

SUBURBAN LEAGUE

COACHES AND REPRESENTATIVES HANDBOOK

Please read this handbook as it contains important information about the League.

This is a guideline to help you to remember what is coming up and when things are due.

Refer to the season schedule for the exact dates and times of these events.

Coaches Meeting ... Rules and Schedules are handed out.

JUNE 15th ... CLUB FEE IS DUE TO THE TREASURER.

Officials Clinic... See Enclosed Announcement

Diving Clinic ... See Enclosed Announcement

JULY 15th ... ROSTER AND ROSTER FEE ARE DUE TO THE TREASURER.

*YOUR TEAM WILL NOT BE ENTERED IN CHAMPIONSHIPS UNTIL
YOUR ROSTER FEE IS PAID AND YOUR WORKERS SHEETS COMPLETED...*

Be certain to Print your Roster from Your Team Manager File and be sure that the Athlete Count is included in the Athlete Roster Report.

Roster Fee Includes ALL Athlete (Swimmers and Divers) Team Members.

Seeding Meeting for Championships

Must Bring the Following to the Seeding Meeting;

1. Complete Roster with Name, DOB and Age of Each Swimmer/Diver
2. Team Manager Entry File USB Drive (can email in advance)
3. Completed Workers Sheets
4. Completed Officials Sheets
5. A list of "A" times for publication in the Program
6. Questions you May Have

Coaches MUST Explain the Bull Pen to 8&U Swimmers and be Certain They Understand

Wrap-up Meeting

Must Bring the Following to the Wrap-up Meeting;

1. Card Count
2. Ribbon Count
3. Name of Club Representatives for the Next Season

SUBURBAN SWIM LEAGUE HANDBOOK

TABLE OF CONTENTS

	Page
LEAGUE POOL PHONES	1
LEAGUE OFFICERS AND TEAM CONTACTS	2-3
LEAGUE MEET SCHEDULE	4
LEAGUE OFFICIALS AND DIVING CLINICS	5
PHILOSOPHY	6
CONSTITUTION AND BYLAWS	7-10
COACHES AND REPRESENTATIVES	11
RESPONSIBILITIES OF MEET OFFICIALS AND WORKERS	
Referee	12
Starter	12
Stroke & Turn Judge	13
Finish Judge	13
Head Timer	14
Lane Timer	14
Card Runner	14
Tabulator and Ribbon Writer	15
Other Workers	15
Additional Championship Workers	15
MEET RULES AND REGULATIONS	
Dual Meet Rules	16-17
Diving Rules	17-18
Championship Rules	18
Championship Information	19
Championship Meet Events	20
ATTACHMENTS	
USA Swimming Technical Rules (excerpts)	
USA Swimming Motivational Times – Short Course Yards	
USA Swimming Motivational Times – Short Course Meters	
Guidelines for Judging Diving	
Diving Table, Springboard DOD	
Diving Silhouettes	
League Dual Meet Event Card (Sample)	
League Diving Sheet	
League Dual Meet Event Sheets	

SUBURBAN SWIM LEAGUE

PHILOSOPHY

The SUBURBAN SWIM LEAGUE was established to provide a positive competitive experience for Sports of Swimming and Diving and to encourage participation in year-round swimming and diving by making new swimmers and divers aware of higher levels of competition.

The dual meets are set up to ensure participation by the swimmers and divers. Time constraints will not allow a structure that accommodates both participation and scoring. Therefore, there is no team scoring at dual meets. This encourages coaches to use all swimmers and divers, not just the "best" ones. It also gives the smaller teams a more equal competition with the larger teams.

The dual meets are used as a learning experience for the swimmers and divers. Disqualifications are a necessary part of any competitive event and in swimming, a swimmer using an improper stroke and/or turn may have an advantage over those using the proper technique. The impact of disqualifications can be minimized by the coaches and parents discussing the possibility before it happens and treating it as a positive learning experience. Officials do not like to disqualify swimmers and are instructed to "DISQUALIFY, ONLY IF YOU ARE 100% SURE OF WHAT YOU HAVE SEEN", the benefit of the doubt always goes to the swimmer.

Experienced swimmers with "A" times, have been encouraged to swim exhibition for that particular stroke during dual meets ("A" times as set by USA Swimming Time Standards). These swimmers may also swim up an age group if they so desire, in the stroke which they have achieved the "A" Time. There is no other "Swimming Up" an age group allowed and swimmers age 15 and over can not swim up at any time.

The championships were set up with other goals in mind. They give all swimmers and divers a chance to see how they can do against all swimmers and divers in their age group (*no "swimming up" in championships*). Each team has a chance to see how it can do against the other teams. Participants can both dive and swim in Championships. In addition to diving on Thursday, swimmers can swim an Individual Medley and a 200 Free on Friday and swim three individual events and relays on Saturday during Championships.

SUBURBAN LEAGUE CONSTITUTION AND BYLAWS

Preamble

The Suburban League, recognizing the opportunities for year round swimmers participating, has been established to provide a positive, competitive experience for swimmers and divers. We therefore establish the constitution and bylaws.

1.0 Purpose of Organization

- 1.1 To promote age group swimming and diving among the member clubs, placing emphasis on swimmers and divers.
- 1.2 To encourage participation in year round swimming and diving, by making new swimmers and divers and their families aware of competitive swimming and diving.

