4 (4) Resolve the protest after the final event has been swum and instruct the scorers to make whatever adjustments need to be made in the final score and record of the meet. Instruct the Ribbons Table to make the award according to the resolution of the protest.
- 8.1.4 If a protest involves agreement that a particular act was committed but disagreement as to whether the act is a violation of association rules, the referee's decision may be appealed to the chairperson of the board of directors of the association.
- 8.1.5 If, however, a protest involves agreement that a particular act is a violation of association rules but disagreement as to whether or it was committed, the decision of the referee and judges is final.
- 8.1.6 Protests to the LSA Administrative rules or technical rules must be submitted in writing to the referee no later than 1 hour after the result for the last event has been posted at the pool. Email may be used in the event the referee cannot be immediately located. Copies of the protest or email must also be sent to the LSA of the opposing team, or to all Division LSA reps (in the case of qualifications or championships). In the event email is used, the time stamp of the email message will be the official protest time. The protest will be evaluated and decision made within 48 hours after the protest was received. Decisions of the LSA reps or referee are final. (new 2014)
- 8.1.7 Protests to scoring or other clerical errors must be submitted to the referee (LSA rep) in writing or email within 24 hours after the last event has been posted at the pool. (new 2014)

8.2 Qualification Criteria/Time Offense Sanctions

- 8.2.1 There will be Sanctions for Teams who do not meet qualification criteria/times plus 20%, regardless of prior documented time.
- 8.2.2 Following qualifications, a review of times will be made by LSA Reps for possible offenses.

8.2.3 The sanctions for offenses will be:

1st Offense	Verbal Warning to Coach
2nd Offense	Final Verbal Warning to Coach
3rd Offense	Letter of sanction sent and entered into LSA minutes. The team and coaches names will be specifically mentioned.
4th Offense	Ditto above and notation that only one offense will be allowed the following year
5th Offense	25 Points deducted from Championship Score
6th Offense	50 Points deducted from Championship Score
7th Offense	100 Points deducted from Championship Score
8th Offense	150 Points deducted from Championship Score
9th or more	200 Points deducted from Championship Score, plus \$25 fine to LSA for each offence over 6

8.2.4 In addition, consideration for disqualification from Championships that year, or following year, or other consequences as decided by the board.

8.2.5 Order of placement at Championships for the following year will be determined by gross point totals. Trophy awards will be on net score after sanctions. An appeal of any sanction can be lodged with LSA Board and decision made based on majority vote.

Appendix A. – LSA T-Shirt Rotation (changed from general LSA officer rotation 2017 season)

Team	2017	2018	2019	2020	2021	2022	2023	2024
Shelbyville Country Club								
Plainview								
Brownsboro Farm								
Owl Creek								
Tom Sawyer	T-Shirt Sales							
Springhurst		T-Shirt Sales						
Glen Oaks			T-Shirt Sales					
Copperfield				T-Shirt Sales				
Douglass Hills					T-Shirt Sales			
Jewish Community Center						T-Shirt Sales		
Wolf Creek							T-Shirt Sales	
Oldham County								T-Shirt Sales
Locust Creek								
Wildwood								
Blairwood								
Forest Springs								
Woods of St. Thomas								
Woodhaven Country Club								
Lake Forest								
Bridgepointe								
U of L Golf Club								
Lakeside								

Appendix B. – Board Meeting Rules of Order

The following meeting processes and procedures have been adapted from Roberts Rules of Order for the Louisville Swim Association.

Meeting Procedures

Call to order

- a) Only the president or acting president can call the meeting to order

II. Roll call of members present

- a) Decision on quorum validity
 - i. 51% or more of the active teams in the league must be present to establish a quorum
 - ii. If less than 51% of the teams are present, no votes may be taken at the meeting

III. Acceptance of the Meeting Agenda

- a) Any proposed additions to the agenda need to be moved at this point with each addition subject to a 2/3 acceptance vote prior to being added to the agenda
- b) After additions, a motion will be made to accept agenda and passed with a majority vote of those teams present.

IV. Reading of minutes of last meeting.

- a) Motion to accept the minutes

V. Officer's reports.

- a) President's Report
- b) Treasurer's Report

VI. Committee reports.

- a) Diving Report

VII. Old Business

- a) Old business is limited to those items discussed at previous meetings and tabled for discussion at this meeting.

- b) If a team would like to open a closed matter of business from the last meeting, they must submit their request to the president **ONE WEEK** in advance of the meeting. In order to be considered for addition to the agenda, a **BRIEF** explanation as to the reason for reopening the topic must be included. At the beginning of the Old Business section, these topics will be put to vote for inclusion with a majority vote needed of those teams present to be included. No topics from meetings prior to the previous meeting can be reopened.
- c) If a past topic, which was not communicated to the president, needs to be talked about at the meeting due to a time sensitive situation, it must be introduced in the Agenda Acceptance section of the meeting where a motion can be made to include the topic in the meeting. The motion needs a $2/3$ vote of attending members in order to be accepted into the agenda. If the motion is voted down, it will be added to the Old Business topic list for the next meeting.
- d) Discussion of each topic will be limited to the discussion guidelines listed below in section B

VIII. New business.

- a) All new business items must be emailed to the president **ONE WEEK** prior to the meeting. In order for it to be considered, for the meeting, a **BRIEF** description of the topic should be included so that it can be sent out to the LSA representatives prior to the meeting.
- b) No new business may be added at the time of the meeting except for time sensitive matters
 - i. Time sensitive additions must be introduced in the Agenda Acceptance section of the meeting and must be passed by a $2/3$ **vote** of attending members in order to be accepted.
- c) Discussion of each topic will be limited to the discussion guidelines listed below in section B

IX. Announcements.

- a) The announcement section is an opportunity for any topics where a vote is not required.
- b) A date for the next meeting will also be agreed upon at this time

X. Adjournment

- a) A motion to adjourn will be entertained by the president, seconded and passed with a majority vote.

