

GUIDELINES FOR THE SOUTHERN PIEDMONT SWIM CONFERENCE 2011 SEASON

The Southern Piedmont Swim Conference will consist of the following teams for 2011:

Team	Contact	Contact's Phone	Email
Monroe Marlins	Kate Littlehales	704-282-2324-h	toast823@carolina.rr.com
	Diane Arrowsmith	704-795-5607	ncdi@hotmail.com
Concord Swim Club	Buddy Judy	336-451-4250	dajudys@ctc.net
	Michelle Patrum	704-786-2458	michellemom29@yahoo.com
Sheffield Manor Stingrays	Teresa Sorg	704-792-2686	teresasorg@ctc.net
Laurel Park Sharks	Chrissy Hayes	704-787-8803	stina31@aol.com
	Kim Clark	704-262-9001	pdclark7@carolina.rr.com
Salisbury Country Club	Betsy Graham	704-267-2813	ebgraham@catawaba.edu
	Mary Heather Steinman	704-633-7467-h	tsteinman2@carolina.rr.com
		704-798-1034-c	
Northwest Swim Club	Beverly Kopelic	704-788-2071-h	BKopelic@aol.com
		704-236-0712-c	
	Vee Ringer	704-795-7937	bringer@carolina.rr.com
Sportscenter Swim Team	Meredith Barbour	704-786-9818	barbour@ctc.net
	Jennifer Newton	704-701-1695	jpreslar2@gmail.com
Blue Dolphins Swim Team	Julie Connelly	704-721-3586-h	jconnelly@vnet.net
		980-621-1743-c	
	Ashley Brown	704-795-5863	abrown102@carolina.rr.com
Cabarrus Country Club	Karen Byrd	704-793-9190-h	kbyrd@ctc.net
		704-785-0485-c	

The Southern Piedmont Swim Conference (SPSC) Committee:

Committee Duties: The roles of the SPSC Committee include, but are not limited to, maintaining conference guidelines, scheduling the swim season, maintaining conference Meet Manager licenses, booking the conference venue, planning the Conference Meet, evaluating the admission of new teams to the conference, setting conference fees and purchasing certain supplies.

Representatives: Each team in the conference shall be represented on the SPSC Committee. Each team shall provide the SPSC Committee with the name, phone number and email address of its conference representative at the beginning of each season.

Voting: Each team is allowed only one vote even if more than one representative is present for Committee discussion. Votes will be passed based on the majority.

Officers: Committee officers shall be elected at the beginning of each season. The duties of President and Vice President shall rotate each year. The Recording Secretary and Treasurer may serve for a maximum of two years. All officer duties will be rotated in the same order as Conference Meet duties. Duties will be rotated such that no team holds more than one office in a given year.

Committee officers for the 2011 season shall be:

President:	Teresa Sorg (SMST)
Vice President:	Chrissy Hayes (LPS)
Recording Secretary:	Julie Connelly (YBD)
Treasurer:	Meredith Barbour (SPC)

Conference Meet Duties: Conference Meet duties will revolve each year in the order listed below.

Depending on the number and size of teams in the conference, these duties may be modified to more evenly distribute the needs of the conference.

Conference Meet Duties for 2011 shall be:

Lead Team:	SMST
Volunteers:	LPS
Trophies & Medals Ceremony:	SAL
Hospitality:	NWSC
Mystery Heat:	SPC
Heat Sheet Sales at Meet:	YBD (MST will do this for 2011)
Heat Sheet Ads:	CCC
Clipboards/Coaches' Packets	MST (YBD will do this for 2011)
Conference Meet Set Up:	CSC

Commencement of New Season: The beginning of each season will be recognized as the first SPSC Committee meeting of a given season. Each season will officially end after the completion of the Conference Meet. The lead team for the new season will be responsible for calling the first meeting of a new season and all meetings for the duration of the season.

Declaration of Membership Status:

At the first meeting of the year, each team will be required to present to the SPSC Committee its membership status for the upcoming season (i.e. intent to participate in the SPSC, anticipated team size, planned team make-up) and have such status approved by the Committee. Membership status shall be approved by the Committee's October meeting, since team size and number of participating teams are determining factors in constructing the upcoming swim meet schedule.

Limit on Team Size: Each SPSC team is limited to a maximum of 150 swimmers on its team roster. (See also sections below on "Team Roster" and "Swimmer Eligibility")

Presentation of the Budget: The Treasurer shall present the conference budget to the SPSC Committee and make recommendations on fees for the upcoming season.

Ribbons: The Conference purchases ribbons for all the regular season swim meets and the Conference Meet in order to take advantage of volume discounts, making ribbons more affordable for everyone. These are budgeted each season based on the number of ribbons needed for scheduled meets minus a count of leftover ribbons from the previous season. In order to assist in the budget process, each team shall supply the Committee Chairperson (or his/her designee) the count of all ribbons remaining at the end of the season. *This count should be submitted by the first meeting of the new season, usually August or September.* Ribbons purchased by the Conference shall only be used for regular season meets approved by the Conference Committee and for the Conference Meet. Ribbons may not be used for intrasquad meets or additional meets scheduled among teams. Any team leaving the Conference shall return all leftover ribbons to the Conference Chairperson, since they are property of the Conference and not of individual teams.

Computer Operator Information: Each team shall provide the SPSC Committee with the name, phone number and email address of its computer operator at the beginning of each season. The list of computer operators is attached as Exhibit A.

Submission of Fees and Team Roster:

The Fee Schedule for each season will be as follows: The total team fee is calculated as \$150 flat fee plus \$6 per swimmer. Each team will pay to the conference a flat fee of \$150 by May 1. Thereafter, each team will pay \$6 per swimmer on its team as of June 1. This amount and the official team roster must be submitted to the conference treasurer by June 1. Each team will also pay \$6 per swimmer for each swimmer added to its roster after June 1. This fee will be due no more than 5 days after the date the swimmer joined the team and at least one week prior to the Conference Meet. Fees will be reviewed annually and increased/decreased as agreed upon by the Committee.

Team Roster: A team roster of swimmers must be submitted to the Conference Treasurer by June 1. The roster should include each swimmer's name, age, and gender. New members may be added as they join the team. The amended roster and additional fee are due no more than 5 days after the swimmer joins the team and at least one week prior to the Conference Meet. (See Swimmers/Eligibility and Limit on Team Size)

Conference dues and the team roster should be mailed (roster may be e-mailed) to the Conference Treasurer.

Southern Piedmont Swim Conference c/o Meredith Barbour, Treasurer 424 Spruce Place, SE Concord, NC 28025	704-786-9818 (h) barbour@ctc.net
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SPSC requirement for insurance certificate submission:

In the interest of mutual protection for all teams, and as a condition for participation in SPSC scheduled regular season and conference swim meets, each swim team in the Conference is required to submit a certificate of liability insurance prior to the commencement of each summer swim season. This certificate of liability must demonstrate at least one million dollars in general liability umbrella coverage which includes all staff, participants, and on-site and off-site facilities (for home and away swim meets). Insurance coverage must be valid for the entire swim season, with effective coverage dates including at least the period of June 1st through the date of the conference meet. The certificate of insurance must be addressed to and submitted to both the SPSC Conference Chairman and to the SPSC Conference Meet venue **no later than June 1st of each season**. Any subsequent lapse or loss of insurance coverage occurring after insurance certificate submission must be reported immediately to both the SPSC Conference Chairman and to the SPSC Conference Meet venue. Swim teams unable to provide certificates of insurance will not be allowed to participate in SPSC scheduled events until such proof of insurance is provided. The addresses to which the certificates of insurance should be mailed are provided below.

Southern Piedmont Swim Conference c/o Teresa Sorg, SPSC President 4680 Garrison Inn Ct NW Concord, NC 28027	Huntersville Family Fitness c/o Anna Kirkland 11725 Verhoeff Road Huntersville, NC 28070
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Officials and Volunteers for Swim Meets:

Volunteer Needs: One volunteer per swimmer family is asked to volunteer at each swim meet in which that swimmer participates. If larger teams have more parents than needed, the larger teams are asked to assist the smaller teams with volunteers. The smaller teams should not ask for assistance unless all its participating swimmer families are already volunteering. All volunteers for the first half of the meet shall be on the pool deck and prepared for their duties at least 10 minutes prior to start of meet.