2.0 Membership

- 2.1 Charter Members; Charvale Pool, Glen Hills Swim Club, Idlewood Swim Club, Knolls Swim Club, Little Troy Park, Niskayuna Town Pool, Ridgewood Swim Club and Woodlin Club.
- 2.2 Current Membership; See Current Membership Listing, Page(s)
- 2.3 New Members
 - A. A new member candidate must file a written request with the President, who will bring the request before the membership at the next board meeting following its receipt. Discussion of a new member application shall be open to current member clubs only. Non-members may not attend that portion of the board meeting. Request for membership will be announced in the notice for the next official meeting and put to a vote of the current members with $\frac{3}{4}$ majority of affirmation of the total qualified membership of the league required. No requests for membership will be accepted for vote during a season, after the schedule for the season has been established.
- 2.4 Continuance of membership
 - Member club will remain in good standing, with all voting and participation privileges, unless and until they:
 - A. Submit a letter of resignation
 - B. Fail to honor financial or other commitments as may be imposed by league vote
 - C. Are expelled for cause by vote of the member clubs (see 2.5)
- 2.5 Expulsion of member club
 - Good sportsmanship, development of swimmers and divers and character building, are the goals of our league. A member club may be suspended or expelled for actions and behavior, which are counter to these goals. A $\frac{3}{4}$ majority vote of all qualified member clubs is required for expulsion. The alleged offending club may not vote and is not counted in determining "all qualified member clubs".

3.0 Voting

- 3.1 All changes in membership, rules, financial commitments, officers and other matters shall be subject to presentation as motions and to the vote of qualified members. Unless otherwise noted herein, a simple majority vote of members, in attendance, at an official meeting, shall carry a motion. In an emergency, members may be polled by the president.
- 3.2 Changes to league constitution
 - A. A proposed change to the league constitution must be submitted in writing to the president. Any such proposal will be presented to the board following its receipt.
 - B. A proposed change, as amended by discussion at an official league board meeting, shall be placed in the form of a motion for vote. General constitution matters must be approved by a $\frac{3}{4}$ majority vote of all qualified member clubs.

4.0 Board Membership, Officers and Terms of Office

4.1 The Suburban League shall be directed by a Board of Representatives. It is recommended that there be two representatives from each of the member clubs. Each club will have only one vote. At the first yearly meeting of the Board, the representatives appointed by the member clubs shall agree among themselves, who will accept the responsibilities of the following positions:

President, Vice-President, Secretary, Recorder, Treasurer, League Championship Meet Coordinators (2) and a Coordinator of Officials.

4.2 All terms of office shall be one (1) year in length, beginning January 1 of the year of appointment and ending December 31 of the same year. The past President shall call the first meeting of the incoming Board and shall continue to serve as a non-voting advisor to the Board for the year following his/her Presidency.

4.3 Each of the two representatives should serve two (2) terms and each club should stagger representatives, so that half of the Board is carried over every year.

5.0 Duties of Officers

5.1 The President shall be responsible for the administrative direction of the League. He/she shall review policy, membership and operating guidelines and make recommendations for actions to the membership. The President shall be responsible for appointing any committees that may be deemed necessary and for representing the League at Non-League meetings. The President shall and shall be empowered to resolve all disputes, which may arise, whether covered by adopted guidelines or not. His/her decisions shall be final, except those decisions involving existing, adopted rules and guidelines. In these cases, an appeal to the full Board for review may be made for final judgment.

5.2 The Vice-President shall be responsible for the preparation and distribution of the schedule of meets for the season and shall call a joint meeting of the Coaches and the Board, prior to the start of the season. At this time, League objectives and procedures will be discussed. Upon request of the President, the Vice-President may serve in lieu of the President.

5.3 The Secretary shall be responsible for the recording and reporting to the membership, all meeting minutes, all response to incoming correspondence and general mailings.

5.4 The Recorder shall be responsible for the specific record-oriented work connected with the League. The Recorder shall maintain record files, including Championship records and "A" times. He/she shall order all meet ribbons, medals and awards (including "A" time and record breaker patches) and dual meet cards. The Recorder shall be responsible for the distribution of ribbons, medals, awards and cards.

5.5 The Treasurer shall be responsible for the financial activities of the League, including, collection and disbursement of funds, financial reports to the Board and Stewardship over the Leagues funds. The Treasurer shall also collect the team registration fee, due by June 15 and the rosters along with the designated fee per team member, due by July 15.

5.6 The League Championship Coordinators shall be responsible for the organization of the Championship meet. Every club is expected to take an active part in some function of the Championship meet. Lack of cooperation and help from a member club could result in exclusion from the meet.

5.7 The Coordinator of Officials will take responsibility for setting up clinics before the season begins, to train diving judges and swimming officials. It is the individual clubs responsibility to assess its need for such a clinic and to request such clinics.

6.0 Meet Rules

6.1 General

A. Each Swimmer/Diver may belong to one Suburban League team per season. Swimmers and Divers MUST be members of the clubs they represent. In order to be a team member, a swimmer/diver or the swimmer/divers family must be a member of, hold membership in, or otherwise fulfill the membership requirements of the parent club. A representative of each club will complete a roster of all club swimmers/divers and turn it in to the League Treasurer, with the appropriate amount of money. The roster and fee are DUE by July 15. Additions to the roster may be made up to the date of the seeding meeting for the Championship meet.

B. Each Club shall be assessed a club fee and a fee per swimmer/diver (roster fee) as determined by the Board, to defray the costs of supplies, awards and meet expenses.

- C. Girls and Boys are no longer eligible to swim/dive in the Suburban League once they have reached the age of 22.
- D. All Rules and Regulations (including "A" times) are as set forth in the current USA Swimming guidelines, unless superceded by the League.
- E. Cancellation of a meet due to inclement weather or pool malfunction will be at the discretion of the coaches or pool directors. When possible, 2 hours notice will be appreciated. Notice of a meet cancellation must be given to the club coach or league representative from the opposite team. The coaches shall decide the future date of the meet.
- F. The coaches shall have the power to postpone to a future date, any meet, even though the same has actually commenced, if in their judgment, the competition cannot be continued due to inclement weather. The coaches must both agree to postpone. Should a meet actually commence and be postponed to a future date, it shall be conducted as though the meet had never been started. If the teams find they have a situation not covered by the above, they may contact the league President.
- G. No paid swimming or diving coach or paid swimming and diving assistant will be permitted to swim or dive in competition.
- H. One false start shall be allowed. The second false start by a swimmer will result in disqualification of the swimmer for that event.