B. Discussion/Debate of Agenda Items and Motions

- I. Each Agenda item will be discussed separately
- II. The president will open each Agenda item and will either give a description of the topic or pass the floor to the Team or individual who submitted the topic for a description. The description of the topic is limited to 3 minutes and there will not be any discussion on the topic at this time.
- III. At the end of the description, a motion will be made as to the action being requested with a second to follow. If the motion is not seconded, it is closed.

IV. After a motion has been seconded, it will be opened up for the discussion by the president.

- a) If an attendee has something to contribute, they will raise their hand and the president will pass the floor to that person.
- b) If there are multiple attendees wishing to speak, they will be put into a queue by the clerk (See below).
- c) Each attendee will have three minutes to speak on the topic. At the end of each speaker, the president will look to the Clerk for whom the next speaker is and will give the floor to them. Attendees will only have 2 opportunities to speak during each topic item.
- d) Discussion will continue on the topic until all have had an opportunity to speak or a maximum of 15 minutes. If the topic at hand is such that more time is needed for discussion, the president can entertain a motion for Extended Debate which would need to be seconded and passed with a majority vote of the attending members. This will be added in increments of 15 minutes with a new motion and vote after each increment.
- e) The president will then proceed with the vote on the motion which will be passed with a simple majority of the attendees. Another option is that it can be tabled until the next meeting if more information or more discussion is needed.
- f) The president is responsible for publishing the results of any votes to all representatives via email within one week of the meeting so that all representatives are aware of decisions that have been made.
- g) Members not in attendance of a meeting have until the next meeting to challenge the decision

C. Clerk

I. The president will appoint one member to be the Clerk of the meeting

II. Responsibilities

- a) Tracking the proper use of LSA's Rules of Order
- b) Queuing of topic speakers
- c) Timing of speakers and overall discussion/debate time of each topic

III. Should the Clerk wish to participate in the discussion, he/she will pass their responsibility on to the president during their turns.

Appendix C. – LSA Pools Dimensions and Lane Numbers

Pool / Team Name	Initials	Feet	Yards	Meters	Lanes	Conversion
Blairwood	BSAT	82.057	27.352	25.000	6	1.005
Bridgepointe	BP	82.057	27.352	25.000	6	1.005
Brownsboro Farm	BFST	82.057	27.352	25.000	4	1.005
Copperfield	CF	82.123	27.374	25.020	6	1.005
Douglass Hills	DH	82.250	27.417	25.059	6	1.003
Forest Springs	FROGS	82.057	27.352	25.000	6	1.005
Glen Oaks	GOCC	82.000	27.333	24.983	6	1.006
Jewish Community Center	JCC	75.300	25.100	22.941	8	1.096
Lake Forest	LF	82.500	27.500	25.135	6	1.000
Lakeside	LQG	75	25	22.85	7	1.094
Locust Creek	LC	82.057	27.352	25.000	6	1.005
Oldham County Piranhas	OCP	82.167	27.389	25.034	8	1.004
Owl Creek	OWL	82.400	27.467	25.105	6	1.001
Plainview	PV	82.500	27.500	25.135	7	1.000
Shelbyville Country Club	SCC	82.200	27.400	25.044	6	1.004
Springhurst	SH	82.500	27.500	25.135	6	1.000
Tom Sawyer	TS	59.920	19.973	18.256	8	1.377
U of L Golf Club	ULGC					
Wildwood County Club	WW	82.057	27.352	25.000	6	1.005
Wolf Creek	WC	82.500	27.500	25.135	6	1.000
Woodhaven Country Club	WHCC	75.900	25.300	23.124	6	1.087
Woods of St. Thomas	WST	82.600	27.533	25.165	6	0.999

Yards x 0.914 = Meters

Standard Pool Length = 25.135 Meters

Appendix D. – LSA Time Standards (times updated 2017)