Age of Meet Officials: All officials must be 18 years old or older except for timers and scribes who must be 16 years old or older. All officials must have attended a training session or clinic before officiating.

Sportsmanship and Conduct: All officials, volunteers, spectators and swimmers are required to conduct themselves in a manner characterized by good sportsmanship. (See also “Sportsmanship” under “Coaches and Swimmers”)

The SPSC will use the NFHS Swimming Rule Book Rule 3, Section 5 for Conduct Article 1... No team personnel/competitor shall act in an unsporting manner. This includes any act the referee deems unsporting, including but not limited to the following:

- a. making insulting or derogatory remarks, gestures or acts including taunting;
- b. trying to influence or showing disgust with officials’ decisions;
- c. interfering with meet officials in performance of their duties.

PENALTIES:

1. Team personnel shall be disqualified from further participation for unsporting conduct. For excessive unsporting conduct, team personnel may be ejected from the competition area.
2. When spectator(s) becomes unruly or interferes with the orderly progress of the meet, the referee shall suspend the meet until meet management removes the individual(s) from the premises.

Referee: The home team shall supply the Referee (or meet director). The Referee should meet with all meet officials before the meet to review placement and job responsibilities. (See Stroke and Turn Officials/ Alternate Placement of Officials by Referee) The Referee shall assist the judges, when called upon, in rule interpretation, disputes and inquiries. The Referee is not a judge and shall not actively perform the duties of a judge. The Referee may question and/or change a DQ only upon conferring with the judge who made the DQ. The Referee and Swim Committee, upon conferring, may cancel or postpone a meet. (See “Cancellation or Postponement”.) The Referee is responsible for addressing any incidences of poor sportsmanship occurring at a meet (See Sportsmanship under Coaches and Swimmers, and under Officials and Volunteers for Swim Meets). At the Conference Meet, the referee has added responsibilities for reviewing all final heats to verify order of finish (see sections on “Determination of Official Time & Official Placement for Automatic (Touchpad) Timing Systems”; and “Finish judge” in “Officials and Volunteers for Swim Meets”); approving and initialing all disqualification slips prior to computer entry; making sure the last DQs are delivered to coaches at the end of the meet; and certifying the final results so the awards ceremony can begin.

Assistant Referees: At the Conference Meet one Assistant Referee stands at poolside and observes the meet to help oversee that the meet is conducted fairly. The second Assistant Referee serves as the scoring judge and will stand beside the Card Clearing table to oversee scoring matters. (See “Scoring Judge”) The referee assigns duties to the assistant referees. The assistant referees bring problems to the referee for a final ruling.

Liaison: Each team should have a representative to field inquiries and concerns during the meet so as to not disturb the working officials; the liaison will have direct access to the referee. At the conference meet, the liaison from each team (or other person designated by the team coach) is responsible for periodically retrieving finished DQ slips (DQ slips already signed by the referee and entered into the Meet Manager system) and taking them back to team coaches. The finished DQs will be located in an area designated by the scoring judge at the meet.

Starter: The starter is responsible for discharging the gun or electronic device which officially starts each event. Upon a signal from the head-timer, the starter assumes full control of the swimmers. The starter begins each race with the sequence, “Swimmers to the blocks (or in the water or to starting deck position)”, “Take your mark”, and subsequent firing of the electronic starting device. The starter shall also be responsible for the identification of all false starts. The Starter shall make every effort to direct the swimmers to stand if the Starter can see that a swimmer is losing balance and about to fall or inadvertently dive into the pool. If the starting device has been fired and a false start is identified, the Starter shall call upon the nearest Stroke Judge to complete a DQ slip on that swimmer. (See False Starts) The starter should not combine heats (See Combining of Heats).

Assistant Starter: At the Conference Meet only, an Assistant Starter will stand opposite the Starter to provide dual confirmation of false starts. Both the Starter and the Assistant Starter shall be in full agreement that a swimmer false started before a disqualification can be called.

Across-the-Board Judge: For regular season meets, there will be two across-the-board judges, one from each team to be stationed near the finish. Each shall judge the order of finish for all swimmers competing in the *final heat* of each event. If the across-the-board judge is not able to confidently discern relative order of finish (i.e. due to a tie or very close race), then the across-the-board judge shall direct the scribe to circle the lane numbers for the races in question. This shall be done in any event wherein the Across the Board Judge is not 100% sure of the order of finish. Across the board judges are not used at the SPSC Conference Meet.

Finish Judge: Two finish judges shall be used at the SPSC Conference Meet for each session. The finish judges shall be positioned at the finish end, with one judge on each side of the pool. The finish judge records on the heat sheet the order of finish for the final heat of each event, focusing on the order finish for *at least* the first four swimmers finishing the heat. The judge should also note (i.e. by circling lanes in question) if the race was too close to call, or if he/she is not 100% sure of the finish order. If a scoreboard is used, the judge may not consult the scoreboard for purposes of comparing or confirming results to his/her visual determination of the race. Finish judge results must be independent from the scoreboard/touchpad results. Finish judge results are shared with the referee, assistant referee, and/or scoring judge upon request, but not with parents, coaches, or other officials. At the end of the meet/session, the finish judge delivers the judge results to the referee.

- For conference meet sessions in which stopwatches are employed as the primary timing system (8 & under session), the referee may consult the recorded finish results if there is a question about the proper order of finish based on the stopwatch times. Upon conferring with the finish judges, the referee uses his/her discretion in determining whether to use the judged finish order instead of the stopwatch finish order. The referee gives the final ruling on finish order.
- For sessions in which a touchpad system is the primary scoring system, see rules for finish order under section, “Determination of Official Time & Official Placement for Automatic (Touchpad) Timing Systems”.

Scribe: There will be two scribes, one from each team, to record the finish calls of the across-the-board judges. They should be stationed as close as possible to the judge of the opposite team. They are responsible for filling out the event #, heat, and finish results on the finish sheets. Any tie or uncertain call is to be noted by circling the lane numbers involved.

Stroke and Turn Officials: There should be four stroke and turn officials (2 from each team for each half) to observe and ensure that swimmers comply with rules relating to the style of swimming, turning and/or finishing. If the official is positioned at the start end of the pool, he/she is also responsible for relay take-offs, watching that no departing swimmer leaves the block before the incoming swimmer touches the wall. Proper relay exchanges shall be determined by watching the feet of the departing swimmer leave the starting block (or wall) first and then looking down to confirm that the incoming swimmer is touching the wall. The official shall report infractions on disqualification (DQ) forms that designate swimmer name, event, heat, lane and what infraction occurred. The official should also sign all completed DQ forms to allow any necessary clarification or follow-up by the referee. At least one, and preferably all Stroke and Turn Judges from each team should attend the Stroke Judge Training Clinic prior to the start of the season.

Infraction Signal: Upon observing an infraction within his jurisdiction, the stroke and turn official shall immediately raise one hand overhead.

Jurisdiction: The four officials will be positioned at the poolside where they can clearly view all strokes, turns, starts and finishes within their jurisdictions. Their jurisdictions are as follows:

Official 1 will be positioned at the Start End; his jurisdiction will be Lanes 1, 2 and 3 to the middle of the pool-Start (dive, pullouts, and finish) going out and coming back.

Official 2 will be positioned at the Start End; his jurisdiction will be Lanes 4, 5 and 6 to the middle of the pool-Start (dive, pullouts, and finish) going out and coming back.

Official 3 will be positioned at the Turn End; his jurisdiction will be Lanes 1, 2 and 3 from the middle of the pool, coming in, turn (touch), pullouts, and going out.

Official 4 will be positioned at the Turn End; his jurisdiction will be Lanes 4, 5 and 6 from the middle of the pool, coming in, turn (touch), pullouts, and going out.

Alternate placement of officials by Referee: Based on the number of lanes and number of officials (such as Conference Meet, home meets at the YMCA or not enough officials) the Referee can add judges as needed and/or divide the lanes with the officials in any manner as to fairly oversee the meet. The Referee will be responsible for placement of officials between halves in order to provide a fair split up jurisdiction by each team (See Referee

above). For the Conference Meet, the volunteer coordinator should plan to have enough officials such that each official's jurisdiction will be two or three lanes for one half of the pool length. For the Conference Meet at an 8 lane pool (i.e. Huntersville), jurisdictions may be assigned as Lanes 1,2,3 (judge 1); Lanes 4,5 (judge 2); and Lanes 6,7,8 (judge 3) for each end of the pool (6 judges total).

