

**GOVERNING REGULATIONS OF SIERRA FOOTHILL SWIM LEAGUE**  
**CODE OF REGULATIONS (BYLAWS)**  
**2016 Bylaws as of March 30, 2016 ( Last revised March 30, 2016 )**

The Sierra Foothill Swim League is established to provide a recreational but competitive swim environment for the clubs and athletes of the Sierra Foothill Swim League. Swimmers learn and develop competitive swim skills while participating in safe, fun, and educational experiences. It is not the intent of The Sierra Foothill Swim League to provide USA Swimming or International Swimming level preparation or competition.

All meetings of Sierra Foothill Swim League, its board and committees, shall be open to all members of the Sierra Foothill Swim League, except in those situations where by majority vote of the meeting body it would be in the best interests of Sierra Foothill Swim League to hold closed session (e.g., those relating to legal matters).

At all meetings of Sierra Foothill Swim League, its board and committees, Roberts Rules of Order shall be the governing procedural rules, unless otherwise modified in these regulations. A summary of the proceedings of the meetings of the Board of Directors as approved by the President shall be distributed to the membership within one month of each meeting.

**ARTICLE 500**  
**COMPETITIVE SEASON**

Sierra Foothill Swim League Season begins the last Monday in May and continues through the Championship Meet. A league-approved meet schedule will be developed, approved and distributed each season. Each team will have at least two home meets and two away meets.

**ARTICLE 501**  
**CLUB MEMBERSHIP**

**501.1** The membership of Sierra Foothill Swim League shall consist of clubs interested in recreational/competitive swimming and are approved by the majority of the existing membership.

Current Membership:

- Auburn Lake Trails 4 Lane Pool
- Foresthill Stingrays 4 Lane Pool
- Grass Valley Orcas 6 Lane Pool
- Lake of the Pines Piranhas 6 Lane Pool
- Lake Wildwood Water Otters 5 Lane Pool
- Auburn Racquet & Fitness Club 6 Lane Pool

**501.2 Membership**

.1 Club membership is for a calendar year. A club applying for membership on or after October 1 will receive membership valid through September 1 of the following year.

**501.3 Fees**

.1 The annual fee for each Club Membership is composed of the following elements:

- A. A base fee shall be established by the Board of Directors on or by November 1.
- B. Additional charges for Championship Meet- TBD.

Note: Championship profits from T-shirt, Programs and snack bar revenue are to be placed in a separate fund by the SFSL Treasurer to be applied towards the following years Championship expenses.

**501.4 Membership Responsibility**

.1 All clubs, shall ensure that all athletes participating in Sierra Foothill League, are members of a Sierra Foothill Swim League Club.

**ARTICLE 502**  
**ATHLETES**

**502.1** Athletes must be registered members of a Sierra Foothill Swim League Club.

**502.2** A swimmer's age group is determined by their age as of June 15th of each season.

**502.3** Swimmer may "swim up" in an age group, but they must do so for the entire meet.

**502.4** "Swimming up" is not permitted in the Championship meet.

**502.5** Swimmers may have no swimming contact with USA Swimming swim teams or another recreation league after May 15 of that year. Contact is defined but not limited to: attending practices or competitions held or sanctioned by USA Swimming swim teams; joining and participating in team or swimmer efforts in another recreation league. If a swimmer does have contact with a USA Swimming swim team or other recreation league swim team, as defined above, the swimmer must compete as an exhibition swimmer for the remainder of the season in SFSL swim meets after contact occurs. These exhibition swimmers may compete in up to 4 events, per swim meet, as an exhibition swimmer. If these exhibition swimmers compete in a relay, all members of the relay must be exhibition swimmers.