Div 1	Div 2	Div 3	Event	Div 1	Div 2	Div 3
6 & Under Girls				6 & Under Boys		
50.26	47.17	54.53	25 Free	57.95	59.34	59.65
1:00.31	56.22	1:01.46	25 Back	1:11.29	1:05.85	1:14.92
7-8 Girls				7-8 Boys		
28.16	28.68	32.06	25 Free	33.69	34.82	35.25
36.12	36.35	37.61	25 Back	47.63	39.24	42.93
50.22	50.26	1:00.39	25 Breast	1:08.00	1:00.52	1:01.36
41.90	44.49	52.74	25 Fly	54.20	52.09	1:06.12
1:04.24	1:05.81	1:12.59	50 Free	1:10.52	1:07.08	1:27.61
9-10 Girls				9-10 Boys		
21.59	22.94	26.18	25 Free	24.40	26.33	26.35
28.14	30.14	33.78	25 Back	34.18	35.50	37.10
32.82	33.55	35.90	25 Breast	39.48	38.78	44.12
26.27	29.14	33.90	25 Fly	33.81	41.36	46.14
2:16.82	2:13.46	2:10.35	100 IM	2:27.68	2:22.08	2:44.34
11-12 Girls				11-12 Boys		
43.48	46.81	45.75	50 Free	44.11	49.57	53.11
53.83	57.04	58.64	50 Back	1:01.67	1:06.81	1:01.72
53.77	57.13	57.38	50 Breast	57.49	1:07.20	1:03.98
52.00	55.91	1:06.45	50 Fly	1:02.87	1:08.16	1:17.13
1:50.32	1:55.49	1:53.44	100 IM	2:01.55	2:12.96	2:15.62
13-14 Girls				13-14 Boys		
42.09	48.39	47.07	50 Free	41.01	51.16	53.24
54.28	55.00	1:01.91	50 Back	57.53	1:07.70	1:33.20
54.17	56.93	59.88	50 Breast	54.26	1:01.90	1:03.57
49.42	54.51	1:05.88	50 Fly	52.92	54.31	1:05.70
1:40.56	1:58.26	1:50.53	100 IM	1:42.56	2:02.78	2:04.23
15-18 Girls				15-18 Boys		
37.19	43.37	59.68	50 Free	33.67	39.93	44.43
48.91	56.04	1:19.57	50 Back	48.33	55.71	1:09.67
49.19	57.19	1:21.66	50 Breast	44.47	50.48	53.11
44.35	50.84	1:14.36	50 Fly	41.10	43.83	1:02.56
1:33.94	1:54.21	2:24.87	100 IM	1:23.82	1:40.83	1:44.39
Open Girls				Open Boys		
1:18.95	1:24.44	1:26.81	100 Free	1:10.88	1:15.54	1:18.65

Appendix E. – LSA Swimming Stroke and Turn Rules

2019 L.S.A. Start, Stroke & Turn Rules (rev. 4/10/2019)**SECTION 1 - STARTS AND FINISHES**

- ART. 1.** At the discretion of the referee, the duties of the starter may be split between the referee and the starter.
- ART. 2.** For a forward start, after a series of short whistles, the swimmers shall line up near their respective starting areas. A long whistle by the starter directs the swimmers to set up to the pool, with at least one foot at the edge. When all swimmers are ready, the starter's command "TAKE YOUR MARK", will direct the swimmers to assume a starting position. When all swimmers are stationary, the starter shall activate the starting device.
- NOTE:** *With starter permission, a swimmer may start in the water. The swimmer must be stationary and have at least one hand in contact with the end wall. A backstroke start is not permitted.*
- ART. 3** In the forward start, the starter may issue a "STAND UP" command, and swimmers may stand up or step away from the pool edge, but they shall not leave the starting area nor delay a new start.
- ART. 4** For the backstroke start, after a series of short whistles, the swimmers shall line up near their respective starting area. A long whistle by the starter shall direct the swimmers to enter the water and face the starting end with both hands in contact with the end wall of the pool. Standing on or in the gutter, or curling the toes over the lip of the gutter, before or immediately after the start, is not permitted. When all swimmers are in the water, the starter's command "TAKE YOUR MARK", will direct the swimmers to assume a stationary position. When all swimmers are stationary, the starter shall activate the starting device.
- ART. 5** In the backstroke start, the starter may issue a "STAND UP" command, and swimmers may release from the start end, but they shall not leave the starting area nor delay a new start.
- ART. 6** Subject to the discretion of the starter, a false start occurs when a swimmer obtains an unfair advantage at the start. **Do not recall the heat unless there are problems with the start that impact the entire field.**
Delay of meet disqualifications may be issued for:
a. Unnecessarily delays in assuming a starting position;
b. Does not remain stationary immediately prior to the start.
- ART. 7** To finish the race, the swimmer shall contact the finish end in the manner prescribed by the stroke and/or relay leg.

PENALTY FOR FALSE START / INFRACTION

For a false start in a heat, or delay of the meet, the swimmer will be disqualified.

SECTION 2 – UNIFORMS

The swimsuit shall be constructed so that the style/shape of the suit for males shall not extend above the waist nor below the top of the kneecap, and for females shall not extend beyond the shoulders nor below the top of the kneecap, nor cover the neck. **If the cap is a team cap**, logos, graphics, or text displayed on caps must represent the participant's LSA team and may not contain content or imagery of another team, league, organization or association (e.g. including but not limited to Team USA, high school, or college team names and logos).

PENALTY FOR UNIFORM VIOLATIONS – If identified prior to swim, athlete may change uniform/cap without penalty as long as they do not delay of meet. If identified during a swim, athlete shall be disqualified from the event.

SECTION 3 - INDIVIDUAL STROKES

ART. 1 BACKSTROKE

- a. The backstroke start shall be used;
- b. Any arm stroke is permitted. The body shall remain on the back (the shoulders should be oriented toward the back) except while executing turn.
- c. Standing in or on the gutter or curling the toes over the lip of the gutter immediately at or after the start is not permitted.
- d. Any kick is permitted.
- e. The swimmer may be completely submerged during the turn, or for a distance of not more than 16.4 yards (15 meters) after the start and each turn. By that point, the head must have broken the surface of the water;
- f. . After the swimmer's head has passed the backstroke flag, the swimmer may (but is not required to) rotate past the vertical toward the breast. After rotating to the breast, the swimmer may take a single arm pull or simultaneous double-arm pull. No additional arm pulls may be started; however, kicking and/or gliding to the wall is permitted. The turn requires that some part of the swimmer's body touch the end wall. The swimmer shall assume a position on the back before the feet leave the wall.
- g. At the finish, the swimmer cannot be completely submerged, must remain on or toward the back, and must contact the finish end by any part of the body.
- h. For swimmers competing in the **6 and under** age group, the swimmer's upper shoulder may (but is not required to) rotate past the vertical toward the breast within the last six feet of the race. For the **8 and under** age groups, kickboards, etc. may be used to protect the swimmers at the finish.