Relay Confirmation Judge: At the Conference Meet only, four relay confirmation judges will provide dual confirmation of legal takeoffs and exchanges of swimmers participating in relay events. These judges will be positioned as follows: For relays with 25 meter segments (ages 12 and under), one judge will be positioned at each of the four corners of the pool. The jurisdiction of each judge will extend across all lanes at his/her end of pool. For relays with 50 meter segments (ages 13 and older), two judges will be positioned opposite one another on the outside edge of the starting end of the pool, with each jurisdiction extending from the outside lane inward to the middle lanes to include half the pool width. The other two judges will be positioned in the middle of the starting end of the pool, with their jurisdictions extending from the middle lane of the pool to the outside lane. Thus, for each lane in all age groups, two judges will have jurisdiction in order to provide dual confirmation. Proper relay exchanges shall be determined by first watching the feet of the departing swimmer leave the starting block (or wall), and then looking down to confirm that the incoming swimmer is touching the wall. The relay confirmation judge will record event number, lane number and swimmer number for any premature/false start. These will be given directly to the referee so that a comparison can be made with rulings from the opposite judge. A relay team will be disqualified for a false start only if both relay confirmation judges independently confirm the start as false. If this occurs, the referee will complete a DQ slip and deliver to the scoring table. The relay confirmation judge will not be making any other judgement calls in these events.

Head Timer: The head timer should be responsible for giving the ready signal to the starter indicating that all timers are ready for the next event. He should also keep a time on each start as a back-up time as needed.

Assistant Head Timer: At the Conference meet an Assistant Head Timer shall stand beside the Head Timer, starting two back-up stop watches and assisting Head Timer in distributing back-up watches as needed.

Pre-Start Whistle: A whistle blown by a person (starter, announcer, head-timer, etc.) designated at the discretion of the team hosting the meet, will signal all judges and timers are ready for the race to begin. After the whistle is blown, the starter need only to start his sequence "Swimmers to the blocks....." and give the starting signal. Any announcing of event # or heat # should be given before the pre-start whistle.

Timers: For all meets using stopwatches as the primary timing system, there should be three timers assigned to each lane at the finish. Each timer should start his watch with the flash of the strobe. The watch should be stopped when the swimmer touches the wall. The timers should stand in a position which allows a clear view over the edge of the pool where the swimmer makes contact with the wall. All three timers report their times to the head lane timer to be recorded on the timer sheet. .

Timer Sheets: The swimmer's first and last name should appear on the timer sheets. However, timers should verify each swimmer's name prior to recording times. Any corrections to the swimmer's name should be written directly on the timer sheet so that times are credited to the correct swimmer. All times entered on the timer sheets should be written in one/hundredths of a second.

Placement of timers: At home meets there will be 2 visiting timers and 1 home timer in the odd lanes and 2 home timers and 1 visiting timer in the even lanes.

Stopwatches: Each team is responsible for supplying its own stopwatches at all meets, including the Conference Meet. In addition to two or three Head Timer's stopwatches, at least 9 stopwatches are required per team for 6 lane pools (most conference pools) and at least 12 stopwatches per team are required for an 8 lane pool (YMCA).

Touchpad Timing Systems: For meets using touchpads as the primary timing system (the SPSC Conference Meet ages 9 & up), there should be two timers assigned to each lane at the finish. One timer operates a stopwatch and the touchpad plunger button, and the other timer operates one stopwatch and records times on the timer sheets. (See "Determination of Official Time and Official Placement Using Automated (Touchpad) Timing Systems")

Ready Bench: There should be a minimum of two volunteers for each team. They are responsible for calling swimmers to the ready bench area, lining swimmers up in proper event, heat, and lane order, and escorting the swimmers to the blocks, if needed. Ready bench volunteers should not combine heats or move any swimmer from one lane or heat to another. This is to prevent errors in timing, judging and scoring of swimmers. Swimmers ages 11 and older proceed directly to lanes for competition without lining up on the ready bench. Each team may provide a lane manager at regular meets to assist these swimmers. (See Combining of Heats; Late Entries and Event Changes)

Name Checkers: At the Conference Meet 8 and Under and 9-10 Sessions only, one volunteer for every two lanes is stationed at the start end. The sole responsibility of the Name Checker is to make certain that swimmers starting on that end of the pool compete in the correct heat and lane as designated on the heat sheet.

Runners: There will be at least one runner from each team assigned to pick up disqualification slips and timer sheets to be taken to the scorers' table. The runners from the teams present at a meet shall be stationed one at each end of the pool. In addition, runners shall periodically pick up disqualification slips from the scoring table, after the slips have been processed, and take the slips to the respective coaches so the coaches are aware of the infractions recorded against their swimmers

Scoring Judge: At the Conference Meet, the scoring judge is responsible for overseeing the scoring process, organizing and assigning duties to the card clearers, making sure scoring rules are followed, and reviewing all heats before passing them to the computer entry volunteer. The scoring judge must consult the referee for any judgments/problems not addressed by the rules. Following Meet Manager processing of each event, the scoring judge alerts the referee if the final heat requires review. The referee makes the final ruling in all scoring issues and may override the scoring judge. See scoring rules in the section, "Determination of Official Time & Official Placement for Automatic (Touchpad) Timing Systems".

Card Clearers:

A) For regular season meets using manual timing systems (stopwatches), each team should have one volunteer assigned to organize and assimilate all timing and judging information delivered to the scoring table. This process consists of the four functions described below:

- 1) Designate Disqualifications (DQ's): The card clearer shall clearly designate on the timer sheet any swimmer that has been disqualified.
- 2) Determine Official Time: The card clearer shall determine official time and clearly circle it for the data entry clerk. (See Determination of Official Time and Official Placement for Manual (Stopwatch) Timing Systems).
- 3) Determine Relative Order of Finish:
 - a) For heats *other than the final heat* in an event, official placement will be determined by official time; the card clearer does not need to determine or designate relative order of finish or official placement. Continue to number 4 below.
 - b) For the *final heat* in an event, the card clearer shall consult both the across-the-board rulings and official times to determine relative order of finish. (See Determination of Official Time and Official Placement for Manual (Stopwatch) Timing Systems) Once the card clearer has determined the order of finish for the entire final heat, the order of finish (1st, 2nd, etc.) should be noted on the timer sheet.
- 4) Assemble all this information and pass it to the Data Entry Clerk.

B) At the Conference meet, the card clearer duties will be assigned by the Scoring Judge. (See "Scoring Judge" and "Determination of Official Time and Official Placement Using Automatic (Touchpad) Timing Systems")

Date Entry Clerk: There should be one data entry clerk for each team. The home team data entry clerk will enter results in the computer with the visiting team data entry clerk calling out the results. They will record the points to be awarded for each event. Should there be any discrepancies in order of finish, the referee will decide.

Heat Ribbons: A person from the home team will be responsible for awarding a heat winner ribbon to the winning swimmer for all age groups in each heat other than the final heat. This volunteer will also award participation ribbons to all swimmers competing in events 11A and 12A. (See Heat Ribbons and Participation Ribbons under the section: Scoring and Ribbons for Regular Season Meets) Heat Winner ribbons are not distributed for relay events.

Ribbons: One person from each team will be responsible for the ribbons to be prepared and distributed to each team's coaches.

Heat Sheet Sales: One person from the home team will be designated to sell heat sheets. (See Heat Sheet Sales under Additional Rules Regarding Pool Use and/or Swim Meets)

Coaches and Swimmers:

Coaches: Coaches are restricted to the responsibility of coaching and must not serve in any other capacities (starter, timer, runner, etc.) during the meet. The coaches are restricted to a defined area, and will not have access to judges, timers or officials except through their liaison person or the referee. The coach will be accessible to all swimmers. Head coaches may not swim. All coaches are required to conduct themselves in a manner characterized by good sportsmanship.

Swimmers:

Eligibility: No swimmer may swim unless he/she meets the requirements of the Southern Piedmont Swim Conference approved by the Conference Committee.

