June 4, 2013

SUBURBAN SWIM LEAGUE OFFICIAL LEAGUE RULES

2013 Changes in Red - 2012 Changes in Blue

1. PURPOSE

The purpose of the Suburban Swim League (SSL) is to provide the opportunity for competitive swimming among Summer Swim Clubs in the western New Castle County area.

The Rules of the SSL are based upon the following principles:

a. The SSL encourages individuals to participate in competitive swimming as a member of one of the teams in the SSL.

b. The SSL wants participation by all swim team members to be a fun and rewarding experience, conducted in a safe and healthy atmosphere.

c. The competitive environment in the SSL is based on good sportsmanship, fair play, team spirit, and participation by all swimmers in all meets, both Dual Meets and SSL Championships.

d. The SSL encourages the development and improvement of a swimmer's competitive swimming skills.

e. The competitive environment is not intended to be only at a high level of swimming competition. The SSL encourages participation by swimmers of all abilities, from the novice swimmer to the elite level swimmer.

f. The SSL Teams should encourage members of their swim clubs to join their swim teams, but SSL Teams should not recruit swimmers from other Teams within the SSL.

g. The SSL believes that safety of swimmers, coaches, officials and spectators is of primary importance.

h. The SSL believes that all swimmers, coaches, representatives and parents should conduct themselves with integrity, honesty and fairness.

2. ORGANIZATION

a. The League will be governed by a Board made up of one (1) Representative from each member Club. These Club Representatives will be selected by their respective pool Boards. Each member Club will have one (1) vote in all matters brought before the Board, except that when two or more Clubs are combined to compete as one Team, the combined entity shall have only one (1) vote in all matters brought before the Board.

b. The Board shall meet monthly from February through July and again in September. Meetings are generally held the first Tuesday of the month, unless changed due to holiday or other cause; the July meeting is usually held the last week in June.

c. Officers shall consist of a President, Treasurer and Secretary. Officers are appointed on a rotating basis among member Clubs, following a schedule that is approved by the SSL Board and posted on the SSL Website. Changes to this schedule require approval of the SSL Board. Officers will have voting rights only if they are their Club's designated Club Representative, consistent with Section 2(a). Officers' terms will begin and end within the September meeting. Outgoing and incoming officers are expected to attend the September meeting to facilitate an orderly transition.

d. The specific duties of the Officers are listed in the By-laws.

e. An annual audit is required to be performed before, or at the conclusion of the September Meeting. Those participating in the audit include the outgoing President and Treasurer, and the

incoming President and Treasurer. The results of the audit will be posted promptly in the Restricted area of the SSL Website (www.sslswim.org).

f. The League shall consist of the Red, White and Blue Divisions.

1) A Champion shall be declared in each Division, based on the Dual Meet record during that season.
2) In the event of a tie between Teams for first place in a Division, the Teams shall be declared Co-Champions and shall receive equivalent awards.
3) At the conclusion of each Season, the top Team in the White and Blue Divisions shall move up one Division, and the bottom Team in the Red and White Divisions shall move down one Division.
4) In the event of a tie for first or last place in a Division, head-to-head competition shall be the first tie-breaker to determine movement of Teams. If head-to-head competition does not break a tie, Teams shall move from one Division to another (a) by agreement among the tied teams, or (b) by coin toss or draw.
5) Any additions, exceptions, or contradictions to the movement of Teams between Divisions must be approved by a majority of the League members.

g. At the discretion of the President, a League Membership Committee consisting of one Board member from each Division shall be appointed at the first meeting each season. This committee shall report to the SSL Board on matters pertaining to SSL member or prospective member teams. The responsibilities of the committee shall be:

1) The committee shall consider applications for membership to SSL, and shall seek new member applicants when it is desirable in order to balance the league schedule.
2) The committee shall investigate and report to the Board on the desirability of a new or existing Club which does not have enough members to field a team alone, combining with a second Club in order to compete initially in a Division to be decided by the SSL Board. The committee shall make its recommendation no later than the April Board meeting.
3) All new clubs invited into the SSL will be initially granted membership on a one season probationary status.
   a.) During the probationary season, the club will have all rights and privileges of a permanent league member.
   b) The Membership Committee will meet at the end of the season to evaluate the new team's conformance with SSL rules and procedures, and will make one of the following recommendations to the SSL Board at the September meeting:
      - Approve the club for permanent league membership.
      - Extend the club's probationary status for another season. (In this case, a list of required improvements will be provided to the club.)
      - Terminate the club's membership in the league
   c.) No later than the March Board meeting, following the probationary year, the SSL Board will, by a majority vote, act on the recommendation of the Membership Committee.
   d.) No team may vote to apply, extend, or end their own probationary status.
   e.) A team that is on probation may not vote on the probationary status of another league team.
4) At the September meeting, the committee shall report on the status of any SSL member Team drawing swimmers from more than one Club, as to the ability and desirability of each Club to field separate Teams during the next SSL swim season.

h. Each year the League President shall appoint a Rules Committee of at least three members who do not need to be members of the SSL Board, who shall have the following responsibilities:

1) Shall be responsible for conducting the annual clinics for League Officials and Coaches.
2) Shall provide an interpretation of current SSL and/or USA-S rules for the League Board and for individual member Clubs.
3) Shall recommend to the League Board any Rules changes or additions they feel are necessary for the efficient and fair running of the League.
4) Shall investigate protests, as directed by the SSL President. The Rules Committee will present the

results of their investigation to the Teams involved and make a recommendation on the disposition of the protest to the involved Teams. See Section 11(f) for procedures on resolution of protests.

i. A Protest Resolution Committee shall be appointed to resolve protests arising during the season. The Committee shall consist of the SSL President, one Club representative from each of the three Divisions, and one Coach Representative. The representatives shall be selected as follows:

1) No later than the (first) June meeting, the Teams in each Division shall select the Club Representative and an alternate for that Division.
2) At the Coach's clinic prior to the start of the season, the Coaches shall select the Coach Representative and an alternate; the alternate shall not be from a Team in the same Division as the Coach Representative.
3) The Committee shall be chaired by the SSL President (i.e., the Presiding Officer).
4) If the SSL President is associated with either of the Teams involved in any protest brought before the Committee, the SSL Secretary (or the SSL Treasurer) shall replace the President as the Presiding Officer. In the event that any of the Club or Coach Representatives is from a Team involved in a protest brought before the Committee, the respective alternate shall replace that committee member. If both the representative and the alternate are from Teams involved in the protest, the SSL President (or Presiding Officer) shall appoint another representative from the same Division to serve on the Committee.

j. A Championship Committee shall be appointed each season. Members of the Committee do not need to be members of the SSL Board, but may include individuals experienced in the running of such Championships. In addition to the Chair and other members, the Committee shall include a representative from each of the Clubs hosting a Time Trials and the Championships. Responsibilities of the committee are:

1) Review applications from Clubs to host Time Trials and Championships and recommend Host Clubs based on procedures adopted by the Board.
2) Conduct each of the Time Trials and Championships according to SSL and USA-S rules and procedures.
3) Act as the Meet Committee during the Time Trials and Championships to resolve issues and protests therein.