ART. 2 . . . BREASTSTROKE

- a. The forward start shall be used.
- b. The body shall remain on the breast except while executing a turn.
- c. After the start and after each turn, one arm stroke beyond the hipline followed by one breaststroke kick may be made while the swimmer is underwater. Before the breaststroke kick, a single butterfly kick is permitted (but not required). Some part of the head must break the surface before the hands turn inward at the widest part of the second stroke after the start and each turn.
Thereafter, hands shall not be brought back beyond the hipline;
- d. There shall be no sculling with the hands at the end of the 1st arm stroke following the start or turn.
- e. The stroke requires that the arms shall move simultaneously and in the same horizontal plane, without any alternating movement. Both hands shall be pushed forward from the breast simultaneously on, above or under the surface of the water. Elbows must remain under the water except for the last stroke at the finish of the prescribed distance (butterfly recovery is not permitted at any time).
- f. The kick requires the feet be drawn up with the knees bent. The feet must be turned outward during the propulsive part of the kick. All movement of the legs shall be simultaneous and in the same horizontal plane. No scissors flutter, or butterfly kick is permitted.
- g. The turn requires a simultaneous touch with two hands, not necessarily on the same plane, after which the swimmer may turn any way. The shoulders must be at or past the vertical toward the breast when the feet leave the wall.
- h. The finish requires completion of the required distance and contact finish end with both hands simultaneously, not necessarily on the same plane

ART. 3 BUTTERFLY

- a. The forward start shall be used;
- b. The body shall remain on the breast except during a turn.
- c. After the start and each the turn, the swimmer is allowed one or more leg kicks, but only one arm pull under water, which shall bring the swimmer's head to the surface by the 16.4 yards (15 meters).
- d. The stroke requires that both arms simultaneously pull backward under the water, and then simultaneously recover over the water.
- e. The kick requires that both legs and feet move up and down simultaneously in the vertical plane. Scissors, breaststroke and alternating up and down movements of the legs are not permitted;
- f. The turn requires a simultaneous touch with two hands, not necessarily on the same plane, after which they can turn in any way. The shoulders shall be at or past the vertical toward the breast when the feet leave the wall.
- g. The finish requires completion of the required distance and contact with the finish end with both hands simultaneously, not necessarily on the same plane.
- h. For swimmers competing in the **8 and under** age group, arm recovery must be over the surface of the water for at least ½ half of the prescribed distance.

ART. 4 FREESTYLE:

- a. The forward start shall be used.
- b. Any body position, stroke, or kick is permitted and any combination of styles may be used.
- c. The turn requires that some part of the swimmer's body contact the end wall.
- d. The swimmer may be completely submerged for a distance of not more than 16.4 yards (15 meters) after the start and each turn. By that point, the head must have broken the surface of the water.
- e. The finish requires completion of the required distance and contact with the finish pad or end of the pool.

ART. 5 . . . INDIVIDUAL MEDLEY

The individual medley begins with the forward start. Competitors shall swim the butterfly for the first quarter of the required distance of the complete race, the backstroke for the second quarter, the breaststroke for the third quarter and any stroke other than backstroke, breaststroke or butterfly for the last quarter. Competitors shall adhere during each quarter of the race to the position, stroke, kick turn, and finish rules governing the stroke being swum. Transition turns between strokes shall conform, to the finish rules for the stroke being completed and, after the touch, to the turn rules for the stroke about to be swum. **The final leg of the individual medley requires the swimmer to be at or past vertical toward the breast before any stroke, kick or propulsive motion.**

Special 8 and under exception (Art. 3h) for the butterfly **does not apply** for the Individual Medley.

ART. 6 . . . MISC

- a. If any nonparticipating team member enters the water during any swimmer's race, that swimmer is disqualified from the event.

PENALTY FOR Stroke / Turn VIOLATIONS: The swimmer is disqualified.

SECTION 4 - RELAY EVENTS

ART. 1 MEDLEY RELAY

The medley relay is swum by a team of four competitors, each swimming one quarter of the required distance of the race. The first shall use the backstroke start and swim backstroke; the second shall swim breaststroke; the third, butterfly; and the fourth shall swim any stroke other than a legal backstroke, breaststroke or butterfly. Each swimmer shall adhere to the position, stroke, kick, turn and finish rules governing the stroke being swum. **The final leg of the medley relay requires the swimmer to be at or past vertical toward the breast before any stroke, kick or propulsive motion.**

Special 8 and rule (Art. 3h) does not apply for the Medley Relay.

ART. 2 FREESTYLE RELAY

The freestyle relay is swim by a team of four competitors, each swimming one quarter of the required distance of the race in any style, adhering to the turn and finish rules of a freestyle event. The first swimmer of the relay team must use the forward start.

NOTE: *The all age relay shall be swum under the same rules as the freestyle relay except each swimmer shall swim one sixth of the total distance.*

ART. 3 Once the long whistle is issued by the starter, the order of the swimmers of the relay shall not change.