Age: Swimmers will swim in the age group determined by their age as of June 1st of the season. They will remain in that age group throughout the season. Swimmers must be 18 years of age or younger as of June 1st of the swim season.

Team roster: Each swimmer's name, age and gender must be on the official team roster submitted to the SPSC Conference Treasurer on June 1st of the swim season. For additions to the roster after June 1st, see section on Submission of Fees and Team Roster. (See also "Limits on Team Size")

Eligibility for Conference Meet: A swimmer must 1). Appear on the official team roster submitted to the Conference Treasurer, and 2). Be seeded and present to swim in at least three regular season meets (one may be intrasquad meet) to be eligible for participation in the Conference Meet.

Sportsmanship: All swimmers are required to conduct themselves in a manner characterized by good sportsmanship. The penalty for failure to comply with this requirement may include swimmer disqualification from a regular season meet, the Conference Meet, and/or the entire season. Discipline for poor sportsmanship shall be at the sole discretion of the Meet Referee and can include:

1. Taking away ribbons and/or medals earned before, at the time of, or after the incident;
2. Taking away points scored before, at the time of, or after the incident;
3. Not allowing the swimmer(s) to stand on the blocks at Conference Meet awards ceremony.

If time permits, the Referee may direct the Computer Operator to rescore the meet.

Depending on the nature of the infraction, the Referee may also refer the incident to the SPSC Conference Committee to address whether the swimmer(s) should be disqualified from future meets or the Conference Meet. Coaches are encouraged to address sportsmanship with their own swimmers such that Referee and/or SPSC Conference Committee intervention is not necessary.

Rules of Swimming:

Strokes: The proper technique for each stroke will be updated as per USA Swimming Rules and Regulations.

Competitive Racing Starts: See “Pool Depth Requirements for Competitive Racing Starts”, under the section, “Additional Rules Regarding Swim Meets”.

Touches and Turns: The proper touch for turns and finishes for all events will be determined and updated as per USA Swimming Rules and Regulations, except for the following:

- Non-continuous turns during Backstroke, where the NFHS rule shall be adopted as follows:

The turn requires that some part of the swimmer's body contact the end wall. After the swimmer's head has passed the backstroke flag, prior to the turn, the swimmer's upper shoulder may (but is not required to) rotate past the vertical toward the breast before the touch is completed provided such rotation is accompanied by an initiation of the turning action or continuation into the wall.

The initiation of the turning action shall be accomplished by a single-arm or simultaneous double-arm pull, or in the absence of such pulls, by a downward underwater movement of the head.

After the initiation of the turning action, no additional arm pulls may be started; however, kicking and gliding actions are permitted.

The swimmer shall assume a position on the back before the feet leave the wall.

Delays: There will be no delays in the starting sequence for swimmers who are late getting to the starting blocks. They will be disqualified.

False Starts: A false start is identified when a swimmer prematurely leaves the starting block just prior to the discharging of the electronic starting system. If a swimmer dives or falls into the water, but the starting system has not been discharged, then this is not a true false start. In this situation, the starter will redirect all swimmers to return to the starting blocks so that he can once again begin the starting sequence. (See Starter) A swimmer who truly false starts will be allowed to complete the event, but the starter will direct the nearest stroke judge to prepare a DQ slip for the swimmer.

At the Conference Meet an Assistant Starter will be appointed to provide dual confirmation of any false starts. Both the Starter and the Assistant Starter shall be in full agreement in order to call a false start; any question will result in the benefit of the doubt being given to the swimmer.

Dive Overs: At regular season meets and at the Conference Meet where starting blocks are being used, dive overs will be executed in all individual events for swimmers ages 11-18. Swimmers will be instructed by the Starter to remain in the pool until the last swimmer has completed the swim and the subsequent heat has left the blocks. Swimmers will be expected

to immediately exit the pool once the subsequent heat has been started. Dive overs are NOT used for wall starts or in-water starts.

Events: Number and Length: The number of events swimmers can swim will be consistent throughout the season and the Conference Meet.

6 & Under: Six and under events 11A and 12A will be freestyle. These events are scheduled immediately following Event 10 (relay). They will be 25 meters or yards. For both regular meets and the Conference Meet, winners in this event will be awarded the same ribbons and medals as for other age groups, but there will be no scoring of points. In addition, a participation ribbon will be given to each swimmer in every heat. At the Conference Meet, swimmers from this age group are combined with swimmers from the 8 and under age group for consideration for a MVP trophy.

8 & Under: They may swim 3 of 4 individual events and the free and medley relays. There is no IM event for this age group. They will swim one length of the pool in all events (25 meters or yards).

9 & 10's: They may swim 3 of 5 individual events, one of which can be the IM. They may also participate in the Free and/or Medley Relays. They swim one length of the pool in the individual events (25 meters or yards). The IM is 100 meters or yards.

11-18's: They may swim 3 of 5 individual events, one of which can be the IM. They may also participate in the Free and Medley Relays. They swim two lengths of the pool in the individual events (50 meters or yards.) The IM is 100 meters or yards.

Individual Medley (IM): For regular season dual meets and the conference meet, each team will be limited to entering three swimmers per event in the IM. For tri-meets, each team will have no more than 2 entries per IM event. This results in no more than one heat for any IM event (except at Conference Meet).

“Swimming-up” rule for individual events: If a swimmer swims in an older age group for an individual event, he/she shall swim in that age group for the entire meet in all individual events.

Free & Medley Relays:

Ages 8 through 10- All relays are one length of the pool per swimmer (total of 100 yards or meters).

Ages 11 through 18- All relays are two lengths of the pool per swimmer (total of 200 yards or meters).

For regular season dual meets, each team may enter A, B, and C relays for each relay event. For the conference meet or tri-meets, each team may enter A and B relays for each relay event. At the coach's discretion, swimmers may “swim-up” to complete an A, B or C relay as long as no individual swimmer participates in more than one free relay and one medley relay.

Combining girls and boys relay events: Girls and boys relays (free and medley) may be combined into one heat per age group if the number of entered relays does not exceed the number of lanes. This combined heat should be planned in advance by assigning each relay team to a separate lane on the heat sheet (i.e. girls' lanes 1,2,3 and boys' lanes 4,5,6 or similar). Heats should not be combined "after the fact" by moving teams away from lanes assigned on the heat sheet. (See Combining of Heats). If the number of relays exceeds the number of lanes, the girls and boys relays should be seeded as a girls' heat and boys' heat.

Order of Events:

1 & 2	medley relay
3 & 4	medley relay
5 & 6	medley relay
7 & 8	medley relay
9 & 10	medley relay
11 A	6 & under girls freestyle
12 A	6 & under boys freestyle
11- 20	all freestyle ages 8 & under to 18
21- 30	all backstroke ages 8 & under to 18
31 and 32	8 & under free relays
33-40	all IM's ages 9-18
41-50	all breaststroke ages 8 & under to 18
51-60	all butterfly ages 8 & under to 18
There is no 61 & 62	
63 & 64	free relay
65 & 66	free relay
67 & 68	free relay
69 & 70	free relay

Determination of Official Time and Official Placement for Manual (Stopwatch) Timing Systems:

Determination of Official Time: For each race having three recorded times, the median time (middle time when times are arranged fastest to slowest) is the official time. If only two times are recorded, then the official time is the mean (average) of the two.

Determination of Relative Order of Finish and Official Placement:

- A) For any heat OTHER THAN THE FINAL HEAT in an event, relative order of finish will be determined by official time. The card clearer does not consult the across-the-board rulings for these heats. The computer system will determine order of finish and official placement based on official times.
- B) For the FINAL HEAT in any event, the across-the-board rulings shall be compared with official times to determine relative order of finish. Order of finish within the final heat shall be determined primarily by across-the-board rulings, and secondarily by official time.

If BOTH across-the-board judges agree on relative order of finish, that should be the official order of finish for the heat. Agreement on relative order of finish means that there is agreement that one swimmer finished ahead of another. There need not be agreement on a swimmer's exact placement in the heat or agreement

on all lanes. For example, if the AB judges disagree on the order of finish for 1st and 2nd, but agree on which swimmer finished 3rd (they agree that this swimmer finished after the first two swimmers and before the 4th swimmer), then that third place stands even if official time would have placed that swimmer 2nd or 4th.