3. ELIGIBILITY

a. Swimmers on SSL Teams must be members of their Swim Club on the same basis as non-Swim Team members.

b. The age group of a swimmer for the entire season is determined by his or her age as of May 30. Swimmers with birth dates on May 30 will be assumed to have reached the higher age.

c. A swimmer is eligible to compete so long as their age is less than 19 as of May 30 of the current year - i.e., a swimmer's age must be 18 or under on May 30.

d. All swimmers must be active bondholders or dues paying members of their club. All swimmers must have full pool privileges for the entire swim season (summer), not just during swim team season. "Swim team only" memberships are not permitted, nor are memberships limited to the swim team season. **Employees who are granted membership strictly on the basis of their employment are not eligible to compete, except under 3(f) below**; ***however, children of such employees are eligible to compete providing they meet the provisions of 3(a).***

e. A swimmer may swim for only one League member club during any season; this includes cross-over meets. ~~A family may be represented on only one swim Team during the season (except as provided by Rule 3(f) herein). Exceptions to this Rule must be approved by a majority of the current Board.~~

f. Each Member Pool may declare two (2) non-member, paid Employees per Season, who are eligible to compete in SSL dual meets and Championships, based on the following conditions:

1) Each Employee must be a regularly scheduled Lifeguard **(i.e., at least 10-15 hours/week)** or a Swim Team Coach (Head or Assistant) having full Team responsibilities;
2) The names of these Employees must be submitted to the SSL Board before they may compete in an SSL dual meet:
   a.) at one of the June meetings of the SSL Board, after which the employee is immediately eligible to participate;
   b.) after the first June meeting, by an email sent to all League Representatives at least three (3) days prior to the first meet at which the employee will participate. Notice shall be sent to reps@sslswim.org. Any League Representative objecting to the declaration must make such objection known to the current League President within two (2) days of the notification.

4. TIME OF MEET

a. Wednesday evening meets shall begin at 6:00 pm. Saturday meets shall begin at 9:00 am. Each team shall be allocated a 15-minute warm-up period beginning approximately 40 minutes prior to the start of the meet. The home team shall take the first warm-up period.

b. Postponement of a Meet due to weather before its scheduled start is the decision of the Home Team League Representative, after consultation with the Visiting Team Representative; after the Meet has begun, it is the decision of the Referee whether to halt a Meet. Once a Meet has been halted, there must be unanimous concurrence among the Referee and both League Reps (or their designates) to continue a Meet or to take further delays. **However, the Host Pool staff shall have the final decision on swimming during inclement weather.** In the event of a postponement, Wednesday meets will be rescheduled for Thursday evening; Saturday meets will be rescheduled for the following Monday evening. In the event that this is not possible (weather, home pool not available, etc.), the League Representatives of both teams must agree on an alternate date. Failure to reach agreement will result in a binding decision by the League President.

c. If a team's League Representative determines that a meet cannot be held at the home pool (e.g., because of mechanical failure of the home pool facilities), the meet will be rescheduled according to the provisions in Section 4(b). If the home pool will not be available on the rescheduled date, every attempt should be made to hold the meet on the scheduled or rescheduled date at the visitor's pool. Responsibility for officiating and provision of concessions will remain as if the meet were being held at the originally designated home pool. If the visitor's pool is unavailable, the League Representatives of both teams must agree on an alternate date in accordance with the provisions of Section 4(b).

d. If a meet is partially completed when a postponement is necessary, the meet will be resumed at the same point on the rescheduled day. All Meet information (rosters, event cards, event change cards, etc.) must be retained by the Referee, or his designate, who shall have sole access to them. New rosters may be submitted for the uncompleted events. All other rules will apply to the continued Meet, e.g., each swimmer may only swim their allowed number of official events for the total meet, Section 8(b).

e. If a meet is partially complete when it is stopped due to inclement weather, both Team Representatives and both Head Coaches may decide to “call” the meet rather than postpone the meet. This may be the appropriate decision when there are only a few events not completed, or if the meet is on the last Saturday of the season. If it is agreed to “call” the meet, the final score for the meet and all age groups will be the score at the point the meet is “called” (unless agreed otherwise between the competing Teams).

5. DIRECTION OF MEET

a. Unless superseded by these SSL Rules, the League will follow administrative and technical rules

regarding swimming strokes and events as issued in the current USA Swimming (USA-S) rulebook.

b. All starters, referees, and stroke and turn officials for League Dual and Championship meets must attend a League Officials Clinic each year to become certified within the League. A list of certified officials will be maintained by the League. The use of a non-certified official by a team shall result in such sanctions as deemed appropriate by the SSL Board and can include forfeiture of a meet and/or expulsion from the SSL. These clinics shall be held prior to the opening of the swim season and shall be held on a least two dates. Under unusual circumstances, individuals unable to attend a clinic may request and take a written test to be given and scored by the Rules Committee. The test will only be given after the date of the last clinic.

c. Upon request of both clubs, the League President will appoint a neutral starter/referee for a meet. Such request must be made at least five days prior to the date of the subject meet and only with the knowledge of both clubs' League Representatives. Alternatively, it is recommended that the League Representatives of the two clubs agree upon a neutral observer.

d. Each year the head coach of each SSL team must attend a League Coaches Meeting. In the case of unusual circumstances where the head coach cannot attend, an assistant coach or team representative must attend in their place.

e. The League Representative, or a designee, must be present for all of their team's meets. Any issues related to Sportsmanship or behavior shall be addressed by the Team Representatives, and should include parents and coaches, as needed and appropriate. The supervision of swimmers during any SSL Dual or Championship Meet is a shared responsibility among parents, coaches, and the League Representatives.