ART. 4 On the take off, the second, third and fourth swimmers on a relay team shall remain in contact with the pool deck until the previous swimmer has finished prescribed distance. The body may be in motion before the previous swimmer finishes but at least one foot must be at the edge of the deck or gutter and no forward movement of the feet is permitted.

ART. 5 The first three swimmers of a relay team must contact the finish end at the conclusion of his or her leg of the relay. The final swimmer is required to contact the finish pad (when automatic timing is used) or finish end by any part of the body.

ART. 6 The first three members of relay teams shall leave the water by the finish end promptly after finishing their prescribed distance of the race.

PENALTIES FOR RELAY VIOLATIONS:

1. For a violation by an individual member of the relay team, the relay team is disqualified from the event.
2. If any non-participating team member who enters the water during a relay race, or if a participating relay member enters the team at the incorrect time, the team is disqualified from the event..
3. A swimmer who enters the water without the prior swimmer completing his/her leg - team will be disqualified for relay early takeoff. If a swimmer re-enters the water - the team will be disqualified.

SECTION 5 – CONDUCT

ART. 1 UNSPORTING CONDUCT – Conduct that includes (but not limited to) taunting, derogatory remarks or gestures, throwing of equipment. showing disgust with officials or their decisions. Competitors will be DQ'ed from event and meet.

ART. 2 UNACCEPTABLE CONDUCT – Conduct that includes (but not limited to) failure to follow direction of official, profanity, any action that would discredit to individual or team. Competitor will be DQ'ed from current or next event.

ART. 3 The referee may expel from the meet, anyone in attendance (parents, coaches, participants, etc.) who fails to show proper conduct during the meet.

Edge to the Swimmer:

Benefit of the doubt should always go to the swimmer. If a violation is not directly observed, it should not be called. REMEMBER, there are 6 swimmers in the water, and officials must be fair to all 6.

OFFICIALS are here to help our athletes improve their swimming ability. Our contribution is to identify if a violation to the rules has been observed and reinforce and support our coaches' instruction. The athlete will not improve if a violation is ignored, nor is it fair to the other swimmers. DQ early in the season builds opportunities to learn and make it to the Qualifications.

General:

When an infraction is identified, officials must raise their hand immediately and hold it up until the referee(s) acknowledge the hand.

Stroke and turn judge jurisdiction:

Each team will provide 2 judges minimum. If both teams are able, 3 judges can be used. Referee will assign areas of responsibility (jurisdiction) for each official. Recommend is that there is a stroke and turn official for each quadrant of the pool and that official is responsible for all stroke and turn violations in that quadrant. Officials should stand at the end of the pool to observe the swims, and, officials on the same team should not officiate the same lanes. After the break, the teams should exchange lanes of responsibility. Some referees / pools will dictate different jurisdictions. **Conduct calls have no jurisdiction.**

What to Wear:

Dress for officials is khaki pants, shorts, or skirts and a white shirt that does not have LSA team logo.

Parents and Coaches discussions:

Do not feel any call must be defended to any coach or parent. Send parents to their coaches, and coaches to the referee.

Relays:

When exchanges are made between swimmers in the relay events, takeoff judges should watch the feet of the swimmers getting ready to swim; when their feet leave the edge of the pool, look to the incoming swimmer. If the touch has not been made, then the relay team clearly should be disqualified for early takeoff. Relay takeoff judges should stand on the side of the pool where they can observe all exchanges.

Freestyle relays can be judged by the stroke and turn officials on each side of the pool, but each team should provide additional relay takeoff judges for medley relay events.

For Starters

If a swimmer does not report for an event and the heat is ready to start, look for the swimmer. If they can't be found, go ahead and start the event. A swimmer is DQ'd after 1 false start. A swimmer may be DQ'd for failure to approach the start at the long whistle, or for failure to remain stationary prior to the start. **Do not recall a heat unless there are issues impacting much of the field.**

Uniforms

The swimsuits for males shall not extend above the waist nor below the top of the kneecap; and for females shall not extend beyond the shoulders nor below the top of the kneecap, nor cover the neck. Caps shall be LSA team caps and no USA, KHSAA, or other team or organization caps are allowed. Caps with no team designation are legal.

Strokes

Backstroke

Back start – hands must be in contact with wall and toes should be below gutter.

Shoulders must be toward the back at all times except during the turns.

After start and each turn, the head must break surface of the water by 16.4 yards (15 meters).

Turns - may rotate toward the breast after head reaches the backstroke flags, and may execute 1 single, or 1 double simultaneous arm pull. May kick or glide to the wall.

When the feet leave the wall after the turn, shoulders must be toward the back.

At the finish, **cannot be completely submerged**, and must touch the wall towards the back.

8 and under – may use kickboard at finish.

6 and under – may rotate toward breast within the last 6 feet before finish.

Breaststroke

Forward start – Shoulders must be toward the breast at all times except during the turns.

It is a cycle stroke – arm pull followed by leg kick in that order.

After the start and after each turn:

Hands may be brought below hipline ONLY during 1st stroke. One dolphin kick (optional) is permitted prior to the 1st breaststroke kick.

Head must break the surface of the water by the time the hands reach at the widest point of the 2nd arm stroke.

Elbows must be under the water at all times except during a turn.

Arms, legs, & feet – must be simultaneous at all times, and in same horizontal plane.

Toes are the key to the breaststroke kick -- toes must be pointed out during propulsion.

At turn and finish, hands must touch simultaneously, and then any turn is OK.