6.2 Dual Meets

- A. There shall be no scoring of the dual meets. Elimination of scoring ensures participation by swimmers and divers of all eligibility levels.
- B. Dual meets will begin with diving.
- C. The visiting coach shall contact the host coach by the Tuesday prior to the Thursday meet or Sunday prior to the Tuesday meet. Together the coaches decide what exhibition heats will be swum and make any other changes they deem necessary in the schedule of events.
- D. Diving sheets should be filled out beforehand and submitted to the scoring table when warm-ups begin. Meet sheets will be submitted in 4 parts, 2 to the table, 1 for the announcer and 1 for the starter, at the beginning of the meet (IE start of diving) and no changes will be allowed. Alternates may be listed and used if the coaches desire. All A time swimmers must be identified by an asterisk (*) on the meet sheets.
- E. Swimmers will swim their respective age group based on their age at the time of the dual meet or championship meet.
 - 1. Any swimmer having achieved an "A" time as defined by the current handbook must:
 - a. Swim exhibition in his/her age group for pool records when agreed upon by both coaches.
 - b. Swim only those strokes in which an "A" time has not been achieved.
 - c. Swim relays without restrictions.
 - 2. A swimmer may swim up without penalty for a relay, provided there is no swimmer listed on the team roster for that age group.
- F. If a swimmer achieves an "A" time in a dual meet, he/she will be ineligible for a ribbon for that event. The swimmer will be awarded a certificate at the meet by the host team.
- G. Swimmers 15-21 are exempt from the "A" time rule. They may swim any event regardless of time. They receive ribbons for the event. No certificates or patches are issued.
- H. Swimmers may swim 3 events plus 1 relay or 2 events plus 2 relays. Diving counts as 1 event for dual meets only.
- I. First, second and third place ribbons are awarded to the 3 fastest swimmers in each heat, regardless of team. Each team may enter one official A, B and C relay team. There may be as many heats as needed to allow all eligible swimmers to swim, with the following limitation:
- J. Each team may enter up to 18 divers as follows:
 - 1. 3 boys and 3 girls in each of the following age groups
 - 6&U, 8&U, 9-10, 11-12, 13-14, 15-21
 - 2. Other slots can be used for exhibition, with agreement by both coaches.

3. Required dives for 10 & Under and 11-12 shall be a Forward 101 for the first 3 dual meets and a Back 201 for the last 3 dual meets
4. Required dives for 13-14 and 15-21 shall be a Forward 101 for the first 3 meets, a Back 201 for the 4th meet, an Inward 401 for the 5th meet and a Forward Dive with ½ twist 511 for the 6th meet.

5. Divers will perform a required dive and then 2 optional dives from any category.

K. Disqualifications will apply to all age groups. The designated official making a disqualification shall write the reason for the disqualification on the event card and make every reasonable effort to seek out the swimmer or coach and inform them of the reason for the disqualification.

L. The Home Team shall provide; 1 Timer and Watch per Lane, 2 Diving Judges, 1 Finish Judge, the Starter, a Referee who may also serve as a Stroke & Turn Judge, 1 Tabulator and 1 Ribbon Writer.

M. The Visiting Team shall provide; 1 Timer and Watch per Lane, 1 Diving Judge, 1 Finish Judge, 1 Stroke & Turn Judge, 1 Tabulator and 1 Ribbon Writer.

6.3 Championship Meet

A. The League Championship Meet shall be scored.

B. A swimmer or diver must compete in at least 2 dual meets before he/she is eligible to participate in the Championships. Exceptions to this rule will be given consideration by the League President and 1 other officer of the League. This officer should not be chosen from the same club as the swimmer in question. The President should appoint 2 other officers if the swimmer in question is from his/her club.

C. The required dive for the Championship meet will be drawn at the seeding meeting.

The 10 & Under and 11-12 age group required dives will be drawn from 1 of the 2 required dives for dual meets.

The 13-14 and 15-21 age group required dives will be drawn from 1 of the required dives for dual meets (any twisting dive is permissible if drawn).

13-14 and 15-21 year old divers may not do 2 dives from the same dive category at the Championship Meet. They must do the required dive and then 2 other dives from separate dive categories, making a total of 3 dives from 3 separate dive categories.

D. Event cards, master lists for Championship meet and any roster additions must be handed in at the seeding meeting by all coaches. Diving sheets must be turned in to the diving referee at a time to be specified by such official. If there is a need for any changes to be made to the diving sheets, they may ONLY be made 1 hour prior to the Championship diving meet.

General Note: Additional information on any rules governing specific conduct of the meets shall be given out at the annual coaches meeting prior to the start of the season.

7.0 Official Meetings

The President may schedule meetings as needed to fulfill the duties of the board (including as a minimum, an organizational meeting in February and a joint meeting of the Board and Coaches in June). A simple majority of member clubs must be in attendance to form a quorum.

Revised 8/05

COACHES AND REPRESENTATIVES

RESPONSIBILITIES AND INSTRUCTIONS

A. Visiting coach shall contact host coach Two (2) Days PRIOR to the meet. Together, the coaches will decide what exhibitions and extra heats will be swum, what lanes their teams will use and the exact start time of the meet.

B. Meet line-ups will be submitted in 4 Complete Copies (neatly) at the beginning of the meet and shall remain unchanged. Line-ups are distributed as follows: 2 to the table, 1 to the starter, 1 to the announcer. Alternates may be listed and used if the coach desires. ALL "A" TIME SWIMMERS SHALL BE IDENTIFIED ON THE MEET LINE-UP SHEET PRIOR TO EACH MEET.

C. Coaches will decide if swimming warm-ups will be held before or after diving. If before diving, make sure your swimmers are finished warming up and out of the water so diving may start on time.

D. DIVING:

1. THE DIVING SCORE FORM MUST BE FILLED OUT PRIOR TO THE MEET.

It must have the diver's name, each of the three dives marked beside 1, 2, and 3, description of dive, and degree of difficulty. Also include the diver's age division, and designate any exhibition divers.

2. Coaches may be called upon to judge diving, due to lack of qualified individuals in our league. It is hoped that the coaches will treat this in the proper spirit and maintain an impartial attitude.