If the two across-the-board judges DO NOT agree on relative order of finish (as in the example above for 1st and 2nd place), then the official times shall be consulted. If placement by official time agrees with one of the across-the-board judges, then that shall be the official order of finish. In the same example above, the swimmer with the fastest official time would be first and the other swimmer second. A tie may be called if no distinction can be made. The referee shall be consulted as needed.

- C) Official Placement for the entire EVENT will be determined by the computer system once the official times for all heats and the official order of finish for the final heat have been properly inputted.
- D) At the SPSC Conference Meet, across the board judges are not used. Thus, when stopwatches are used as the primary timing system (8&U session), the order of finish is determined by official time. If there is a question about the accuracy of the order of finish, the referee may consult the finish judge as outlined in the “Finish Judge” section under “Officials and Volunteers for Swim Meets”.

Determination of Official Time & Official Placement for Automatic (Touchpad) Timing Systems:

When an automatic touchpad timing system is used, a back-up system for times is also necessary. Two timers shall be assigned to each lane at the finish. One timer operates a stopwatch and the touchpad plunger button, and the other timer operates one stopwatch and records times on the timer sheets.

When a touchpad time is successfully recorded and verified by the button time, the touchpad time is the official time. A touchpad time is considered successful if it does not differ from the button time by > 0.3 seconds. Touchpad times differing from the button time by > 0.3 seconds will be flagged by the system as potentially erroneous either by a (*) on the touchpad report (Nomad) or by recording the button time beside the touchpad time (Huntersville). A “clean” heat is defined as a heat in which all touchpad times are valid and no touchpad times require review or substitution with other back-up times.

When a touchpad time is recorded, but is designated as potentially erroneous, the touchpad time validity must be evaluated. The possible error (designated either by a * or by the addition of the recorded button time beside the touchpad time) signifies a >0.3 second difference between the touchpad and button times. One result or the other must be erroneous, as they by definition cannot represent the same finish. In this case, the touchpad time and button time shall be compared with the two stopwatch times. *If the stopwatch times agree more closely with the pad time, then the pad time is the official time. If the stopwatch times agree more closely with the button time, then the pad time is erroneous and the button time adjusted by Meet Manager is the official time.* If the watch times are equally close to both the pad time and the button time such that it can't be determined which is accurate, then

the pad time is the official time. If the scoring judge determines that the pattern of errors in the meet justifies routinely keeping either the adjusted button or pad time without routinely checking stopwatch times, then the scoring judge may use that method for future heats except the final heat. All errors in final heats should be checked against stopwatch times. If any resulting official time is felt to be in error, a request can be made to the scoring judge and/or referee to review the stopwatch times and/or finish order.

If there is no pad time, but there is a button time, *the adjusted button time is used as the official back-up time.* The adjusted button time is calculated by the Meet Manager system and then accepted by the computer operator.

- ◆ If the button time is felt to be in error, then a request can be made to the referee to review the stopwatch times. If the average (mean) of the two stopwatches (or single stopwatch if two not available) is more than 0.3 seconds different from the button time, then the average stopwatch time may be substituted at the discretion of the referee. The request to review stopwatches should be given to the referee in writing (in order to list the swimmer name, event, heat and lane) and the referee may limit the number of times each team can request stopwatch review.

If there is a touchpad time, but no button time, *the touchpad time is used as the official time.*

- ◆ If the touchpad time is felt to be in error, then a request can be made to the referee to review the stopwatch times. If the average of the two stopwatches (or single stopwatch if two not available) is more than 0.3 seconds different from the touchpad time, then the average stopwatch time may be substituted at the discretion of the referee. The request to review stopwatches should be given to the referee in writing (in order to list the swimmer name, event, heat and lane) and the referee may limit the number of times each team can request stopwatch review.

If there is no pad time or button time, *then the average (mean) stopwatch time is the official time.* If there is only one stopwatch time, then this is the official time.

If there is malfunction of an entire heat, then every swimmer in the heat is equally affected, and the order of finish is still accurately reflected. If the times are too fast or too slow (due to equipment malfunction, starter error or other) then the entire heat is corrected by a constant adjustment in times (by either adding or subtracting) for each lane. The constant factor may be determined using the average difference between the back-up times and the errant pad times.

Official Order of Finish: is based on official times (touchpad, adjusted button, and stopwatch times), with referee review and verification of finish order for the final heat in each event. Since the combined use of different timing systems can sometimes alter order of finish, the scoring judge must alert the referee to any FINAL heat in an event in which a back-up adjusted button time or stopwatch time was substituted for a touchpad time for any swimmer in that heat. Referee review of finish order in these FINAL heats is required prior to posting the results at the conference meet.

- Referee review is not required if the final heat was a “clean” touchpad heat, meaning that all lanes in the heat had valid touchpad times and no back-up times were substituted. The finish judge results and/or back-up stopwatch times are not consulted when the touchpad heat was clean, unless evidence of an error can be

demonstrated to the referee. Relative order of finish based on valid touchpad times takes precedence over finish judge or stopwatch times.

- If the FINAL heat in the event incorporated one or more back-up times (either adjusted button or stopwatch), the referee shall review finish order prior to posting event results at conference meet. The referee shall first compare the order of finish based on official times to the order of finish based on finish judge results.
 - If both finish judges verify the initial order of finish based on official times, the order of finish based on official times stands.
 - If both finish judges observed a different relative order of finish from the timed finish, and the *disagreement in finish order is due to the use of back-up times or other error*, then the referee may change the order of finish based on the finish judge results.
 - If only one finish judge disagrees with the order of finish, or if a finish judge was unsure of the finish (i.e. circled lanes as too close to call), or the touchpad operator reported a particular problem, or the referee is aware of any other information relevant to the race, the referee may also consult the stopwatch times. The referee is responsible for making sure the order of finish is fair based on all available information. The referee may change the order of finish if warranted, as long as the relative order between any two swimmers with valid touchpad times is not altered.
 - If the referee cannot reasonably determine the correct order of finish using all available resources, then he/she has the option of calling a tie.
- Consistent with USA Swimming Rules, the relative order of finish between any two swimmers with valid touchpad times should not be changed. Relative order of finish means one swimmer finished ahead of another, not that they were 1st and 2nd; 1st and 6th, or other exact placement. Since in most heats, valid touchpad times will be mixed in with back-up times, the referee must be careful to not inadvertently change the relative order of finish of swimmers with valid touchpad times while trying to correct the order of swimmers with back-up times. For example, if A finished ahead of B according to valid touchpad times, then swimmer C might have finished CAB, ACB, or ABC because A must still be ahead of B. However, when placing C in the finish order, B cannot be moved ahead of A.
- The scoring judge assists the referee with the review by making sure all relevant information is available; the scoring judge may also make recommendations to the referee on proper finish order.
- If the referee determines the proper order of finish is different from the order of finish using official times, then the correct order should be reflected in Meet Manager using the “JD” Judges Decision function.

Other problems: In cases where unanticipated issues surface, or there are multiple problems within one heat or race, the referee should be consulted to determine a fair resolution. The referee may make a judgment on the fair order of finish and/or may call a tie for contested races when the results are unclear.

Scoring and Awards for Regular Season Meets:

Place Ribbons will be awarded to 1st, 2nd, 3rd and 4th places for both individual events and relays. In the tie situation, each swimmer will be awarded a ribbon. Each member of the winning relay team should be awarded a ribbon.

Participation Ribbons: In the 6 & under events (11A and 12A), each entry will be awarded a participation ribbon.