Butterfly

Forward start – Shoulders must be vertical or toward the breast at all times except during the turns.

After the start and each turn, 1st arm pull must bring the head to the surface by 16.4 yds (15 m).

Arms (shoulder to wrist) must recover over the surface of the water.

Arms and feet – must be simultaneous at all times, not necessarily in the same horizontal plane.

At turn and finish, both hands must touch simultaneously, and then any turn is OK.

8 and under – arms must recover over the water for at least ½ length of pool.

Freestyle

Forward start – after start and each turn, head must break surface of water by 16.4 yard (15 meters).

If swimmer misses the wall, he/she may skull back.

Swimmers cannot push off the bottom to gain an advantage over other swimmers.

Swimmers may not use lane dividers to pull in forward motion.

IM

Order - Butterfly, back, breast, free.

At end of each leg, must touch according to finish rules of the stroke.

Freestyle leg may swim any stroke except one of the other 3 legal strokes (cannot be toward the back)

Special 8 and under butterfly rule does not apply

Relays

Outgoing swimmer must have at least one foot anchored at the edge prior to the takeoff. After feet of outgoing swimmer leaves the side, look down to see the position of the incoming swimmer. If the incoming swimmer has not touched, then an early takeoff should be called. Swimmers 2, 3, & 4 may not move feet at the touch of incoming swimmer.

Medley relay – Alphabetical order -- Back, Breast, Butterfly, Free.

Freestyle leg may swim any stroke except one of the other 3 legal strokes (cannot be toward the back).

Special 8 and under butterfly rule does not apply

Appendix F.1 – Dual Meet Order of Events**Miscellaneous Events**

1. Girls All Age Relay (6 x 1 length)
2. Boys All Age Relay (6 x 1 length)
3. Women Senior 100 Freestyle (4 lengths)
4. Men Senior 100 Freestyle (4 lengths)
5. Girls 6 & under Free Relay (4 x 1 length)
6. Boys 6 & under Free Relay (4 x 1 length)

Medley Relays

7. Girls 7-8 (4 x 1 length)
8. Boys 7-8 (4 x 1 length)
9. Girls 9-10 (4 x 1 length)
10. Boys 9-10 (4 x 1 length)
11. Girls 11-12 (4 x 2 lengths)
12. Boys 11-12 (4 x 2 lengths)
13. Girls 13-14 (4 x 2 lengths)
14. Boys 13-14 (4 x 2 lengths)
15. Girls 15-18 (4 x 2 lengths)
16. Boys 15-18 (4 x 2 lengths)

Free style (all swim)

17. Girls 6 & under (1 length)
18. Boys 6 & under (1 length)
19. Girls 7-8 (1 length)
20. Boys 7-8 (1 length)
21. Girls 9-10 (1 length)
22. Boys 9-10 (1 length)
23. Girls 11-12 (2 lengths)
24. Boys 11-12 (2 lengths)
25. Girls 13-14 (2 lengths)
26. Boys 13-14 (2 lengths)
27. Girls 15-18 (2 lengths)
28. Boys 15-18 (2 lengths)

Backstroke (2 heats)

29. Girls 6 & under (1 length)
30. Boys 6 & under (1 length)
31. Girls 7-8 (1 length)
32. Boys 7-8 (1 length)
33. Girls 9-10 (1 length)
34. Boys 9-10 (1 length)
35. Girls 11-12 (2 lengths)
36. Boys 11-12 (2 lengths)
37. Girls 13-14 (2 lengths)
38. Boys 13-14 (2 lengths)
39. Girls 15-18 (2 lengths)
40. Boys 15-18 (2 lengths)

50 Meter Free style (1 heat)

41. Girls 7-8 (2 lengths)
42. Boys 7-8 (2 lengths)

Individual Medley (1 heat)

43. Girls 9-10 (4 x 1 length)
44. Boys 9-10 (4 x 1 length)
45. Girls 11-12 (4 x 1 length)
46. Boys 11-12 (4 x 1 length)
47. Girls 13-14 (4 x 1 length)
48. Boys 13-14 (4 x 1 length)
49. Girls 15-18 (4 x 1 length)
50. Boys 15-18 (4 x 1 length)

Breaststroke (2 heats)

51. Girls 7-8 (1 length)
52. Boys 7-8 (1 length)
53. Girls 9-10 (1 length)
54. Boys 9-10 (1 length)
55. Girls 11-12 (2 lengths)
56. Boys 11-12 (2 lengths)
57. Girls 13-14 (2 lengths)
58. Boys 13-14 (2 lengths)
59. Girls 15-18 (2 lengths)
60. Boys 15-18 (2 lengths)

Butterfly (2 heats)

61. Girls 7-8 (1 length)
62. Boys 7-8 (1 length)
63. Girls 9-10 (1 length)
64. Boys 9-10 (1 length)
65. Girls 11-12 (2 lengths)
66. Boys 11-12 (2 lengths)
67. Girls 13-14 (2 lengths)
68. Boys 13-14 (2 lengths)
69. Girls 15-18 (2 lengths)
70. Boys 15-18 (2 lengths)

Free style Relays

71. Girls 7-8 (4 x 1 length)
72. Boys 7-8 (4 x 1 length)
73. Girls 9-10 (4 x 1 length)
74. Boys 9-10 (4 x 1 length)
75. Girls 11-12 (4 x 2 lengths)
76. Boys 11-12 (4 x 2 lengths)
77. Girls 13-14 (4 x 2 lengths)
78. Boys 13-14 (4 x 2 lengths)
79. Girls 15-18 (4 x 2 lengths)
80. Boys 15-18 (4 x 2 lengths)