6. MEET OFFICIALS

a. The following officials shall be used at all meets:

1) Starter/Referee - designated by the home team. The Referee shall be the head official (except when a Meet Referee or Meet Committee is appointed, as during the Championships.) In addition to the duties prescribed in the USA-S rulebook, the Starter shall advise swimmers at the start of each race as to the type stroke and the distance per swimmer. A Team may elect to use a separate Referee and Starter; in this case, the Referee and Starter shall have the specific duties described in the USA-S rulebook.
2) Stroke and Turn Judge - at least two required, preferably at least one from each club. At L-shaped pools and Z-shaped pools, four Stroke and Turn Judges are recommended, two from each team, who will work opposite each other around the pool.
3) Place Judges - two required, one from each club. The Place Judges shall judge and record the order of finish for all places in each race. The Place Judges must be positioned on opposite sides of the pool at the finish line. A Place Judge shall call a tie if that is what is observed. The order of finish recorded by each Judge shall be given to the Head Timer (or Runner) after each race.
4) Clerk of Course - positioned at the "Ready Bench". Verifies name of swimmers, and records the lanes chosen by the swimmers.
5) Head Timer(s) - supplied by the Home Team. Duties: confirm names and lanes that have been recorded, record the time for each swimmer.
6) Runner(s) - supplied by the Home Team. Duties: (a) assist, or serve as the "Clerk of Course", (b) escort swimmers to the starting line, (c) carry event cards and Place Judge results from the Head Timer to the scoring table.
7) Scorers - at least two required, one from each club. It is recommended to have two Scorers from each Team. Duties:
   a.) receive Roster from Coaches prior to Meet; prepare Event Cards.
   b.) accept Roster Changes during the Meet; record the event # in progress on the Roster Change card when it is received.
   c.) record order of finish for each event. If the order of finish reported by both Place Judges is the

same, that order of finish is Official (regardless of the times). If the order of finish reported by the Place Judges is not the same for all places, the Modified Ballot System is used to determine the order of finish for all swimmers in the event.

Note: the Referee has no authority to judge the order of finish, but should insure that appropriate procedures are followed, and resolve any difficulties in determining the order of finish.

d.) assign Team points for each event, and maintain a running total of the Team score in all Meets except Cross-over Meets, which shall be scored only be Age Groups.

e.) maintain current Age Groups scores in all Meets. For Cross-Over Meets, the number of Age Groups won will determine the Meet winner in lieu of the total Team score.

8) Timers - two per lane, one from each team. All lanes must be timed. Digital watches recording in hundredths of a second are required. Each Team should provide the watches for their Timers at each Meet. The Home Team must supply at least one backup timer.

9) Announcer - supplied by the home team. Duties: Call swimmers to the ready bench and announce the results of previous events.

b. In all cases excepting the order of finish, the Referee may override any judgments by an official, provided he has seen the incident in question or if it is apparent that the official making the call has misinterpreted the rule. The Referee may not arbitrarily set aside an SSL or USA-S rule. In order to set aside a rule, both coaches must consent, with the approval of the Referee, before the event is officially begun.

7. MEET ROSTERS/EVENT CARDS

a. Two complete meet rosters must be submitted to the Scorers fifteen (15) minutes before the start of the Meet. The rosters must include the **first and last** name of each swimmer. One of these rosters must be declared as the Official roster and be so marked. Each Team shall give their Official roster to the scorers from the opposing Team. At the conclusion of the Meet, each Team shall take and retain the Official Roster for the opposing Team.

A submitted roster may not list more *Official* swimmers than the Team is entitled to, based on the number of official lanes to be swum. Additional swimmers may be listed, but MUST be designated as Unofficial or Exhibition. If no swimmers are listed as Unofficial or Exhibition, the first 2 (or 3) swimmers listed will be treated as official.

b. Roster changes during the meet must be submitted in writing (preferably on 3 x 5 cards provided by the League or on similar index cards) by the coach or his representative to the Scorer's table. Roster changes must be received at least two events prior to the event being changed. (Example: changes in event # 49 must be received before the start of event # 47.) Changes in Events # 1, 2, or 3 must be submitted before the start of Event #1. An event shall begin when the Referee blows his whistle to call the swimmers to the starting line. Roster Change cards must be handed to a Scorer; the Scorers shall record the number of the event in progress on the roster change card when it is received. All roster changes must conform to these rules; no exceptions will be permitted.

c. In the event that the Scorers fail to record a change that was submitted at a proper time, this shall not be cause for disqualification of any swimmer in that event.

d. Lane assignments are not required on Rosters when they are submitted before each Meet. A swimmer may swim in any lane assigned to their Team, without penalty of disqualification. (*Note: Lanes shall not be assigned by the Scorers or the Recorder*.)

e. The Event Cards supplied by the League must be used at all dual meets.

8. SWIMMING – Dual Meets

a. It shall be the responsibility of the Home team to have a current copy of the Suburban Swim League

Rules and the USA-S rules available during a meet. The current USA-S rules will apply except where SSL Rules state otherwise.

b. Swimmers on Red and White Division teams may enter and swim a maximum of three (3) Official events. These may be any combination of individual or relay events.

   Swimmers on Blue Division teams may enter and swim in any combination of three (3) events, or may enter and swim in four (4) events providing two (2) of the four events are relays.

c. In Cross-over meets, Teams may enter their swimmers in the number of events as specified in 8 (b) above. The number of allowed events entered by a swimmer is the same whether the Meet is an Intra-Division meet or a Cross-over meet.

d. The age groups (Boys and Girls) for all events except Medley Relays and as provided in sections (e) and (f) below are as follows:
   8 & Under, 9-10, 11-12, 13-14, 15-18.