Heat Ribbons: Heat ribbons will be awarded to the swimmer winning each heat, not including relays or the final heat of any event. The heat ribbon volunteer will stand in clear view of the finish so he can determine the appropriate recipient of the heat ribbon. The heat ribbon volunteer may consult with the timer(s) or across-the-board judge(s) if having difficulty discerning the first place finisher. If the heat ribbon volunteer concludes the race was a tie, then two heat ribbons may be awarded. To win a heat ribbon, the swimmer should swim the appropriate stroke, but does not have to swim it correctly. The awarding of a heat ribbon does not signify official placement in a heat, as that will be otherwise determined. (See Determination of Official Time and Official Placement for Manual and Automatic Timing Systems)

Individual and relay events shall be scored as follows for regular season meets:

- First place- 5 points, first place ribbon
- Second place- 3 points, second place ribbon
- Third place- 1 point, third place ribbon
- Fourth place- 0 points, fourth place ribbon

In the event of a tri-meet, scoring shall be as follows:

- First place- 7 points, first place ribbon
- Second place- 5 points, second place ribbon
- Third place- 3 points, third place ribbon
- Fourth place- 1 point, fourth place ribbon

Scoring and Awards for the Conference Meet:

Medals will be awarded to 1st, 2nd, and 3rd place finishes. Ribbons will be awarded to 4th through 10th places. In the tie situation, each swimmer will be awarded a medal or ribbon. Each member of the winning relay team should be awarded a medal or ribbon.

Participation Ribbons and Heat ribbons will be awarded at the Conference Meet in the same manner as in regular season meets. (See Scoring and Ribbons for Regular Season Meets)

Conference Most Valuable Swimmer (MVP): A boy and girl from each age group (6 &U and 8 & U are combined) will receive an award at the Conference Meet designating them as most valuable swimmer. The award is based on accumulated points accrued during the Conference Meet. Relay points are not included as this is based on only individual events.

Conference Champion Trophy: At the Conference Meet, a SPSC Conference Champion trophy will be awarded to the swim team earning the most points at the Conference Meet. All individual and relay event points will be used to select the conference champion.

Conference Age Group Champions: At the Conference Meet, an award will be given to the team scoring the most overall (combined male and female) points in each of the following age groups: 8&U, 9-10, 11-12, 13-14, and 15-18.

Conference Meet Record Times: SPSC Conference Record times will be maintained and updated for events competed at the Conference Meet. Records may be tied or broken only at the Conference Meet. Times achieved at regular season meets may not be used to tie or break a SPSC Conference Meet record. The most current SPSC record times, the name of the current record holder, and date record set will be printed under each event in the Conference Meet heat sheet. Record times are based on times in a 25 yard pool. If the 8&U meet is held at a 25 meter pool, the record times will be converted to meter times and printed as such on the 8&U heat sheet.

Conference Sportsmanship Trophy: A trophy for best sportsmanship displayed by a team during a full season will be presented at the conclusion of the Conference Meet. This trophy will be the largest in size of the trophies awarded at the Conference Meet and will be recognized as the highest honor a team can receive during the season. Determination of the winner of the Season Sportsmanship Trophy will be as follows:

- Each team will be given one vote to be turned in to the Conference Meet Referee at the termination of the Conference Meet
- Each team is allowed to determine the manner in which it forms its opinion for a vote
- Teams cannot vote for themselves
- In the event of a tie, the Conference Meet Referee will call on the Liaisons from each of the teams in the conference to vote on a tie-breaker.
- The Referee will present this award at the conclusion of the Conference Meet.

Scoring: Individual events shall be scored at the Conference Meet as follows:

1 st place	24 points	first place medal
2 nd place	21 points	second place medal
3 rd place	20 points	third place medal
4 th place	19 points	fourth place ribbon
5 th place	18 points	fifth place ribbon
6 th place	17 points	sixth place ribbon
7 th place	16 points	seventh place ribbon
8 th place	15 points	eighth place ribbon
9 th place	14 points	ninth place ribbon
10 th place	13 points	tenth place ribbon
11 th place	11 points	score only- no ribbon
12 th place	9 points	score only- no ribbon
13 th place	8 points	score only- no ribbon
14 th place	7 points	score only- no ribbon
15 th place	6 points	score only- no ribbon
16 th place	5 points	score only- no ribbon
17 th place	4 points	score only- no ribbon
18 th place	3 points	score only- no ribbon
19 th place	2 points	score only- no ribbon
20 th place	1 point	score only- no ribbon

Relay events shall be scored as above for individual events, except relays are awarded double points. Each member of a winning relay team will receive a medal or ribbon as designated for places 1-10 above.

Seeding the Meet and Lane Assignment: In dual meets, swimmers will be seeded according to team lane assignment and fastest time, with the fastest swimmers on each team competing in the final heat of each event. The lane assignment is as follows:

Six Lane Pools:

Home team in lanes	#3 fastest
	#5 second fastest
	#1 third fastest
Visiting team lanes	#4 fastest
	#2 second fastest
	#6 third fastest

Eight Lane Pools:

Home team in lanes	#5 fastest
	#3 second fastest
	#7 third fastest
	#1 fourth fastest

Visiting team in lanes	#4 fastest
	#6 second fastest
	#2 third fastest
	#8 fourth fastest

The computer will seed the heats based on the times. The above lane assignments shall be used as long as swimmers from both teams remain to be seeded. Once all swimmers for one team have been seeded, leaving only swimmers from the opposite team, the remaining swimmers should be used to fill in any unused lanes. (Non-strict lane placement by Meet Manager)

Heats with a single swimmer: If one swimmer is alone in a heat after all the heats have been seeded, then an effort should be made when creating the heat sheet to take the two swimmers from the outside lanes of the next fastest heat down to make a heat of three swimmers. If this is not done prospectively on the heat sheet, the swimmer's heat or lane should not be reassigned at the meet. This is to prevent errors in timing, judging, and scoring. (See Combining of Heats; Late Entries and Event Changes)

Conference Meet and Tri-Meets: Individual teams will not be assigned lanes, but all seeding of events shall be by fastest time. The fastest swimmers will be seeded in the middle lanes (i.e. lanes 5 and 6 for a 10-lane pool).

Late Entries and Event Changes: Each team has the opportunity to make entry and event changes during the heat sheet/entry submission process. (See Deadline to Submit Entries for a Meet). If an error in the heat sheet (i.e. omitted swimmer or event) is discovered after heat sheet completion and printing, then such errors may be corrected:

- 1) If the correction is agreed upon by participating teams. Both teams should also agree on lane placement for any added entries, with additions usually added to the slowest heat.

AND

- 2) If the correction is communicated to all affected officials (i.e. starter; ready bench; data entry; timers and judges for the affected lanes). It is preferable, where possible, that this communication be in writing (i.e. by writing the name or other change on the timer sheet, the judge's heat sheet, etc.). The initiating team's liaison or his/her designee shall be responsible for communicating all changes. Effective communication is important to prevent timing, judging, or scoring errors.

Combining of Heats: When creating the heat sheet, heats may be combined in order to make the meet more efficient. Appropriate combinations may include girls and boys relays of all the same age (i.e. combine 8&U girls and 8&U boys relays) or two different individual event or relay event ages of the same gender (i.e. combine 13-14 and 15-18 girls IM). Such combinations should only be made if the combined number of entries for the two events will make one heat or less, the combination is clear on the heat sheet, it is done in a way to preserve separate scoring (i.e. using the Meet Manager combine function), and the combination makes sense (usually, non-adjacent age group combinations are not used; for example, you would not combine 8&U with 15-18 boys relays; Also, MM does not allow combinations when distances do not coincide). After the heat sheet has been printed, the starter, ready bench, or other volunteer/official may not combine or rearrange heats (defined as the movement of any swimmer from one lane or heat to another). This is to prevent errors in timing, judging and scoring of swimmers. If a change needs to be made in a swimmer's lane or heat, it may be changed through the process outlined above under "Late Entries and Event Changes".

Deadline to Submit Entries for a Meet:

For regular season meets: The host team shall provide the visiting team with the name, email address and telephone number of the host team's Computer Operator three days prior to the meet. The visiting team shall submit all entries for the meet, as well as the name, email address and telephone number, no later than 12:00 p.m. (noon) the day before the scheduled meet. The host team will be responsible for returning the Psych Sheet to the visiting team no later than midnight the night before the meet. Any subsequent changes in the heat sheet shall be communicated between the teams no later than 11am the day of the meet.

For the Conference Meet: The schedule for entry submission will be established no later than June 1st of each swim season and will be decided based on conference needs and requirements of the Conference Meet venue. For conference meets beginning Friday night or Saturday morning, entries are due no later than 10am the preceding Monday, and Psych sheet corrections are due by noon on Tuesday. The heat sheet shall be complete no later than Wednesday to allow for printing and delivery to the conference venue. The conference president will notify all teams of the name, email, & telephone number of the computer operator responsible for accepting conference meet entries and creating the heat sheet.