Medley Relay: Back, Breast, Butterfly & Free**Individual Medley: Butterfly, Back, Breast & Free**

Appendix F.2 – Qualification Meet Order of Events**Event # Event Name**

- 3. Girls 100 Freestyle
- 4. Boys 100 Freestyle
- 17. Girls 6 & Under 25 Freestyle
- 18. Boys 6 & Under 25 Freestyle
- 19. Girls 7-8 25 Freestyle
- 20. Boys 7-8 25 Freestyle
- 21. Girls 9-10 25 Freestyle
- 22. Boys 9-10 25 Freestyle
- 23. Girls 11-12 50 Freestyle
- 24. Boys 11-12 50 Freestyle
- 25. Girls 13-14 50 Freestyle
- 26. Boys 13-14 50 Freestyle
- 27. Girls 15-18 50 Freestyle
- 28. Boys 15-18 50 Freestyle
- 29. Girls 6 & Under 25 Backstroke
- 30. Boys 6 & Under 25 Backstroke
- 31. Girls 7-8 25 Backstroke
- 32. Boys 7-8 25 Backstroke
- 33. Girls 9-10 25 Backstroke
- 34. Boys 9-10 25 Backstroke
- 35. Girls 11-12 50 Backstroke
- 36. Boys 11-12 50 Backstroke
- 37. Girls 13-14 50 Backstroke
- 38. Boys 13-14 50 Backstroke
- 39. Girls 15-18 50 Backstroke
- 40. Boys 15-18 50 Backstroke

Event # Event Name

- 41. Girls 7-8 50 Freestyle
- 42. Boys 7-8 50 Freestyle
- 43. Girls 9-10 100 Individual Medley
- 44. Boys 9-10 100 Individual Medley
- 45. Girls 11-12 100 Individual Medley
- 46. Boys 11-12 100 Individual Medley
- 47. Girls 13-14 100 Individual Medley
- 48. Boys 13-14 100 Individual Medley
- 49. Girls 15-18 100 Individual Medley
- 50. Boys 15-18 100 Individual Medley
- 51. Girls 7-8 25 Breaststroke
- 52. Boys 7-8 25 Breaststroke
- 53. Girls 9-10 25 Breaststroke
- 54. Boys 9-10 25 Breaststroke
- 55. Girls 11-12 50 Breaststroke
- 56. Boys 11-12 50 Breaststroke
- 57. Girls 13-14 50 Breaststroke
- 58. Boys 13-14 50 Breaststroke
- 59. Girls 15-18 50 Breaststroke
- 60. Boys 15-18 50 Breaststroke
- 61. Girls 7-8 25 Butterfly
- 62. Boys 7-8 25 Butterfly
- 63. Girls 9-10 25 Butterfly
- 64. Boys 9-10 25 Butterfly
- 65. Girls 11-12 50 Butterfly
- 66. Boys 11-12 50 Butterfly
- 67. Girls 13-14 50 Butterfly
- 68. Boys 13-14 50 Butterfly
- 69. Girls 15-18 50 Butterfly
- 70. Boys 15-18 50 Butterfly

Appendix F.3 – Championship Meet Order of Events**Miscellaneous Events**

1. Girls All Age Relay (6 x 1 length)
2. Boys All Age Relay (6 x 1 length)
3. Women Senior 100 Freestyle (4 lengths)
4. Men Senior 100 Freestyle (4 lengths)
5. Girls 6 & under Free Relay (4x 1 length)
6. Boys 6 & under Free Relay (4 x 1 length)

Medley Relays

7. Girls 7-8 (4 x 1 length)
8. Boys 7-8 (4 x 1 length)
9. Girls 9-10 (4 x 1 length)
10. Boys 9-10 (4 x 1 length)
11. Girls 11-12 (4 x 2 lengths)
12. Boys 11-12 (4 x 2 lengths)
13. Girls 13-14 (4 x 2 lengths)
14. Boys 13-14 (4 x 2 lengths)
15. Girls 15-18 (4 x 2 lengths)
16. Boys 15-18 (4 x 2 lengths)

Free style

17. Girls 6 & under (1 length)
18. Boys 6 & under (1 length)
19. Girls 7-8 (1 length)
20. Boys 7-8 (1 length)
21. Girls 9-10 (1 length)
22. Boys 9-10 (1 length)
23. Girls 11-12 (2 lengths)
24. Boys 11-12 (2 lengths)
25. Girls 13-14 (2 lengths)
26. Boys 13-14 (2 lengths)
27. Girls 15-18 (2 lengths)
28. Boys 15-18 (2 lengths)

Backstroke

29. Girls 6 & under (1 length)
30. Boys 6 & under (1 length)
31. Girls 7-8 (1 length)
32. Boys 7-8 (1 length)
33. Girls 9-10 (1 length)
34. Boys 9-10 (1 length)
35. Girls 11-12 (2 lengths)
36. Boys 11-12 (2 lengths)
37. Girls 13-14 (2 lengths)
38. Boys 13-14 (2 lengths)
39. Girls 15-18 (2 lengths)
40. Boys 15-18 (2 lengths)