   For Medley Relays, the age groups shall be:
   8 & Under, 9-10, 11-12, 13-18.

e. A **6 & Under** Freestyle event will be swum before the **8 & Under** Freestyle.
   A **6 & Under** Backstroke event will be swum before the **8 & Under** Backstroke.
   The **6 & Under** events shall be considered as and scored in the **8 & Under** Age Group.

f. The **13-18** 50-yard Freestyle event is restricted to swimmers who are thirteen (13) years of age or older, as of May 30; swimmers in the **13-18** 50-yard Freestyle may also swim the 100-yard Freestyle event. The **13-18** 50-Free event shall be included and scored in the **15-18** age group.

g. A swimmer may swim up one age group and may come back down to swim in their own age group during the same Meet. Swimmers in the **11-12** age group may swim up two age groups. However, **11-12** age swimmers may not compete in more than two age groups in the same Meet. *Note: for the purpose of this two age group limitation, the 13-18 Medley Relay may be considered as either a 13-14 or 15-18 age group event with regard to 11-12 age swimmers that compete in the event.*

h. A swimmer may not swim the same stroke or relay event in more than one age group; Exception - see (f) above. A swimmer who competes in the **6 & Under** Freestyle/Backstroke may not also compete in the **8 & Under** or the **9-10** Freestyle/Backstroke events.

i. Any swimmer who participates in more than the allowed number of official events is disqualified from that event and from the remainder of the Meet, including Relays.

j. Events may be combined (boys and girls and/or different age groups) upon mutual agreement of the coaches of both teams. However, races of different lengths or different strokes should not be combined.

k. The visiting team shall have the choice of alternate odd- or even-numbered lanes. Pre-assigned lanes are not required when submitting rosters (see Section 7(d)).

l. <u>False Starts</u>. **Single confirmation shall be used for all meets.** False starts shall be recalled by the Starter. A swimmer (or relay team) shall be disqualified when charged with two (2) false starts. A disqualified swimmer (or relay team) may swim the event unofficially only with permission of the Referee and both Coaches. A swimmer may not be disqualified for a False Start if the race has not been recalled.

m. <u>Entering between Races</u>. A swimmer who enters the water between races without the Referee's approval shall be charged with a false start in their next scheduled event.

n. <u>Entering during Competition</u>. Any Team representative who enters the pool while a race is in progress

shall disqualify all of that Team's entrants in the race. A Team representative is defined as a Coach, Assistant Coach, manager or assistant, or any other team member not competing in that race.

o. Re-entering. Any competing swimmer that has left the water and re-enters the water before all competitors in that race have completed the race shall be disqualified from that race. Re-entering by a relay swimmer shall disqualify that swimmer's relay team.

p. Forward Start. On the Starter/Referee's whistle, the swimmer shall assume any position with at least one foot at the edge of the pool. From the command "Take your mark", the USA-S procedures shall apply. Towels or other similar materials may not be used on the Forward Start, unless required and approved by the Referee for safety reasons and upon notification of both Teams.

q. Backstroke Start. Procedures regarding placement of the feet as described in the USA-S Rules shall apply. The swimmer may use the legs of a second individual as a stationary support, provided that the swimmer's hands are placed no higher than the knees of the support individual, and that no part of the feet of the support person extends over the lip of the pool deck. The second individual who provides "legs" for the backstroke start may not be in contact with any other person. A towel or other similar material may be placed over the pool edge for the Start, but must be removed promptly after the Start.

r. Relay Take-Offs: **Single confirmation shall be used for all meets.** All relay swimmers after the first swimmer must start from a position with at least one foot at the edge of the pool. A step-forward (or running) start is not permitted.

s. **8 & Under**, **9-10** Relays: The first and third swimmers on all Relays in the **8 & Under** and **9-10** Age Groups must start in the water at the shallow end of the pool.

In the Freestyle Relay, on the command "Take your Mark", the leadoff swimmer must assume a motionless position in the water with at least one hand on the pool edge or wall. (The swimmer may grasp the leg of a single individual standing on the pool deck. The foot of the support individual may not extend beyond the edge of the pool.)

A Backstroke start may NOT be used by any swimmer in the Freestyle Relay. In the Medley Relay, the Backstroke Start shall be used by the first swimmer only.

The third swimmer on each Relay must also start in the water. (This is the Butterfly leg of the Medley Relay.) The leaving swimmer may be in motion, but must assume contact with the pool end-wall at some point after the incoming swimmer has touched the wall.

The third swimmer may enter the water when the first swimmer has completed his/her length at the opposite end. The third swimmer may move from side-to-side, as necessary, to avoid the incoming swimmer. (*Note: failure to enter the water at the appropriate time is not cause for disqualification, provided that no interference has occurred.*)

t. Unofficial Heats: The SSL recognizes the need for and encourages the participation of swimmers in Unofficial heats. Unofficial heats are for swimmers who would not otherwise have an opportunity to swim in that Meet. It is the intent of the SSL that all swimmers have the opportunity to participate in all Meets. However, a participant must be able to complete the required distance for that event without the use of flotation devices or "in-water" helpers.

In order to ensure Meets of reasonable length, each Team shall be limited to no more than six (6) Unofficial heats during the Meet. When Unofficial heats are swum, they should be swum directly after the Official heat of that event. **(Exhibition heats of 100/200 Relays may be swum at the conclusion of the Medley Relays of the same distance, and may include a mix of age groups.** These relays may be swum as Freestyle relays, if desired.) **When conditions warrant, the Referee and the two Team Representatives may, at their discretion, reduce the number of unofficial heats or move the unofficial heats to the end of the meet.**

In five lane pools, the fifth lane can be used for unofficial swims during the official events.

u. The order of events for dual meets shall be as listed in Attachment 1

9. SCORING

a. Points are earned as follows:

Individual events:	**Relays:**
First place – 5 points.	**First place – 7 points.**
Second place – 3 points.	**Second place – 3 points.**
Third place – 1 point.	**Third place – 1 point**

b. In case of a tie, the total points for all places involved will be divided and awarded to all swimmers or relays involved. For example: in a two way tie for first place, both swimmers will receive four points; the next swimmer will receive one point for third place.

c. One team cannot win all three places in any event. In a six or eight lane pool, the team finishing first, second and third will receive the first and second place points. The other team shall receive the third place points, provided that an official swimmer or relay from that team has finished the event legally.

d. The team scoring the most cumulative points is the winner of the meet. If both teams score the same cumulative points, the result is a tie between the two teams.

e. Age group scores are determined for all 10 age groups. The points for each age group are the points awarded to a team in all individual and all relay events in the age group. The 13-18 Medley Relay and 50-Freestyle events are scored as part of the 15-18 Age Group. The 6 & Under Freestyle and Backstroke events are scored as part of the 8 & Under Age Group.