Requirements for conference meet entries:

- 1) HFFA is a 25 yard pool; please submit entry times in yards.
- 2) Each swimmer may swim up to three individual events, one medley relay and one freestyle relay.

- 3) Each team is allowed up to three IM swimmers per IM event.
- 4) Each team is allowed two relays (one "A" and one "B") for each relay event.
- 5) "Swim-ups" are allowed for relays, provided that each swimmer participates on no more than one medley relay and one freestyle relay for the entire meet.
- 6) Entry times are required for each individual event entry.
- 7) Entry times are required for each "A" relay, and are requested for all relays. Relay times may be calculated in Team Manager during the entry creation process.
- 8) Only submit entries for swimmers who plan to attend the meet.
- 9) Only submit relay entries your team plans to swim.
- 10) Relay swimmers' names should be provided on entry so the names will print on ribbon/medal labels. Coaches have the discretion to substitute relay swimmers at any time prior to or during the meet regardless of whether swimmer names were submitted upon entry. However, any desired changes to relay names after the noon Tuesday deadline should be given to the team's ribbon writer. Changes will not be made in the computer after noon on Tuesday or at the meet.
- 11) Teams/coaches are responsible for carefully reviewing the psych sheet for any omissions or mistakes. No heat sheet changes can be requested after noon on Tuesday.
- 12) Due to the complexity of the meet, number of team/swimmers, the touchpad system, and inherent fairness to all, no event changes or swimmer additions can be made at the meet or anytime after noon on Tuesday. Relay swimmer substitutions may be made as outlined in (10) above.

Additional Rules Regarding Swim Meets

Lifeguards: A minimum of two lifeguards shall be present and on duty at each regular season meet as well as the Conference Meet. Lifeguards on duty at meets are prohibited from participating (i.e. swimming) in any part of the swim meet. The home team shall provide the lifeguards for a regular season meet. The conference venue shall provide lifeguards for the Conference Meet.

Pool Depth Requirements for Competitive Racing Starts: If not all lanes are the same depth, then the water depth rule applying to the most shallow lane shall apply to all lanes.

- Diving Platforms are allowed at a minimum water depth of 5 feet. The height of the platform may not exceed 30 inches (0.762 meter) above the surface of the water.
- Diving from the pool deck surface is allowed at a minimum water depth of 4 feet.
- In-water starts are required for water depths less than 4 feet.
 - ◆ Swimmers starting in the water must have at least one hand in contact with the wall or starting platform until the starter gives the starting signal (for individual strokes and relay starts), or until the incoming relay swimmer touches the wall (for relay exchanges). [updated 6-11-07]
 - ◆ Ages 9 and older: No coach, volunteer, parent, swimmer or spectator shall be allowed to make physical contact with the swimmer who is about to take off on a relay exchange. Penalty for this infraction will be disqualification of the entire relay team.
 - ◆ Ages 8 and under: A touch or handhold may be used to assist these swimmers from slipping or false starting during in-water starts. No touch that gives a competitive advantage will be allowed.

Depths of Conference Pools: The Referee should verify pool depth across all lanes. The home team is responsible for starting races at the appropriate starting point as described in the rule above.

Swimming Pool	Start End	Turn End
CCC	4 ft	3.5 ft
CSC	13 ft	5ft (blocks here too)
MST	7 ft	3.5 ft
YBD	8 ft	4 ft
SAL	12 ft	4 ft
Catawba	12 ft	4 ft
SM	5 ft	3.5 ft
LPS	5 ft	5 ft
SPC	4 ft	4 ft
NWSC	5 ft	3.5 ft
Nomad	6 ft	6 ft
HFFA	6ft	6ft, 9in

Warm-ups and Start of Meet: Each regular season meet shall commence at 6:00 p.m. with warm ups for the home team commencing at 5:00 p.m. and warm ups for the away team commencing at 5:30 p.m. All volunteers for the first half of the meet shall be on the pool deck and prepared for their duties by 5:50 p.m.

Heat Sheet Sales: The sale price for regular season and Conference Meet heat sheets shall be consistent for all meets in a season. The price will be established by the Conference Committee prior to June 1st of each season. The current approved price for heat sheet sales will be \$2 per heat sheet for regular season meets. The Conference Meet heat sheet will be \$5 for per heat sheet for one session (AM or PM session), or \$8 for both sessions.

Conference Pools: The dimensions of conference pools are as follows:

CCC	25 yards	6 lanes	LP	25 meters	5 lanes
CSC	25 meters	6 lanes	SAL	25 meters	6 lanes
MST	25 meters	6 lanes	YBD	25 yards	8 lanes
Catawba	25 yards	6 lanes	SPC	25 meters	6 lanes
NWSC	25 meters	5 lanes	SMST	25 meters	6 lanes
HFFA (Conference Meet) 25 yards; 8 lanes					

Re-scheduled meets: If no event has actually entered the water, the meet may be reseeded. This should be agreed upon by both teams. If rescheduled within 24 hours, the meet will not be re-seeded. In either case, the heat sheets will be held by the Home Clerk of Course.

Lighting: The host facility must ensure that safe and adequate lighting is provided to permit safety for all participants and to allow the completion of functions of working volunteers (such as meet officials, timers, and scoring table volunteers). Further, the host facility must comply with North Carolina statutes for public swimming pools and pass inspection for nighttime use in order to host a nighttime swim meet event. Any use of portable lighting or extension cords must comply with electrical safety standards for wet areas. It is the responsibility of the host facility to provide a safe environment and make sure NC safety standards are met. Any

questions concerning safety requirements or inspection status should be directed to the county health department for the county in which the facility is located.

Cancellations or Postponement:

If weather conditions do not permit a meet to begin by 7:00 p.m., it should be rescheduled. If prior to commencement, unusual weather conditions preclude the possibility of safely and effectively conducting the meet or event, the swim team committee and referee may cancel or postpone. Should a meet or event have actually commenced and cannot be safely or effectively continued, the Referee, in his sole discretion, may suspend the meet. In the event of a suspension of a meet the decision to restart the meet shall be made by the Referee at least 30 minutes after the delay was called, but not more than 45 minutes. If, after 45 minutes, the Referee is not able to determine whether or not the meet can safely or effectively continued, the meet may be canceled or postponed to a future date with the majority approval of the swim committee members and referee. Should a meet be postponed to another date, the meet will commence at the point which it was canceled. If the two teams agree, the meet may be re-seeded to add in swimmers who can be at the rescheduled meet if not in meet because they were gone. This is done so that the coaches will not seed everyone "just in case."

After Meet Pool Use: It will be strictly forbidden for any swimmer, coach or any other persons to jump in the pool after the completion of a swim meet. Pools may re-open only after 30 minutes after the last event.

Tobacco and Alcoholic Beverages: No drinking of alcoholic beverages or use of tobacco products in the pool area during swim meets, from the time the pool closes for the meet until after the meet ends.

Exhibit A

Southern Piedmont Swim Conference 2011 Season Computer Operators

*main operator for entries and heat sheets

CCC *

YBD	*Julie Connelly Kris Spokas	jconnelly@vnet.net	704-721-3586(h); 980-621-1743(c)
CSC	*Michelle Patrum	michellemom29@yahoo.com	704-786-2458; 980-722-8795
MST	*Wendy Millett Diane Arrowsmith	millett6@carolina.rr.com ncdi@hotmail.com	704-233-5061; 704-441-2130 704-905-5607
SAL	*Mindy Maddin Betsy Graham	mjm2839@gmail.com ebgraham@catawaba.edu	704-645-9387 704-267-2813
NWSC	*Vee Ringer Terry Williams	bringer@carolina.rr.com teresa.t.williams@gmail.com	704-795-7937 704-932-8595
SMST	*Teresa Sorg Carla Gomez	Terasasorg@ctc.net cagomez@carolina.rr.com	704-792-2686; 704-796-7490 704-721-0065; 704-701-3067
LPS	*Brenda Thomas Chrissy Hayes	bct0313@windstream.net stina31@aol.com	704-795-6731(h);704-490-0222(c) 704-787-8803 (h);716-864-9749(c)
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Appendix A

Summary Guide to Team Responsibilities

This practical guide is a supplement to the current “Guidelines for the Southern Piedmont Swim Conference”. It is designed to be a quick reference for outlining team responsibilities for conference participation and duties at home and away swim meets. This guide is NOT all-inclusive and does not replace or reduce requirements for following NC Statutes or all approved conference rules as outlined in the current document, “Guidelines for the Southern Piedmont Swim Conference”.