50 Meter Free style

41. Girls 7-8 (2 lengths)
42. Boys 7-8 (2 lengths)

Individual Medley

43. Girls 9-10 (4 x 1 length)
44. Boys 9-10 (4 x 1 length)
45. Girls 11-12 (4 x 1 length)
46. Boys 11-12 (4 x 1 length)
47. Girls 13-14 (4 x 1 length)
48. Boys 13-14 (4 x 1 length)
49. Girls 15-18 (4 x 1 length)
50. Boys 15-18 (4 x 1 length)

Breaststroke

51. Girls 7-8 (1 length)
52. Boys 7-8 (1 length)
53. Girls 9-10 (1 length)
54. Boys 9-10 (1 length)
55. Girls 11-12 (2 lengths)
56. Boys 11-12 (2 lengths)
57. Girls 13-14 (2 lengths)
58. Boys 13-14 (2 lengths)
59. Girls 15-18 (2 lengths)
60. Boys 15-18 (2 lengths)

Butterfly

61. Girls 7-8 (1 length)
62. Boys 7-8 (1 length)
63. Girls 9-10 (1 length)
64. Boys 9-10 (1 length)
65. Girls 11-12 (2 lengths)
66. Boys 11-12 (2 lengths)
67. Girls 13-14 (2 lengths)
68. Boys 13-14 (2 lengths)
69. Girls 15-18 (2 lengths)
70. Boys 15-18 (2 lengths)

Free style Relays

71. Girls 7-8 (4 x 1 length)
72. Boys 7-8 (4 x 1 length)
73. Girls 9-10 (4 x 1 length)
74. Boys 9-10 (4 x 1 length)
75. Girls 11-12 (4 x 2 lengths)
76. Boys 11-12 (4 x 2 lengths)
77. Girls 13-14 (4 x 2 lengths)
78. Boys 13-14 (4 x 2 lengths)
79. Girls 15-18 (4 x 2 lengths)
80. Boys 15-18 (4 x 2 lengths)

Appendix G. – Dual Meet Master Schedule (updated 2014)**Louisville Swim Association Even Year Division Schedule**

Meet 1	Meet 2	Meet 3	Meet 4	Meet 5
1 v 5	2 v 3	2 v 1	1 v 3	4 v 1
4 v 2	5 v 4	3 v 4	5 v 2	3 v 5
3 v 6	6 v 1	6 v 5	4 v 6	6 v 2

Home Team listed 1st (unless otherwise worked out among participating teams)

**Louisville Swim Association Odd Year Division Schedule**

Meet 1	Meet 2	Meet 3	Meet 4	Meet 5
1 v 5	2 v 3	2 v 1	1 v 3	4 v 1
4 v 2	5 v 4	3 v 4	5 v 2	3 v 5
3 v 6	6 v 1	6 v 5	4 v 6	6 v 2

Home Team listed 2nd (unless otherwise worked out among participating teams)

*** Optional outside division 6th meet may be scheduled on a week night as agreed upon between teams. Any ribbons for the 6th meet would be the obligation of the teams competing. LSA may order the ribbons for 6th meet if the schedule is known at order time but the teams involved will be responsible for the cost of ribbons.

Appendix H. – Timing procedures

MANUAL WATCH TIMING PROCEDURES

IF	THEN		
3 Manual Watch Times	Use the middle manual watch time		
2 Manual Watch Times within 0.3 seconds	Use the average of the 2 manual watches		
2 Manual Watch Times not within 0.3 seconds	Discuss with timers: <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">1 Watch issue: Use other Watch Time</td> <td style="width: 50%;">If no known issue, use the average of 2 Manual Watches</td> </tr> </table>	1 Watch issue: Use other Watch Time	If no known issue, use the average of 2 Manual Watches
1 Watch issue: Use other Watch Time	If no known issue, use the average of 2 Manual Watches		
Only 1 Manual Watch Time	Use Manual Watch Time		
No Manual Watch Time	No time assigned. If place judges, use order of finish to determine approx time. The Referee should discuss the race with judges, timers, athletes, coaches and/or any other sources of information to attempt to determine the correct order of finish. Possibly offer affected swimmers re-swim.		

SEMI-AUTOMATIC TIMING SYSTEM (SATS) PROCEDURES*

IF	THEN
3 SATS Times	Take middle SATS watch time
2 SATS Times within 0.3seconds	Take average of 2 SATS Watches
2 SATS Times NOT within 0.3 seconds or only 1 semi-automatic time	Review manual watch time(s). Then: <ul style="list-style-type: none"> • If a manual watch time is within 0.3 seconds of one SATS time. ONLY use SATS time that agrees with the manual watch time. • If manual watch times are within 0.3 seconds of both SATS times, use the average of both SATS times. • If neither SATS time is within 0.3 seconds of the manual watch time(s), use manual watch times following above manual timing procedures.** • • Discuss with timers: See below
No SATS watch time	Use manual watch times following above manual watch timing procedures.**
No SATS time and No manual watch time	No time assigned. If place judges, use order of finish to determine approximate time. The Referee should discuss the race with judges, timers, athletes, coaches and/or any other sources of information to attempt to determine the correct order of finish. Possibly offer affected swimmers re-swim.

*When using an Automatic or Semi-Automatic timing system all available manual watch times shall be recorded on the lane timer sheet. In the event of the use of a Dolphin watch timing system, the manual watch times should be recorded on the line in the last column on the lane timer sheet.

** If use of a manual watch time should be necessary for a lane, any other automatic or SATS times for other lanes of that race which are deemed appropriate by the referee shall not be replace by manual times. As noted in 4.1.6 all final decisions in the application of these procedures is the responsibility of the Referee.