***f.* If a Team elects not to have certain events scored toward the Team point total (e.g., the Free Relays), the Age Group scoring should be continued in those events on an Official basis (provided the entries are otherwise legal with respect to eligibility, etc.) Also, Double and Triple Winner scoring shall be continued as usual (provided the entries are otherwise legal with respect to eligibility, etc.).**

10. POOL CONDITION

a. The home team is required to provide a certified lifeguard in the lifeguard stand from the beginning of warm-ups until the pool is cleared after the completion of the last event.

b. Starting blocks shall not be used in SSL competition.

c. The area immediately adjacent to the pool **shall** be roped off for use by swimmers and officials only.

d. A single “Ready Bench” must be provided, which is away from the starting area, to which swimmers from both Teams will report when their event is first announced.

e. The area immediately adjacent to the Scorer's table shall be off-limits to all persons other than the Starter/Referee, Runner, Scorers and Announcer, or Coaches who are there for the purpose of obtaining the meet score. Persons designated to submit roster changes, as outlined in Section 7(b), may not remain at the Scorer's table. Violators of this rule are subject to expulsion from the meet.

Note: The purpose of this rule is to prevent the passing of roster information from the scorer's table to any coach or member of either team. The rule shall be interpreted as such and violators, including Scorers and/or other volunteers, shall be subject to expulsion from the meet.

f. The use of tobacco products in any form (e.g., smoking), or the consumption of alcoholic beverages, is not permitted on the Pool Deck by any Official or other worker involved in the conduct of the Meet. This includes Coaches, Deck Officials, Timers, Head Timer, Runner, Scorers, and Announcer. The purpose of this rule is to provide a healthful environment for the swimmers during the competition.

11. DISQUALIFICATIONS

a. The League will follow rules regarding swimming strokes and events as stated in the current USA-S rulebook. A disqualification may only be called by designated officials within their assigned areas of jurisdiction and who have followed procedures in the USA-S rulebook. The reason for any disqualification must be stated clearly on the event card or on a Disqualification card, e.g., 'alternating kick' in the Butterfly, 'one hand touch' in Breaststroke, etc.

b. **All disqualifications will be reported to and approved by the Referee, after which the Referee shall try to notify the coach or the swimmer of the disqualification and the reason for the disqualification.** Failure to notify the Coach and/or the Swimmer shall not nullify any disqualification that was properly signaled and recorded.

c. Protest of a judgment decision will not be considered unless it is clearly shown that the official making the judgment did so through ignorance or willful disregard of the rules.

d. Failure to swim an event for any reason shall result in disqualification of a swimmer from that event only. (This rule does not apply to Championship Meets.) The event missed shall nevertheless count as an official event for that swimmer.

e. Swimmers who are not listed on the official roster but who compete in an event shall be viewed as being an exhibition swimmer and suffer no penalty.

f. Protests. Any protest arising from the competition must be made to the referee, verbally by the coach or League Representative, within 30 minutes after the race in question took place. If the issue cannot be resolved at that time, the protester may file a written protest with the League President within 24 hours after the finish of the meet. Protests arising from administrative errors, such as scoring, eligibility, or event participation, must be filed within 24 hours of the completion of the meet. A written protest must clearly state the reason for the action. All comments pertaining to the protest must be registered through the respective League Representatives. At the end of the meet in which a protest was entered, the tabulated team score decision cannot be established until the protest has been resolved.

It is expected that, whenever possible, disputes will be resolved at the time of the meet. Filing of a protest is strongly discouraged.

As provided in Section 2(f)4, the Rules Committee will investigate protests and make a recommendation on resolution of the protest to the Teams involved. If both Teams agree with the recommendation of the Rules Committee, the decision shall be accepted as Final.

If both Teams do not accept the recommendation of the Rules committee, the protest shall be resolved by the Protest Resolution Committee (PRC) – see Section 2(g). The PRC shall meet within seven (7) days of the completion of the investigation by the Rules Committee and shall consider input from both Teams involved in the protest and the recommendation from the Rules Committee. The decision of the Protest Resolution Committee shall be by majority vote (i.e., three or more of the five members). The decision of the Committee is final and cannot be appealed to the SSL Board

The PRC meeting to decide the protest shall be conducted with all parties present (i.e., an electronic or audio conference is not permitted.)

12. SAFETY PROCEDURES for WARM-UP (and during Break)

a. Diving is not permitted from the edge of the Pool, except in designated Sprint lanes (see below). This includes both the end walls and the side walls.

b. Backstroke starts may not be practiced during warm-up, except in a designated Sprint lane.

c. All swimmers must enter the water feet first, except in designated Sprint lanes. (Entry should be next to the pool wall - not by jumping far out into the pool area away from the wall.)

d. One or more Sprint lanes may be designated at any time. In these lanes, swimmers may dive from the deep end of the pool, and must swim to the shallow end of the lane and exit the pool. A coach may designate all lanes as Sprint lanes near the end of their warm-up period.

e. The Home Team at all dual meets shall assign two Safety Monitors who shall see that the above procedures are followed. Monitors will be responsible only to the Meet Referee.

f. Violators of the above practices shall be removed from the warm-up session. Repeated violators shall be reported to the Meet Referee. The Meet Referee may disqualify a swimmer from their first (or next) event for flagrant or repeated violation of these rules. (The event counts as an event for the swimmer, and another swimmer may not be substituted in that event.)

13. FINAL DIVISION STANDINGS

a. The won-lost record of each club in intra-Division Meets will be used to determine Division standings.

b. Cross-over meets are unofficial and have no bearing on Division standings. Scoring in Cross-over meets will be by Age-group tally - i.e., 10 points total.

c. Age group winners are determined by scoring the points won by each team in each Age Group and awarding the team with the higher score one point toward the Division Age Group Trophy for that age group. If the age group score results in a tie, each team will be awarded l/2 point. Divisional Age Group winners are those teams awarded the greatest number of points. (See also 9(e) for additional information.)