Team Responsibilities: All teams in the SPSC are required to adhere to the “Guidelines for the Southern Piedmont Swim Conference”, participate in SPSC meetings, pay team dues, rotate through responsible positions on the board (President, Vice President, Secretary, and Treasurer), fully carry out assigned conference meet duties, and provide necessary personnel and equipment for home and away meets. Any questions regarding team responsibilities should be directed to the SPSC President and SPSC Committee.

Host Team Duties During Regular Season Meets

For all regular season meets, the host team will be responsible for the following:

Creating/ seeding the heat sheet for the meet, including:

Accepting visiting team entries by noon the day before the meet

Providing psych sheet to visiting team by midnight the night before the meet.

Making changes as needed to heat sheet as requested by visiting team by 11am on day of meet

Producing the heat sheet, including making copies to be sold at the meet

Printing timer sheets for each lane and preparing on clipboards with attached pen or pencil.

Providing safe pool environment with needed equipment, including:

Two Lifeguards on duty for the entire meet (lifeguards may not compete in meet).

Starting system with PA announcing capability (preferably operated on a charged battery to eliminate the hazard of an electrical cord)

Adequate lighting for pool area and computer/scoring area that meets safety requirements of the State of North Carolina for night time lighting at public swimming pools. Any portable lights or electrical cords must also be used according to accepted electrical safety standards for wet areas. Teams should consult USA Swimming standards as well as NC statutes.

Ready Benches

Ready bench flip chart (with event numbers to call to ready bench)

Tables and chairs for computer/scoring area. Table area must be large enough to seat at least 4 volunteers and hold all computer/printer equipment, covered to protect equipment from the weather, have adequate lighting, and be stocked with scoring table supplies. All electrical wires & extension cords must be kept away from water and covered so as not to pose a hazard.

Supplies for scoring table include: Laptop computer (with installed current versions of Team Manager and Meet Manager software), auxiliary keypad, portable printer, printer paper, ribbon labels (Avery 8160 or 5160), extra printer cartridges, paper clips, highlighter markers, red pens, pencils, in/out bins for timer sheets, ATB sheets, & DQ slips.

Ribbon Table with enough space for all ribbon preparation, chairs for at least two ribbon volunteers, covering to protect from inclement weather.

Stopwatches for all the home team timers.

Each team is advised to maintain at least 12-15 working stopwatches.

Two stopwatches and whistle for the head timer.

Ribbons for both teams (provided by the conference), and a bag of heat and participation ribbons for the heat ribbon volunteer. Ribbons are prepared at the meet so that the visiting team can take ribbons at the end of the meet.

Volunteer check-in table for each team.

Two chairs on both sides at each end of pool for the ATB and Scribe volunteers.

Lane Markers

Starting Blocks (if allowed by pool depth); Non-slip starting area if no starting blocks.

Free heat sheets provided for: referee, home and visiting coaches, all stroke judges, scribes, at least 2 ready bench volunteers per half; additional heat sheets provided for sale at conference rate.

Clipboards: A team supply of at least 13-15 clipboards with attached writing pencil or pen should be maintained and prepared in advance of each meet for:

Timers: timer sheets

Stroke Judges: DQ slips and heat sheet (DQ slips provided by the conference)

Scribes: ATB sheets and heat sheet (ATB sheets provided by the conference)

Referee: heat sheet and copy of SPSC Conference guidelines

Providing hospitality (water or Gatorade) for all volunteers to be distributed once during each half of the meet.

Providing directions to visiting teams to the pool

The home team is responsible for making sure conference rules are followed, including those concerning lifeguard requirements, pool area safety, and diving depth rules.

Providing the following volunteers for each half of the meet:

Volunteer coordinator (1)

Referee (1)

Liaison (1)

Starter (1)

Timers (1 ½ times number of lanes; for example: 9 timers for 6 lanes, 12 timers for 8 lanes, etc.)

Home team timers are placed as 1 timer in odd lanes, two timers in even lanes

Head Timer (1)

Stroke Judges (2) Each team must have an adequate number of trained judges to fill slots for 4 judges per meet.

ATB (1)

Scribe (1)

Runner (1)

Heat Winner/Participant Ribbon volunteer (1)

Heat Sheet Salesperson (1) first half only

Data entry volunteer (1) This volunteer must be familiar with the operation of Meet Manager and be able to enter data, score the meet, print ribbon labels, and perform any other function necessary at the swim meet. This volunteer cannot be a coach.

Card clearer (1)

Ribbon writer (1)

Ready Bench volunteer (2) Provide more first half if your team has large number of 10&U's

Hospitality (1)

Lane Manager if desired to assist 11-18 swimmers (1)

Visiting Team Duties During Regular Season Meets

For all regular season meets, the visiting team will be responsible for the following:

Submitting meet entries by noon on the day before the meet

Informing host team of any changes to Psych sheet by 11am on the day of the meet

Providing stop watches for visiting team timers

Providing the following volunteering positions per half:

Volunteer Coordinator (1)

Liaison (1)

Timers (1 ½ times number of lanes; for example: 9 timers for 6 lanes, 12 timers for 8 lanes, etc.)

Visiting team timers are placed as 1 timer in even lanes, two timers in odd lanes

Stroke Judges (2) Each team must have an adequate number of trained judges to fill slots for 4 judges per meet.

Across the Board volunteer (1)

Scribe (1)

Runner (1)

Card Clearer (1)

Ribbon Writer (1)

Data Entry assistant (1)

Ready Bench volunteer (2) Provide more first half if your team has large number of 10&U's

Lane Manager if desired to assist 11-18 swimmers (1)

Home Meet: Volunteer Sign Up Sheet

Meet: _____ @ _____ Date: _____

Volunteer Job (# per half)	First half	Second half
Referee (1)	_____	_____
Liaison (1)	_____	_____
Starter (1)	_____	_____
Data Entry (1)	_____	_____
Across the Board (1)*	_____	_____
Scribe (1)	_____	_____
Officials (stroke judges)	_____	_____
(2)	_____	_____
Ready Bench for 10&U's (2)	_____	_____
	_____	_____
Lane Manager for 11&ups (1)	_____	_____
Ribbon Writer (1)	_____	_____
Card Clearer (1)	_____	_____
Runner (1)	_____	_____
Heat & Participation Ribbons (1)	_____	_____
Heat Sheet Sales:	_____	(first half only)
Hospitality	_____	_____
Head Timer (1)	_____	_____
Timers (9-12) Lane 1	_____	_____
Lane 2	_____	_____
Lane 2	_____	_____
Lane 3	_____	_____
Lane 4	_____	_____
Lane 4	_____	_____
Lane 5	_____	_____
Lane 6*	_____	_____
Lane 6*	_____	_____
Lane 7**	_____	_____
Lane 8**	_____	_____
Lane 8**	_____	_____

* Not at NWSC
 ** If at YBD

Away Meet: Volunteer Sign Up Sheet

Meet: _____ @ _____ Date: _____

Volunteer Job (# per half)	First half	Second half
Liaison (1)	_____	_____
Data Entry Assistant (1)	_____	_____
Across the Board (1)	_____	_____
Scribe (1)*	_____	_____
Officials (stroke judges)	_____	_____
(2)	_____	_____
Ready Bench for 10&U's (2)	_____	_____
	_____	_____
Lane Manager (for 11&Ups)(1)	_____	_____
Ribbon Writer (1)	_____	_____
Card Clearer (1)	_____	_____
Runner (1)	_____	_____
Timers (9-12) Lane 1	_____	_____
Lane 1	_____	_____
Lane 2	_____	_____
Lane 3	_____	_____
Lane 3	_____	_____
Lane 4	_____	_____
Lane 5	_____	_____
Lane 5	_____	_____
Lane 6*	_____	_____
Lane 7**	_____	_____
Lane 7**	_____	_____
Lane 8**	_____	_____

* Not at NWSC
** Only at YBD