**502.6** No swimmers that compete at the collegiate level are allowed regardless of age.

**502.7** Swimmers may only compete for one swim team in the Sierra Foothills Swim League per calendar year. If a swimmer swims in one or more swim meets for a team in the Sierra Foothills Swim League, they may not swim as a regular swimmer for any other swim team in the league during that calendar year. If a swimmer switches to another swim team in the league, their swims for the remainder of the calendar year must be exhibition swims. Swim teams may not solicit, encourage or otherwise induce swimmers to change teams without the consent of the initial team. Any exception to rule 502.7 must be approved by the Sierra Foothills Swim League Board of Directors.

## **ARTICLE 503 BOARD OF DIRECTORS**

**503.1** The meetings of the board of Directors shall be held at a location TBD by Board President and will be held during the last week of each month January-October. Day of the week TBD by President.

**503.2** Special meetings of the Board of Directors may be held at any time, pursuant to a resolution by the Board of Directors

**503.3** Each member shall have one vote on each matter submitted to the Board of Directors. Voting by proxy shall be permitted only if time does not permit a meeting. ( refer to Article 503.6 ). At all meetings of the Board of Directors only those members duly certified and present shall be permitted to vote.

**503.4** The numerical outcome of each balloted vote shall be available to the candidates upon request.

**503.5** The presence of majority of those duly registered and eligible to vote at any meeting of the Board of Directors shall constitute a quorum. (4 of 6 clubs)

**503.6** Any action which may be taken at any regular or special meeting of the Board of Directors or any division or committee thereof, except amendment or repeal of this Code, may be taken without a meeting. The Secretary of the Sierra foothill Swim League, or the Director or committee chairman, shall distribute a written ballot to every member entitled to vote on the matter. The ballot shall set forth the proposed action, provide an opportunity to specify approval or disapproval of the proposal, and provide a reasonable time within which to return the ballot. Approval by written ballot shall be valid only when the number of votes cast in favor of the proposed action within the time period specified constitutes a majority of the votes entitled to be cast.

**503.7** Any proposed Bylaw changes, additions, or deletions, must be submitted and distributed via E-mail to all members of the Board of Directors at least 7 calendar days before the regular meeting or special meeting in order to be voted on by the Board of Directors. The proposal must be submitted in a written format suitable for insertion into the Bylaws. Minor changes may be made at the Board Meeting, in consultation with the Board members present at the meeting, before an official vote is taken.

## **ARTICLE 504 OFFICERS**

**504.1** The Sierra Foothill Swim League officers shall be President, Secretary, Treasurer, Technical Director, Operations/Volunteers Director and Member at Large.

**504.2** The officers shall perform such duties as set forth in this Code, or as may be assigned to them by the Board of Directors.

**504.3** The President shall be the Chief Executive Officer of the Sierra Foothills Swim League. The President also serves as the Meet Director for the Championship Meet. The representative club of the President is the host team for Championships. The President shall also serve as the Treasurer, who shall be the Chief Financial Officer of the Sierra Foothill Swim League, and shall have all the duties incident to that office and those specifically assigned by the Board of Directors.

**504.4** The Secretary shall perform such duties as is customary for such office (note taking, communications). The Secretary is also responsible for the snack bar at the Championship Meet.

**504.5** The Technical/Volunteer Director should be knowledgeable about competitive swimming technical rules and regulations, ideally with a recent coaching or swimming official's background, and the technical rules of the Sierra Foothill Swim League. The Technical/Volunteer Director is responsible for the training of League Stroke and Turn Officials and serves as the Referee for the Championship Meet. The Director is also responsible for coordinating the volunteers for the Championship Meet.

**504.6** The Operations Director is responsible for implementation and evaluation of clerical roles. The Director should be knowledgeable about the computer system, meet entry processes, timing processes, recording processes, meet awards and meet runner responsibilities.

**504.7** The member "At Large" shall be responsible for providing Security at the Championship meet.

**504.9** Officers serve a minimum of one-year terms.

**504.10** Any vacancy that may occur in an office of Sierra Foothill Swim League caused by death, resignation, incapacity or other reason, may be filled permanently or temporarily by the representative club. An appointment to fill a permanent or temporary vacancy shall be with the full rights of the office.