   If a Team elects to make certain events (e.g., the Relays) Unofficial in order not to exaggerate a Team score, it is accepted that Age Group scoring should be continued on an Official basis (provided the entries are otherwise legal with respect to eligibility, etc.)

d. After each meet, the home League Representative will notify the League President, or a designate, as to the winning and losing team point totals.

e. Ties within Divisions shall be resolved according to the provisions of Section2(d).

14. LEAGUE CHAMPIONSHIPS

a. GENERAL

1) The USA-S rules and procedures shall be followed except when other SSL Championship or SSL League Rules apply. The SSL Championship Committee (SSL-CC) shall administer the Championships with responsibilities as described in SSL Rule 2.j.
2) The SSL Championships will consist of Prelims and Finals for all Individual Events. The Prelims will be held at sessions referred to hereinafter as 'Time Trials', and the Finals are held at the 'Championships.' All Relays will be swum as Timed Final events at the Time Trials. Unless determined otherwise by the SSL Board, the Championships shall be held on the Saturday following the last Saturday of dual meet competition, and the Time Trials will be held on the Sunday and in the evenings during the week preceding the Championships.
3) The Time Trials and the Championships shall each be hosted by SSL member Clubs; the location and times of the Time Trials and Championships will be based on applications submitted by member Clubs to the SSL-CC and approved by the Board. The location and times for each meet, including the scheduled warm-up time for each member Club, will be posted on the SSL website. The SSL-CC will issue separate guidelines for Host Teams on the conduct of the Time Trials (TT) and Championship meets.
4) The Event numbers and Order of Events at Time Trials (within each age group) and at Championships shall be the same as at Dual Meets – with the following exception. The 13-18 age 50-Free events shall be swum as separate events for 13-14 and 15-18 ages; the event numbers shall remain the same for the 15-18 age group and the 13-14 age group events shall be swum as events #71 / 72. The 13-14 age 50-Free events will precede the 15-18 age events at Time Trials and Championships.

b. ELIGIBILITY AND PARTICIPATION

1) To be eligible for the SSL Championships, a swimmer must have participated in at least four (4) dual meets during the current season. Meets after the entry deadline can be counted toward the four meet requirement if it can be reasonably assumed that the swimmer will participate in those meets. Teams with a 'bye' on their schedule may count the 'bye' date toward the 4-meet requirement if it can be reasonably assumed that the swimmer would have participated in a meet on that date.
2) Each swimmer may enter and compete in any combination of three (3) events; these may be any combination of individual events and relays. Except as noted below under the 'Relay scratch rule', once entered in an event, that event counts toward the 3-event limit for that swimmer.
3) Swimmers may enter events only in their own Age Group; a swimmer may NOT swim-up to a higher age group – e.g., to swim on a Relay. A swimmer's age for Championships shall be the same as during the current dual meet season.
4) Each Team may enter a maximum of **SIX (6)** swimmers in each Individual Event in **6&Under**, **8&Under**, **9-10** and **11-12** age group events. There is no limit on the number of entries by a Team in Individual Events in **13-18**, **13-14** and **15-18** age group events.
5) Each Team may only enter two (2) Relays per relay event (all Age Groups). Four (4) swimmers must be designated for each Relay entry. Entry on a Relay counts as one event entry for each of those swimmers.
6) A swimmer may not participate in both the **6&Under** and **8&Under** age events of the Freestyle and Backstroke.

c. ENTRY PROCEDURE and DEADLINE

1) All entries are to be submitted electronically using either Hy-Tek Team Manager ™ or Hy-Tek TM Lite. [Note: if your Team does not have Team Manager, a copy of TM Lite will be provided by the SSL-CC.] A detailed procedure for the use of either TM or TM Lite will be provided to each Team at the start of each season.
2) The electronic file with each Team's entries must be sent to a designated member of the SSL-CC by the entry deadline.

3) The SSL-CC will review all entries; the SSL-CC will send email confirmation of the entries to each Team and notify the Team of any potential errors or inconsistencies. Each Team will have 24 hours following notification to re-confirm their entry and make any necessary corrections.
4) The SSL-CC will seed each Time Trial and provide the Host Club with appropriate Heat Sheets for use in their Program.
5) RELAYS: Each Relay entry must indicate the names of the four swimmers who will participate on that Relay. Entry on a Relay counts as one entry for each of the four swimmers. When two Relays are entered in an event, the swimmers for each Relay must be identified. See the Scratch rules below when one of the listed relays swimmers is unable to participate.
6) **Each Team must also include the names and phone numbers of two Volunteers that have agreed to work as Timers at each Time Trial**. These names must be included in the email sent with the entries. The SSL-CC reserves the right not to process a Team's entries until the names of the Volunteers are provided. [A Team with limited entries at a specific Time Trial must provide an explanation if less than two names are provided.]
7) The deadline for entries is 5:00 pm on the Monday preceding the start of the Time Trial sessions – i.e., approximately one week prior to the start of Time Trials. Entries shall be sent electronically to the designated member of the SSL-CC.

LATE ENTRIES OR CHANGES AFTER THE DEADLINE WILL BE REVIEWED BY THE CHAMPIONSHIP COMMITTEE AND ACCEPTED ONLY IN SPECIAL SITUATIONS.

d. ENTRY TIMES and FEES

1) All Entry Times must be from SSL competition during the current SSL season.
2) Entry Times should indicate the course in which they were achieved – i.e., either 'yards' or 'meters'. The computer program will convert all non-conforming entries prior to seeding.
3) If only times from a 20-yard pool are available, the 20-yard time should be multiplied by 1.3 to convert to a 25-yard time, and entered as a 'yard' time.
4) **All entry times should be to the hundredth of a second**. A swimmer may be entered with 'No Time' (NT). Entries with 'NT' will be seeded in the slowest heat.
5) The Entry Fee is $1.00 per Individual Event and $4.00 per Relay. When all entries are confirmed and finalized, the SSL-CC will notify each Club of the total Entry Fee due. Each Club must provide a check for the total amount made payable to **Suburban Swim League** no later than the last Time Trial.