E. SWIMMING:

1. Coaches must ensure that no swimmer swims more than 3 individual events and 1 relay, or 2 individual events and 2 relays in dual meets. You must also ensure the proper age for a given event and for A, B, C, relays. Heats should be swum according to times, with the fastest swimmers in A heats, the next fastest in B heats, etc. If only one heat is swum, times may be mixed.

2. IT IS UP TO THE COACHES TO KEEP SWIMMERS OUT OF EVENTS THAT WILL LIKELY RESULT IN A DISQUALIFICATION. Extra heats are available to ensure that all swimmers get to swim a stroke in which they are "legal".

3. Make sure your swimmers for the next event are standing behind the appropriate starting blocks before the completion of the events in progress.

4. Make sure event cards are correctly filled out before the meet. Include event, heat, lane, event description, name, age, club (see example). Remember, changes to meet line-ups are not permitted once the meet has begun.

F. No one shall keep unofficial score or indicate in any way that a team won or lost a dual meet.

G. You are responsible for maintaining the conduct and sportsmanship of your team, and for cleaning up your area at the end of each meet, regardless if it is a home or away meet.

H. Any protest should be directed to the referee at the time of occurrence. Referee's decision is final.

I. Postponement of a meet due to inclement weather or pool malfunction will be at the discretion of the coaches or pool directors. When possible, at least 2 hours notice will be appreciated. Notice of a meet postponement must be given to the club coach or representative from the opposite team. The coaches will then decide on a future date for the meet.

J. No meet shall be cancelled without the agreement of both teams. If a difficulty arises, the league President must be contacted and his/her decision will be final.

K. The coaches or pool operator may postpone any meet, even though it has actually begun, if, in their judgment the competition cannot be completed due to inclement weather. Agreement of both team's coaches or decision of pool operator is necessary for such postponement. If such a postponement occurs, the rescheduled meet shall be conducted as though the competition had never begun, providing the meet has not progressed farther than event #26. If the meet has progressed past event #26, the meet will not be rescheduled. Within 10 days of the scheduled meet, the postponed meet shall be rescheduled. If the teams find they have a situation not covered herein, they may contact the league President.

REFEREE

RESPONSIBILITIES AND INSTRUCTIONS

- A. Has overall responsibility for conduct of meet (see USA Swimming Handbook). Can overrule any official's decision. Referee can call any Disqualification he/she observes, provided he/she is in the position to make the call. His/her main duty is to ensure that all swimmers are treated fairly under the rules. It is also his/her duty to make sure other officials and timers are aware of their duties.
- B. Make sure that the pool is correctly set up with Lane lines in place, Backstroke flags in place, Starting blocks are up, Starting signal is operational and a backup is available and False start rope is available.
- C. Make sure that there are enough people to run the meet. At least one starter, two stroke and turn judges, two finish judges, and two timers per lane and any backup the referee feels is necessary.
- D. Make sure officials and timers are briefed as to their duties (use information sheet to help you).
- E. Make sure the table is informed as to how finishes will be handled and card runners are available.
- F. Make sure the timers and officials move to the end of the pool opposite the starting blocks for 8 & under events (Suburban Swim League stresses the need for swimmers to use blocks if they are able to use them).
- G. Determine jurisdiction of all meet officials prior to start of meet. All Officials (other than Referee) may only make calls within their jurisdiction. Make sure all officials are instructed to remain neutral while they are officiating. No cheering, etc., as this makes it seem as if the officials are biased and/or not doing their jobs.
- H. Make sure the officiating is balanced on both sides of the pool and on the turns.

STARTER

RESPONSIBILITIES AND INSTRUCTIONS

- A. Has the responsibility to see that swimmers have fair starts (see USA Swimming Handbook).
- B. Assure that an adequate start signal is working (starter gun, horn with strobe light, beeper, etc.) and a backup in case there is a problem with the first method.
- C. Be certain that Referee is on opposite side of pool to view starts for dual confirmation of false starts in individual events and relay starts. One false start is allowed by our league. A second false start results in an automatic disqualification.
- D. Use the command, "TAKE YOUR MARK", and when swimmers are "set" and motionless, give the start signal.
- G. Use the command, "STAND UP", when desiring swimmers to discontinue the start for any reason.
- H. Read the USA Swimming Handbook for information on false starts and for additional information for the starter. Note that a swimmer can be relieved of a false start if the starter feels his actions or the actions of another swimmer are responsible for the false start.
- I. The Starter must remain neutral while officiating. Cheering, coaching, etc., may cause adverse feelings and make it look as if you are biased or not doing your job.

STROKE AND TURN JUDGE

RESPONSIBILITIES AND INSTRUCTIONS

A. Has the responsibility to watch strokes and turns once the swimmers have left the blocks. One judge should be placed on each side of the pool and be in position to see strokes and turns. If the pool layout prevents an easy path, additional personnel should be assigned (see USA Swimming Handbook for the stroke and turn rules). If the pool layout prevents walking on both sides equally, the stroke & turn persons can only walk the distance that is equal to the restricted side of the pool.

B. A stroke and turn official must have attended a SUBURBAN SWIM LEAGUE CLINIC, or have been trained by another USA Swimming Certified stroke and turn official.

C. Disqualifications will apply to all age groups. The designated official making a disqualification shall write the reason for the disqualification on the event card and make every reasonable effort to seek out the swimmer or coach and inform them of the reason for the disqualification. All swimmers in all age groups will be disqualified for infractions based on the USA Swimming Handbook rules for strokes and turns. Each club's representative/coach has a copy.

D. If the stroke and turn judge is in doubt, the swimmer always gets the benefit of the doubt.
DO NOT DISQUALIFY UNLESS YOU ARE 100% SURE OF WHAT YOU HAVE SEEN.

NOTE: In order to observe turns and touches, you must be at the end of the pool where the turn/touch is occurring and watching closely, as it is impossible to judge from any other location. If you are not sure that what you have seen is an illegal stroke or turn, NO DQ IS MADE, you may discuss the matter with an experienced stroke and turn official or the referee afterwards, to help in future meets.