**505.11** The presence of a majority of the Directors shall constitute a quorum at any meeting of the Board of Directors.

**505.12** Each Club Member shall have one member on the Board of Directors  
A Club Member may send a delegate to the Board of Director's meeting for the purpose of casting the clubs vote.

## **COMMITTEES AND COORDINATORS** (no committees exist at this time)

**ARTICLE 511  
FINANCIAL**

**511.1** The Sierra Foothill Swim League shall have a fiscal period for accounting purposes commencing on the first day of January in each year.

**511.2** The Treasurer shall supervise the preparation of the Sierra Foothill Swim League annual budget and shall be responsible for presenting such budgets to the Board of Directors. The Treasurer shall prepare an annual financial report to be presented to the Board of Directors at the September meeting and receive all moneys due Sierra Foothill Swim League and deposit same to accounts in the name of Sierra Foothill Swim League- or Club Membership Account of home team of Treasurer; pay any bill approved by the Board of Directors. If requested by the Sierra Foothill Swim League Board of Directors or auditors, the Treasurer shall deliver to the requesting party all money, accounts, books, papers, vouchers and records pertaining to the accounts of Sierra Foothill Swim League or the office of the Treasurer for audit or other purposes.

**ARTICLE 513  
INDEMNIFICATION**

**513.1** Each person who is or was a director, officer, or representative of Sierra Foothill Swim League (including the heirs, executors, administrators or estate of such person) shall be indemnified by the Sierra Foothill Swim League to the full extent permitted by Law of the State of California, or of any state in which the act or omission indemnified against occurred, against any liability, cost or expense incurred by him/her in his/her capacity as director, officer, volunteer, or employee, or arising out of his/her status as a director, officer, volunteer or employee (including serving at the request of the Sierra Foothill Swim League as a director, trustee, officer, employee or agent of another corporation).

**ARTICLE 514  
AMENDMENTS**

**514.1** This Code may be altered, amended or repealed at a meeting of the Sierra Foothill Swim League by a majority of the Board of Directors members present and voting.

**514.2 AMENDMENTS PROPOSED**

**.1 By Whom Proposed** — An amendment to the Sierra Foothill Swim League Rules and Regulations may be proposed only by a member of the Sierra Foothill Swim League Board of Directors.

**.2 Last Date for Proposal** — Every proposed amendment shall be submitted to the Board of Directors no later than March 31 each year.

**.3 Consideration, Recommendation** - Any proposed Bylaw changes, additions, or deletions, must be submitted and distributed via E-mail to all members of the Board of Directors at least 7 calendar days before the regular meeting or special meeting in order to be voted on by the Board of Directors. The proposal must be submitted in a written format suitable for insertion into the Bylaws. Minor changes may be made at the Board Meeting, in consultation with the Board members present at the meeting, before an official vote is taken.

**514.3** All amendments to Part One of this Code approved as prescribed shall become effective on May 15 of the year of their adoption, unless otherwise specified at the time of adoption. All other amendments to these Regulations approved as prescribed shall become effective on January 1 of the year following their adoption unless otherwise specified at the time of adoption.

**ARTICLE 515  
DISSOLUTION**

**515.1** If deemed advisable by the members, Sierra Foothill Swim League may be dissolved pursuant to the applicable provisions agreed upon by the League Membership.

**515.2** Upon the dissolution of Sierra Foothill Swim League, the Board of Directors shall, after paying or making provision for the payment of all the liabilities of Sierra Foothill Swim League, divide equally between the Membership, all the assets of Sierra Foothill Swim League.

**ARTICLE 102  
OFFICIALS — MEETS — EVENTS — SEEDING — ORDER OF HEATS — SCORING — PROTESTS**

**102.09 SWIMSUITS**

**.1** Swimsuits worn by any swimmer, during competition, shall not cover the neck, extend past the shoulder, nor past the knee. This restriction applies only to technical type swimsuits that fit this description. "Technical" is defined as swimwear that has been promoted by its manufacturer as providing performance advantage, or has otherwise been described as providing a technical advantage.