e. SCRATCH RULE - at Time Trials

1) A swimmer may 'scratch' (or elect not to swim) an Individual Event at the Time Trials without penalty. Except as noted below to allow a swimmer to compete on a Relay, the event will count as one of the three allowed events per swimmer. There is no penalty for a Relay entry that does not compete at Time Trials.
2) A swimmer entered on a Relay may be replaced if that swimmer is not present at the Time Trial. If a replacement swimmer is already entered in three events, the replacement swimmer must scratch and not compete in one of their other events. **Such replacements must be reported to the Meet Director or Meet Referee**; substitutions on a Medley Relay should be made on each Team's Entry sheet prior to the Coach's meeting and substitutions on a Free Relay should be made prior to the start of the Free Relay events. **All Relay changes and scratches must be reported to either the Meet Director or Meet Referee.**
3) A swimmer entered on a Relay may NOT be displaced from that Relay if the swimmer is present and available to swim. However, if a Team has entered two Relays in an event, swimmers may be moved from one Relay to the other - provided the substitution is reported to the Meet Director or Meet Referee at the appropriate time. Swapping swimmers between the Medley and Freestyle Relays is not permitted.
4) Failure to compete in any event at Time Trials will result in no penalty to the swimmer.

f. QUALIFICATION FOR FINALS

1) Finals in 8-lane Pool: The fastest sixteen (16) swimmers in each Individual Event at Time Trials qualify for Championships. The eight (8) fastest swimmers will swim in the Finals Heat (A-Finals), and compete for places 1 through 8; the next eight (8) fastest swimmers will swim in the Consolation Heat (B-Finals), and compete for places 9 through 16. In addition, two Alternates will be named and will be eligible to swim in the Consolation Heat if any of the top sixteen swimmers do not appear at Championships.
2) Finals in 6-lane Pool: The fastest twelve (12) swimmers in each Individual Event at Time Trials qualify for Championships. The six (6) fastest swimmers will swim in the Finals Heat (A-Finals), and compete for places 1 through 6; the next six (6) fastest swimmers will swim in the Consolation Heat (B-Finals), and compete for places 7 through 12. In addition, two Alternates will be named and will be eligible to swim in the Consolation Heat if any of the top twelve swimmers do not appear at Championships.
3) Swim-Offs: In the event of identical or disputed times at the Time Trials, contestants may be required to 'swim-off' if necessary to determine qualification into either the Finals or Consolation Heat (A- or B-Finals). Placement of swimmers with identical or disputed times within either Heat will be by random draw.

g. SCRATCH RULE - Championships

1) Failure to compete in an event at Championships for any reason will disqualify that swimmer from further competition at the Championships. This shall not nullify any previous performances or awards.
2) At Championships, all swimmers **MUST** report in person to the Clerk of Course before the start of the Finals Heat (A-Finals) of the preceding event. (Ten minutes before the Start of the meet for the first Event.) **Swimmers who have not reported at that time will be scratched, and Alternate swimmers will be moved into the event.**
3) In the event of a scratch in the Finals Heat (A-Finals), the highest qualifier in the Consolation Heat (B-Finals) will be moved to the Finals Heat (if time permits.) Alternate swimmers will be added to the Consolation Heat, as appropriate. Neither the Final nor Consolation Heat will be re-seeded when new swimmers are added at the Championships.

h. AWARDS

1) Medals are presented for 1st through 8th places in Individual Events and 1st through 3rd places for Relay events. Double Ribbons will be presented for 9th through 16th place in the individual events, and for 4th through 6th places for Relay events. A swimmer in the Consolation Heat can place no higher than 9th place.
2) A Heat Winner Ribbon will be given the winner of each Individual Event Heat at the 8 & Under and 9-10 Time Trials.
3) If Championships are held in a pool with less than eight (8) lanes, the SSL Board will decide on the appropriate awards for all participating swimmers.
4) Individual trophies (High Point Award) will be presented to the top Girl and Boy Swimmer in each Age Group at the Championships. An Outstanding Swimmer Award will be presented to the overall Outstanding Girl and Outstanding Boy swimmer. Procedures for determining these awards are in ATTACHMENT 2.

i. WEATHER

1) In the event of threatening or inclement weather, the SSL-CC, in conjunction with the Host Club representative and/or the SSL President, will discuss and decide whether to postpone the Time Trial or Championships. Once a Time Trial or Championships has begun, the Championship Committee and Host Club will decide on further progress of the meet, in accordance with Delaware Regulations. Safety, followed by pool availability, will be the primary considerations.

2) If a postponed Time Trial is held on a later date, each Team may re-consider any scratches or changes that were made on the original date; however, no new 'official' entries will be accepted.

j. SWIMMER ATTIRE

1) All swimmers must comply with the current USA Swimming regulations regarding swimsuits – i.e., swimsuits may not extend below the knees or above the waist for Boys, or cover the neck or extend below the knees or past the shoulders for Girls. Swimsuits must be of textile materials and not contain zippers or other fasteners.
2) Swimmers may not compete wearing swimsuits or caps of their year-round, non-summer league team (unless such attire is the same as the summer team.)

15. LEAGUE RULES

a. Any changes and/or revisions to the League Rules, including the Championship Rules, must be approved by a 2/3 majority (e.g., 16 of 24) vote of the current League Board.

Attachment 1: **Suburban Swim League - Order of Events (Dual Meets)**

Ev.#	Age		Event
1	13-18	Girls	200 Medley Relay
2	13-18	Boys	200 Medley Relay
3	11-12	Girls	200 Medley Relay
4	11-12	Boys	200 Medley Relay
5	9-10	Girls	100 Medley Relay
6	9-10	Boys	100 Medley Relay
7	8 & U	Girls	100 Medley Relay
8	8 & U	Boys	100 Medley Relay
9	13-18	Girls	50 Freestyle
10	13-18	Boys	50 Freestyle
11	11-12	Girls	100 Individual Medley
12	11-12	Boys	100 Individual Medley
13	13-14	Girls	100 Individual Medley
14	13-14	Boys	100 Individual Medley
15	15-18	Girls	100 Individual Medley
16	15-18	Boys	100 Individual Medley
17	6 & U	Girls	25 Freestyle
18	6 & U	Boys	25 Freestyle
19	8 & U	Girls	25 Freestyle
20	8 & U	Boys	25 Freestyle
21	9-10	Girls	50 Freestyle
22	9-10	Boys	50 Freestyle
23	11-12	Girls	50 Freestyle
24	11-12	Boys	50 Freestyle
25	13-14	Girls	100 Freestyle
26	13-14	Boys	100 Freestyle
27	15-18	Girls	100 Freestyle
28	15-18	Boys	100 Freestyle
29	8 & U	Girls	25 Butterfly
30	8 & U	Boys	25 Butterfly
31	9-10	Girls	25 Butterfly
32	9-10	Boys	25 Butterfly
33	11-12	Girls	50 Butterfly
34	11-12	Boys	50 Butterfly