E. The Stroke & Turn Judge must remain neutral while officiating. Cheering, coaching, etc., may cause adverse feelings and make it look as if you are biased or not doing your job.

FINISH JUDGE

RESPONSIBILITIES AND INSTRUCTIONS

A. The finish judge determines the finish of all swimmers in each event. He/she must observe a touch at the end of a race for each swimmer. The touch may be below, at, or about the water level, but contact must be made with the pool. DO NOT BE CONCERNED WITH WHETHER OR NOT THE TOUCH IS LEGAL, THAT IS THE RESPONSIBILITY OF THE STROKE AND TURN JUDGE.

B. There must be a finish judge on each side of the pool at the finish location. Only 8 & under swimmers finish at the end away from the starter.

C. Each finish judge marks the back of the event card of the nearest swimmer with his/her finish sequence. The table will compare the two cards of the two finish judges, and determine the final placement. This method keeps the meet moving and allows for easier combining of events.

D. The Finishing Judge must remain neutral while officiating. Cheering, coaching, etc., may cause adverse feelings and make it look as if you are biased or not doing your job.

E. Note: Starter and Referee can also act as Finish Judges.

HEAD TIMER

RESPONSIBILITIES AND INSTRUCTIONS

The Head Timer starts watches for every race and his/her time is only used if a lane timers watch malfunctions or if a lane timer makes an error in starting his/her watch on time.

LANE TIMER

RESPONSIBILITIES AND INSTRUCTIONS

A. Be sure to get an accurate start and finish for the swimmer in your lane, and make sure that all times are recorded on the swimmer's event card (see attached card).

B. The watch should be started and stopped with the index finger.

C. Start the watch with the starting signal as follows:

1. Gun - at sight of flash or smoke (NOT SOUND).
2. Light and Horn - flash of light (NOT SOUND).
3. Horn, beeper, whistle - SOUND.

D. Finish - MAKE SURE YOU LOOK OVER THE EDGE OF THE POOL TO SEE THE TOUCH. Do not worry about the legality of the touch; that is the job of the stroke and turn judge. Just make sure to stop your watch when the touch is made. A touch is made when some part of the body makes contact with the end of the pool.

E. Events cards MUST BE MARKED WITH ALL TIMES AT THE END OF EACH RACE, EVEN IF TIMES ARE IDENTICAL. For 8 & Under events, make sure the swimmer's name and lane on the card are correct. This should be done as the swimmer exits from the pool at the end of the race.

NOTE: OFFICIALS WILL MARK DISQUALIFICATIONS ON THE CARDS AND INFORM THE SWIMMER.

CARD RUNNER

RESPONSIBILITIES AND INSTRUCTIONS

A. Collect the event cards from the timers to whose lanes you have been assigned.

B. Be sure to wait for the card(s) on which the finish judges have marked the results.

C. Take the completed event cards to the tabulation table and give them to the head tabulator.

D. Return to the deck and wait for the next set of event cards to be completed.

E. This job is called "Runner" because you must be quick to collect the event cards, transfer them to the table, and return for the next set of cards.

F. Remember to go to the end of the pool opposite the starter to collect the cards for the 8 & Under swimming events.

TABULATORS/RIBBON WRITERS

RESPONSIBILITIES AND INSTRUCTIONS

Work at the table filling out ribbons/medals or placing computer stickers on ribbons/medals. Calculate diving scores and averaging watch times for swimmers (see Swimming Table Below).

Home Team Provides: Ribbons (for both teams, pens, pencils, tape scissors, diving calculator, 3 sets of diving score cards, calculator, 2 tabulators, 1 ribbon writer

Away Team Provides: 1 tabulator, 1 ribbon writer

MISCELLANEOUS JOBS

ANNOUNCER:

Announces the meet (diver, team, dive and scores..event, swimmer, team and lane..general announcements).

DIVING TABLE:

The announcer announces each dive with its degree of difficulty (DD), then passes the diving sheet to the scorer. The scorer writes down the 3 judges' scores and adds the scores. The tabulator marks down the score increased by the degree of difficulty (the diving calculator is used to do this). The tabulator also adds the scores after the 2nd and 3rd dives to get the cumulative and final scores. Tabulator then designates 1st, 2nd and 3rd places. Diving sheets are then given to the ribbon writers and the ribbons are written.

SWIMMING TABLE:

The runner hands the cards to the 1st tabulator, who checks the finish judges' decisions on the backs of two cards. If the finish judges agree, the tabulator marks the cards with 1st, 2nd and 3rd places. If the finish judges disagree on places 1, 2, and 3 (or any combination of those), the tabulator must average times, and the time will determine the finishing places. Timers must have put two times on each card, even if the two times are identical. The tabulator must average the two times on each card, write the average on the card, and circle the averaged time. Single times are not considered official, and may be thrown out when determining places. To avoid getting too far behind the events at the table, averaging may be shared by tabulators. One tabulator from each team then takes the cards and writes the times on the meet sheets for his/her team. Cards are then passed to the ribbon writer for that team and the ribbons are written.

ADDITIONAL CHAMPIONSHIP WORKERS

Meet Marshal – Monitor meet during warm-up

Computer Workers – Run computer

Timing System Operator – Run Timing System

Bathroom Monitors – Keep playing out of bathrooms

Hospitality – Bring refreshments to stationary workers (timers & officials)

Program Sales – Sell programs and T-Shirts

Bull Pen – Used for 8 & Under Swimmers ONLY

Results Poster – Posts Results

Heat Ribbon Handler – Hands out ribbons to the winner of each heat

As technology improves, some of these jobs may become obsolete and new jobs become necessary.

The Suburban League will supply a complete workers package, showing jobs designated to each club, with the appropriate time slots required. This information will be made available on the web.