## 102.10 TECHNICAL STROKE AND TURN RULES

.1 The Sierra Foothills Swim League will use the USA Swimming technical rules as published and available on the USA Swimming web site and in effect on May 15th of each calendar year. These technical rules regarding individual strokes and relays are located in Part 1, Article 101 of the USA Swimming Rules and Regulations Handbook. The SFSL will adhere only to Sections 101.2 through 101.7 of the USA Swimming Technical rules. League Bylaws will be used for all other technical rules. The Sierra Foothills Swim League will not change technical rules until the following calendar year on May 15th. Any rule changes that are made to the USA Swimming technical rules on or after May 15th of the calendar year will not be included in the current season's technical rules for the Sierra Foothills Swim League. ( Note - A new copy of the USA Swimming technical rules are typically posted on the USA Swimming web site in late January of each calendar year and become effective on May 15th of that calendar year.)

.2 Warning Slips and Disqualifications for 6 and Under and 7-8 age swimmers.

Rule - Warning slips should be given to 6 and Under age swimmers only. Generally 6 and Under swimmers will not be disqualified during any of the regular dual swim meets. ( see 2nd exception below )

1st exception to rule: 7-8 age swimmers in swim meets before July 4th may receive a warning slip. After July 4th, 7-8 age swimmers should be disqualified for any stroke and turn infractions.

2nd exception to rule: 6 and Under swimmers and 7-8 age swimmers should be disqualified if they swim the entirely wrong stroke or use the freestyle kick on a consistent basis during the Breaststroke or Butterfly events and receive a competitive advantage by doing so. They should also be disqualified if they remain on their stomach and swim on their stomach consistently during the Backstroke event, and receive a competitive advantage by doing so. If they swim underwater after beginning the normal stroke cycle and gain a competitive advantage by doing so, they should be disqualified.

.3 All disqualification slips will be separated at the time of collection. Coaches will receive the bottom half ( Yellow Copy ) and the Computers will receive the top half ( White Original ). Both Coaches and Computers will receive the disqualification slips as soon as possible and within 5 minutes of each other. The lane slip runner will be responsible for distributing both parts of the slips to the appropriate parties.

**.4 In-Water Starts - Swimmers starting in the water must have at least one hand in contact with the wall or starting platform.**

## 102.18 MAXIMUM ALLOWED FINISH TIMES

.1 The maximum allowed finish time for 25 yard individual events is 2:00.00 for all dual meets.

.2 The maximum allowed finish time for 100 yard relay events is 5:00.00 for all dual meets.

.3 Swimmers will be unaided by coaches, parents, or other swimmers during the race.

.4 Exceeding these maximum allowed finish times will result in a disqualification.

## 102.12 OFFICIALS

.1 All officials accepting an invitation to officiate at a swimming meet should arrive promptly and report immediately to the meet director or meet referee.

.2 All officials acting in the capacity of Referee, Starter, or Stroke and/or Turn Judge at a swimming meet shall be trained in such position by the Sierra Foothill League prior to being assigned to officiate in that capacity. Untrained volunteers may perform the duties of such positions when they are under the direct supervision of an approved official. Stroke and Turn Judges at the Championship meet must have experience from at least two dual meets prior to the Championship meet and have completed an Officials Stroke and Turn Training Clinic.

**.2.1 Dual Meets Finish Line Judge - one (1) finish line judge required (home team only) .**

.3 For the Championship Meet there should not be less than the following officiating positions filled or approved by the League authority. Officials other than the Referee may act in more than one officiating capacity only when sufficient qualified officials are not available, but no one may simultaneously time and judge the order of finish.