Ev.#	Age		Event
35	13-14	Girls	50 Butterfly
36	13-14	Boys	50 Butterfly
37	15-18	Girls	50 Butterfly
38	15-18	Boys	50 Butterfly
BREAK			
39	6 & U	Girls	25 Backstroke
40	6 & U	Boys	25 Backstroke
41	8 & U	Girls	25 Backstroke
42	8 & U	Boys	25 Backstroke
43	9-10	Girls	25 Backstroke
44	9-10	Boys	25 Backstroke
45	11-12	Girls	50 Backstroke
46	11-12	Boys	50 Backstroke
47	13-14	Girls	50 Backstroke
48	13-14	Boys	50 Backstroke
49	15-18	Girls	100 Backstroke
50	15-18	Boys	100 Backstroke
51	8 & U	Girls	25 Breaststroke
52	8 & U	Boys	25 Breaststroke
53	9-10	Girls	25 Breaststroke
54	9-10	Boys	25 Breaststroke
55	11-12	Girls	50 Breaststroke
56	11-12	Boys	50 Breaststroke
57	13-14	Girls	50 Breaststroke
58	13-14	Boys	50 Breaststroke
59	15-18	Girls	100 Breaststroke
60	15-18	Boys	100 Breaststroke
61	8 & U	Girls	100 Free Relay
62	8 & U	Boys	100 Free Relay
63	9-10	Girls	100 Free Relay
64	9-10	Boys	100 Free Relay
65	11-12	Girls	200 Free Relay
66	11-12	Boys	200 Free Relay
67	13-14	Girls	200 Free Relay
68	13-14	Boys	200 Free Relay
69	15-18	Girls	200 Free Relay
70	15-18	Boys	200 Free Relay

ATTACHMENT #2
SUBURBAN SWIM LEAGUE RULES

CHAMPIONSHIP HIGH POINT / OUTSTANDING SWIMMER AWARDS

The League will present a High Point Award to the Girl and Boy swimmer in each Age Group who achieves the highest point total in that Age Group based on their performance at the League Championships. In addition, the League will present an overall Outstanding Swimmer Award to one Girl and Boy Swimmer from any Age Group. The Rules for the selection of these Awards are given below.

The Age Group High Point Award will be given in the following Age Groups: 6 & Under, 8 & Under, 9–10, 11–12, 13–14 and 15–18.

Points shall be awarded for performance in Individual Events based on final award placement at the Championships Finals; points for Relay performance shall be based on final Relay results in Relays swum at the Time Trials.

SSL Championship Records can be set at either the Time Trials or at Finals. Records are NOT used to determine Age Group Award winners, but may be a factor to determine the winner of the Outstanding Swimmer Award. Credit for Records may be limited depending on pool locations for Time Trials (see note 2 below). SSL Championship Records are kept for both meter and yard distances. Only meter-distance Championship Records are to be considered for determining the single Girl and Boy Outstanding Swimmer Awards. SSL Championship Records set in Relay events are not used in this determination.

Points are awarded for places as first, second, third, fourth, etc.

Points in Individual Events are awarded as:
16-13-12-11-10-9-7-5-4-3-2-1 (when 6/12 swimmers in Finals)
16-13-12-11-10-9-8-7-5-3-2-1 (when 8/16 swimmers in Finals)

Points are awarded to each swimmer on a Relay team as:
16-13-10-7-4-1

In the event of a tie for any place, each Swimmer (Team) will receive the full points for the place tied (i.e., if a tie for 2nd place, both swimmers receive 13 points.) A swimmer will receive points for only one Relay event.

1. An **Age Group High Point** winner will be declared in each Age Group, Girls and Boys. The winner shall be the swimmer who has scored the most total points in that Age Group.

   If the Age Group High Point scoring in any age group results in a tie, duplicate Awards will be presented.

   The 6 & Under Award will be based on placement in the 6 & Under Freestyle and 6 & Under Backstroke events only.

2. There shall be one **Outstanding Swimmer Award** given to each of the Girl and Boy swimmer in any Age Group, based on the following criteria:

   (a) The Outstanding Swimmer Award shall be presented to the Age Group High Point Award swimmer from any age group having the single highest point total, according to the procedure in paragraph 1.

   (b) If Rule 2(a) results in a tie, the winner shall be the swimmer among those tied who has set the most new Championship Records (meter distances) in Individual Events. (Credit is <u>not</u> given for participating on a Relay which sets a new Record.) A new Championship Record may be set in either the Time Trials or Finals, but credit will only be given for one Record per event during the Meet. See Note 2 for possible limitation on the number of records credited. A swimmer must win the event at Finals to receive credit for a Record set in that event.

(c) If no Records were set by the swimmers tied after Rule 2(a) or if Rule 2(b) results in a tie, the winner shall be the swimmer among those tied who has made the best swim relative to the previous Championship Record (meter distances) in an Individual Event. This determination will be reported by the Meet Manager LEN report which calculates a value for each individual swim relative to the record time. The swimmer with the highest calculated value for an individual swim will be the winner.

(d) If Rule 2(c) results in a tie, the calculated value for the tied swimmers next best individual swims are compared until the tie is broken.

Notes:

1. In cases where a swimmer has competed in a new event (i.e., an event where there is no previous record), no credit shall be given for establishing a new Record in that event. Also, that event shall be disregarded in the application of Rule 2(c) above.

2. In any year in which there is one or more Time Trials held in a 25-yard pool, the determination of the Outstanding Swimmer Award according to Rules 2(b) through 2(d) shall be based only on the performance at the Championship FINALS. This is to insure that all potential winners compete on the same basis – i.e. swimmers shall not obtain an advantage by having set a Record in a meter pool at Time Trials when other swimmers competed in a yard pool and did not have the same opportunity. In this case, swimmers shall not receive credit for Records set at any Time Trials, nor shall any performance at Time Trials be used to calculate performance versus a Record according to 2(c) and 2(d).