Meet Rules

Dual Meets

General Rules

1. All rules and regulations are, as set forth in the current USA Swimming Handbook, if not superseded by League Rules.
2. THERE WILL BE NO SCORING OF DUAL MEETS. This will ensure participation by swimmers and divers of all ability levels.
3. Dual meets begin at a time agreeable to both clubs. When the bigger clubs are swimming one another, the coaches are encouraged to arrange to start the meet as early as possible.
4. Dual meets begin with diving events followed by swimming events.
5. No paid swimming or diving coach or assistant, will be permitted to swim or dive in competition.
6. Visiting coach must contact Host coach Two (2) Days prior to meet, to discuss meet details.
7. Postponement of a meet due to inclement weather or pool will be at the discretion of the coaches or pool director. When possible, at least 2 hours notice will be appreciated. Notice of a meet postponement must be given to the club coach or representative from the opposite team. The coaches and pool directors will then decide on a future date for the meet.
8. No meet shall be cancelled without the agreement of both teams. If a difficulty arises, the league President must be contacted and his/her decision will be final.
9. The coaches or pool director may postpone any meet, even though it has actually begun. Agreement of both teams' coaches or decision of pool director is necessary for such postponement. If such a postponement occurs, the rescheduled meet shall be conducted as though the competition had never begun, providing the meet has not progressed farther than event #26. If the meet has progressed past event #26, the meet will not be rescheduled. Within 10 days of the scheduled meet, the postponed meet shall be rescheduled. If the teams find they have a situation not covered herein, they may contact the league President.
10. ONE FALSE START IS ALLOWED. A 2nd for the same swimmer results in a disqualification.
11. A SWIMMER OR DIVER MUST PARTICIPATE IN A MINIMUM OF 2 DUAL MEETS BEFORE THEY CAN PARTICIPATE IN THE CHAMPIONSHIPS.
12. The coach is responsible for maintaining the conduct and sportsmanship of his/her team and the team is responsible for cleaning up its area at the end of each meet, regardless of whether it is a Home and Away meet.
13. A protest must be directed to the referee at the time of occurrence. Referee's decision is final.
14. A swimmer/diver is no longer eligible if he/she celebrates his/her 22nd birthday. It is up to the individual team to determine if swimmers and divers over the age of 18 are allowed.

"A" Times

1. Any swimmer achieving an "A" time as defined by the current USA Swimming Handbook must:
 - a. Swim exhibition in his age group for pool records when agreed upon by both coaches.
 - b. Swim only those strokes in which an "A" time has not been achieved.
 - c. Swim relays without restrictions.
 - d. A swimmer may swim up without penalty.
2. If a team does not have a swimmer on its roster in an age group, another swimmer may swim up without penalty in the relay. (This means the swimmer does not have to swim up an age group for all events at noted in 1.d. above).
3. If a swimmer achieves an "A" time in a dual meet, he/she will not receive a ribbon in the event. He/she will, however, receive a certificate from the host team of the meet for that event. Additionally, he/she will be recognized in the Championship program.
4. Swimmers 15-21 are exceptions to the "A" time rule. They will compete for ribbons, not patches. There are no restrictions on strokes or relays.

PARTICIPATION AND AWARDS

1. Swimmers must be members of the club they represent and can only belong to 1 club per season.
2. Swimmers will swim their age groups AS OF THE FIRST DAY OF THE MEET, except as indicated under "A" times.
3. A swimmer may swim three (3) events and one (1) relay, or two (2) events and two (2) relays. Diving is considered one (1) event (dual meets only). Coaches must ensure the proper age for a given event and the A, B, and C relays. Heats should be swum according to times, with the fastest swimmers in A heats, the next fastest in B heats, etc. If only one heat is swum, times may be mixed.
4. Make sure your swimmers for the next event are standing behind the appropriate starting blocks before the completion of the event in progress.
5. Each team may enter all the swimmers eligible for an event in an age group with the following limitation. Each heat should have half the lanes occupied by swimmers from each club. In addition, there may be extra heats, where all lanes are occupied by swimmers from one club, as decided prior to the meet by the coaches. Also, the coaches may designate an exhibition lane (for "A" swimmers or better) for club record purposes. A "6 & Under" 25 yard Freestyle and Backstroke may be swum. Each team may enter one (1) official, A, B and C relay team in the relay events at the discretion of the coaches. 1st, 2nd, and 3rd place ribbons will be awarded to the fastest swimmers in each heat, regardless of team.

PERSONNEL REQUIRED TO RUN DUAL MEETS

1. The Home Team provides: 1 Starter, 2 Diving Judges, 1 Referee, 1 Tabulator, 1 Finish Judge, 1 Runner, 1 Stroke and Turn Judge, 1 Ribbon Writer and 1 Timer and Watch per lane.
2. The Visiting Team provides: 1 Finish Judge, 1 Diving Judge, 1 Stroke and Turn Judge, 1 Tabulator, 1 Timer and Watch per lane, 1 Runner and 1 Ribbon Writer.
3. An Announcer for swimming events is optional, but MUST be used for diving.
4. The Referee may also serve as Finish Judge, or as Stroke & Turn Judge.
5. The Diving Judge may be any of the other officials and if necessary, may be the diving coach.
6. The duties and instructions for the above are detailed in this manual. These pages should be copied and distributed as needed.

ENTRY SHEETS

NOTE TO COACHES: Attached is a set of entry sheets for dual meets. These are half sheets. KEEP THIS SET AS AN ORIGINAL so that you can make copies. DO NOT WRITE ON THE ORIGINAL. It is your responsibility to provide copies of the completed entry sheets for each dual meet. Four (4) legible copies of these sheets are required for dual meets. Fill out the sheet with your participants. The people at the tabulation table will tape the two sides together so that the Starter, Announcer, and Table can have a completed copy. Be sure to indicate your team name on the top of the sheet.

In the ladder relays, swimmers must enter the water in ascending age order, from youngest to oldest.

For "A" relays, the categories and order are: 10&U, 11-12, 13-14 and 15-21

For "B" and "C" relays, the categories and order are: 8&U, 9-10, 11-12 and 13-14

DIVING INFORMATION

1. Diving follows National Federation Rules. Each team may enter a total of eighteen (18) divers; three (3) divers per sex per age category. All other divers dive exhibition at the discretion of the coaches. The required dives are specified on page 13. Optional dives may be from the same group as the required dive. The required dive is the 1st dive to be performed. Divers should have their diving sheets prepared prior to the meet. 1st, 2nd and 3rd place ribbons will be awarded to the divers scoring the highest points, regardless of team.

NOTE TO COACHES: We are giving you a supply of the scoring sheets for diving. KEEP ONE AS AN ORIGINAL and DO NOT WRITE ON THIS ORIGINAL. If you run out before the season is over, it is your responsibility to make copies of the original for the remaining meets. You will need one scoring sheet for each diver for each dual meet and two (2) for championships. Remember to go over the dives with your divers and have each diver sign his/her scoring sheet BEFORE the meet begins.

REQUIRED DIVES FOR DUAL MEETS

Any dive from the required group (Forward 1xx, with xx being dive category)

10&U and 11-12 Divers -	1-3 Meets - Any Forward (1xx)	4-6 Meets - Any Back (2xx)
13-14 and 15-21 Divers -	1-3 Meets - Any Forward (1xx)	4 th Meet - Any Back (2xx)
	5 th Meet – Any Inward (4xx)	6 th Meet - Any Forward Twisting (51x)

Required Dive is Always the First Dive Performed

TOTAL NUMBER OF DIVERS

3 - 6&U Girls	3 - 6&U Boys
3 - 8&U Girls	3 - 8&U Boys
3 - 9-10 Girls	3 - 9-10 Boys
3 - 11-12 Girls	3 - 11-12 Boys
3 - 13-14 Girls	3 - 13-14 Boys
3 - 15-21 Girls	3 - 15-21 Boys

Unused slots may be used for exhibition divers.

MAXIMUM NUMBER OF DIVERS – 18. (any additional divers will dive exhibition)

Exhibition diving is permitted with the agreement of both coaches.

Divers should have their sheets Prepared and Signed, prior to the beginning of the meet.

Championship Meet

GENERAL RULES (in addition to or in lieu of dual meet rules)

1. The League Championship Meet is Scored.
2. A swimmer/diver MUST compete in at least 2 dual meets before he/she is eligible to participate in Championships. Exceptions to this rule will be given consideration by the League President and one other officer of the League. This officer should not be chosen from the same club as the swimmer/diver in question. The President will appoint two other officers if the swimmer/diver in question is from his/her own club.
3. The required dive for championships will be drawn at the seeding meeting.
The 12&Under required dive will be drawn from 1 of the 2 the required dives for dual meets.
The 13&Over required dive will be drawn from 1 of the required dives for dual meets.
13&Over divers may not do 2 dives from the same dive category. They must do the required dive and 2 other dives from separate dive categories, making a total of 3 dives from 3 separate categories (any twisting dive is permissible if drawn).
4. Entries must be handed in at the seeding meeting, by all coaches, using Team Manager electronic files with a hard copy backup provided.
Diving sheets must be turned in to the diving referee at a time specified by such official.
5. Additional information pertaining to Championships will be given out at the annual coaches meeting, prior to the start of the season.

CHAMPIONSHIP MEET DIVES

The required dive for Championships will be drawn at the Seeding Meeting. The 12&Under required dive will be drawn from 1 of the 2 required dual meet dives. The 13&Over required dive will be drawn from 1 of the 4 required dual meet dives. 13&Over divers may not do more than 1 dive in a dive category, regardless of position. This means each diver will do 3 dives from different categories. Only 1 forward dive may be done; only 1 back dive may be done; only 1 inward dive may be done; and only 1 twist dive may be done. The required dive must be done first, then the 2 remaining dives must be done from 2 other separate categories (any twisting dive is permissible if drawn). A REQUIRED DIVE IS ALWAYS THE FIRST DIVE TO BE DONE IN ANY MEET.

ADDITIONAL CHAMPIONSHIP DIVING INFORMATION

2 copies of the diving entry forms must be submitted for each diver. The coach and diver are responsible for filling out the forms and should agree on the dives to be performed. BOTH must sign the sheets (both copies); these signatures are the guarantee that both the coach and the diver know which dives are to be performed. The diver is expected to listen at the edge of the board to hear the announced dive. If the diver feels that the announced dive is not correct, he/she should protest at that point. Once the diver is on the board, he/she is expected to perform the announced dive.

SUBURBAN LEAGUE CHAMPIONSHIPS

DATE:	Thursday, Friday and Saturday, beginning the first Thursday in August each season. Thursday – Diving, Friday – IM's and 200 Frees, Saturday – General Swimming.
LOCATION:	To be determined by Suburban League at the February Representatives Meeting.
RULES:	The Suburban League Championships is governed by USA Swimming Rules and Regulations and Federation Diving Rules.
ENTRIES:	All final entries are due at the Seeding Meeting. Entries must be provided on disk using Hy-Tek Meet Manager or Team Manager. Diving Sheets Must be turned in, in Duplicate, to the Diving Referee by 1:00pm the day of Championships.
ELIGIBILITY:	Participants Must be a member of the club that they represent. Must have competed in at least two (2) dual meets in the current season. Participants will compete in age group based on their age on the first day of the meet (Thursday).
MEET REFEREE:	Must be a certified USA Swimming Official, appointed by the Suburban League. All decisions and interpretations of swimming rules and all of the assigning of Officials will be the responsibility of the Referee.
OFFICIALS:	Must have attended a Suburban League Officials Clinic and have Officiated actively at dual meets. All teams must supply some Officials.. <i>All Officials MUST attend a briefing, One (1) Hour Before the start of the meet. Work Schedule and Assignments will be determined at this meeting.</i>
MEET DIRECTOR:	To be appointed by the Suburban League. This person should be directly connected with the host team and be PRESENT and VISIBLE for the ENTIRE CHAMPIONSHIPS.
PROGRAMS/T-SHIRTS:	The Suburban League will provide all Programs and Championship T-Shirts. Programs and t-shirts will be available for sale and all profits will benefit the Suburban League
VENDOR:	To be determined by the Suburban League. All profits from the vendor will go directly to the Suburban League.
FOOD SERVICES:	All Food Services will be provided by the Host Team.
AWARDS:	The Suburban League will provide all awards. Awards are as follows; Individual Events – Medals in Places 1-8, Ribbons in Places 9-16 Relay Events – “A” Relays ... Medals in Places 1-3, Ribbons in Places 4-8 “B” Relays ... Ribbons in Places 1-8 Team Awards are as Follows; Team Trophies for Swimming awarded in Places 1-8, Plaques awarded in Places 9-12 Team Trophies for Diving awarded in Places 1-3, Plaques awarded in Places 4-12
SCORING:	Individual Events (Swimming & Diving) 1-16, “A” Relays 1-8
SUPERVISION:	Each club will be responsible for the supervision of its athletes. Those found misbehaving, vandalizing, or showing poor sportsmanship WILL BE DISQUALIFIED FROM FURTHER PARTICIPATION IN MEET.
PROTESTS:	All protests, if warranted, will result in the immediate stoppage of the meet. Protests are to be referred to a 3 person team consisting of the League President, Meet Referee and a third person to be named in advance of the meet by the League President. Protests can be made on procedural matters only, not on judgment calls (Meet Referee will resolve calls pertaining to Swimming and Diving Rules).
WARM-UPS:	Thursday Diving Warm-ups 1:00pm-3:00pm, Meet 3:15pm. (can change based on host) Friday IM's Warm-ups 2:00pm-3:30pm, Meet 3:45pm. Saturday Swimming Warm-ups 6:45am-8:45am, Meet 9:00am. Saturday Warm-ups will be divided into 4 groups, 1-6:45-7:15, 2-7:15-7:45, 3-7:45-8:15, 4-8:15-8:45. Team Group assignments will be determined at the seeding meeting.
WORKERS:	All teams MUST provide workers. Workers sheets are provided and MUST be filled in completely and turned in at the seeding meeting. Meet Entries will be added to the program upon receipt of completed Worker Sheets.
EVENTS:	All swimmers will be allowed to participate in 2 events on Friday and 3 events + 1 relay or 2 events + 2 relays on Saturday. If a swimmer is the only one in an age group on their championship team, they may swim 1 additional relay.

SUBURBAN LEAGUE CHAMPIONSHIP EVENTS

ALL EVENTS WILL BE SWUM AS TIMED FINALS

All Swimming Events will be Pre-Seeded On Saturday

Be sure to refer to the current season information for any updates

GIRLS	EVENTS	BOYS
Diving Events Wednesday or Thursday, Warm-ups TBD		
D-1	8 & UNDER DIVERS	D-2
D-3	9-10 DIVERS	D-4
D-5	11-12 DIVERS	D-6
D-7	13-14 DIVERS	D-8
D-9	15-21 DIVERS	D-10
Swimming Events Friday, Warm-ups 1:00-2:30, Meet 2:45		
1	13-14 200 FREE	2
3	15-21 200 FREE	4
5	10 & U 100 IM	6
7	11-12 100 IM	8
9	13-14 200 IM	10
11	15-21 200 IM	12
Swimming Events Saturday, Warm-ups 6:45-8:45, Meet 9:00		
13	200 LADDER MEDLEY RELAY A	14
15	200 LADDER MEDLEY RELAY B	16
17	6 & U 25 FREE	18
19	8 & U 25 FREE	20
21	9-10 50 FREE	22
23	11-12 50 FREE	24
25	13-14 100 FREE	26
27	15-21 100 FREE	28
29	6 & U 25 BACK	30
31	8 & U 25 BACK	32
33	9-10 50 BACK	34
35	11-12 50 BACK	36
37	13-14 100 BACK	38
39	15-21 100 BACK	40
41	8 & U 25 FLY	42
43	13-14 50 FREE	44
45	15-21 50 FREE	46
47	9-10 50 FLY	48
49	11-12 50 FLY	50
51	13-14 50 FLY	52
53	15-21 100 FLY	54
55	8 & U 25 BREAST	56
57	9-10 50 BREAST	58
59	11-12 50 BREAST	60
61	13-14 100 BREAST	62
63	15-21 100 BREAST	64
65	200 LADDER FREE RELAY A	66
67	200 LADDER FREE RELAY B	68

Swimmers will be allowed to swim 2 Individual Events on Friday and
3 Individual Events plus 1 relay or 2 Individual Events plus 2 Relays on Saturday

Relays are as follows: A Relay, 1- age 4to10 swimmer is required + 1- 11-12 + 1- 13-14 + 1- 15-21

B Relay, 1- age 4to8 swimmer is required + 1- 9-10 + 1- 11-12 + 1- 13-14

Note: Swimmers from Younger Age Groups may be substituted for older age groups

Each Club may enter 1 male and 1 female relay team per relay event

INFORMATIONAL SAMPLE ... NOT FOR USE

CARDS ARE PROVIDED TO EACH TEAM BY THE LEAGUE

Event Card

EVENT CARDS SHOULD BE FILLED OUT AS SHOWN BELOW
OR
YOU MAY USE TEAM MANAGER ENTRY LABELS, IF YOU OWN THE LABEL OPTION

EVENT NO.	BEST TIME						
_____						Y / M	Lanes are designated by the host team prior to the meet.
HEAT	LANE						

Event No. Must agree with EVENT specifications circled.	EVENT					
	25	50	100	200	Relay	
	6&U	8&U	9-10	11-12	13-14	15-21
	Free	Back	Breast	Fly	IM	

Name	_____
Club	_____
Age	_____

Time	Circle Official Time
1	_____
2	_____
3	_____

Points	_____	Place	_____
--------	-------	-------	-------

	Timers Record ALL times here.
--	--

For Championships, we use NO CARDS
Entries are Made Electronically Only, Using Team Manager