### .4 Championship Officials

1 Referee (Optional)

1 Starter/ Announcer

3 Timers per lane

1 Clerk of Course (Computer)

3 Runners

2 Line Judges

3 Stroke & Turn Judges per side of pool deck

2 Recorders

2 Awards Recorders

1 Head Timer (Back up Timer)

### .5 Minimum Numbers of Officials Required for Dual Meets

1 Starter/ Announcer/ Referee— (Referee Optional) Home Team

2 Stroke and turn judges – a minimum of two from each team

2 Recorders/Scorers — one from each team.

2 Awards Recorders — one from each team

1 Runner from home team

2 Timers for each lane — one from each team

1 Head Timer/Back-up timer (Home team)

2 Line judges — one from each team  
2 Stagers -one from each team  
The visiting team may furnish additional officials as a courtesy, not a requirement.

Each team is responsible for having a minimum of two Stroke and Turn officials at each dual meet for the whole meet. At dual meets and at the Championship meet, it is necessary that two officials initial every disqualification in order for it to be official, however only one official is required to have witnessed the infraction. The Starter/Referee may be one of the signing officials.

## **102.30 DUAL MEETS:**

.1

Each dual meet will begin at 9:00 am.

Warm-ups will begin at 8:00 am. The host team will warm up from 8:00 - 8:25, and the visiting team will warm up from 8:25 - 8:50 am. The pool is to be cleared before the start of the meet.

All visiting teams will designate a team spokesman who will interact with the Meet Director of the host team, in all matters affecting the conduct of the meet.

Each team will exchange Meet Entries before 10:00 PM on the Wednesday prior to the dual meets. The Host team computer representative will contact the visiting team computer representative and arrange for a swap of Meet Entries Zip Files. The visiting team will provide the Meet Entries Zip File to the Host Team at the pre-arranged date and time. The Host team will then provide their Meet Entries Zip File to the visiting team within 30 minutes of receiving the visiting team Meet Entries Zip File. The Host Team will provide a PDF copy of the Meet Program to the visiting team league representative by 12:00pm (noon) Friday, the day before the dual swim meet.

The host team will provide lane slips prior to each meet.

The host team will provide awards.

## **.2 Dual Meet Structure:**

**A. The order of events** are Individual Medley, Mixed Medley Relay, Freestyle, Backstroke, event # 41 will be 6 & Under, event #42 7-8, Event #43 9-10 Mixed 100 Free Relays, Event #44 11-12, event #45 13-14, event #46 15-18 100 Yard Freestyle, Butterfly, Breaststroke, and Event #70 11-12, Event #71 13-14, Event #72 15-18 Mixed 200 Free Relay.

\*\*A shift change will be taken by both teams between events 40 & 41. A break of 5 to 15 minutes may be taken at the shift change .

During this time all non swim team members, volunteers and coaches can cool off in the pool. This is also the time when the teams can do a coach/parent relay if desired.\*\*

**B.**

1. **Relays are mixed** with boy/girl combinations. There must be at least one of each on any relay team.
2. All relay team meet entries will be submitted with estimated swim times. "No Time" relay team meet entries will not be used. The relay team meet entry time may be calculated by the Team Manager software or manually using a best estimate.
3. If one of the swim teams participating in a dual meet will not have at least one relay team in any given relay event, that team must notify the other team's president and coach by email, by 7:00pm on Wednesday before the swim meet. The team must include the event number for each occurrence.

**C. Heats** — In order to assure seeded positions, the best competitive times of all entries should be submitted.

**D. Seeding** —

### **Seeding Rules**

1. **The seeding of lane and heat assignments for dual meets is done by slowest to fastest. The last heat shall be the fastest heat.**
2. **The seeding of lane and heat assignments are strictly based on swim times.**
3. **Lanes are not reserved for specific teams.**
4. When there are two or more heats in an event, there shall be a minimum of three swimmers seeded into any one heat, but subsequent scratches may reduce the number of swimmers in such heat to less than three. **The last heat shall have the maximum amount of swimmers.**
5. There are no team limits to the number of entries for each event.
6. Individual swimmers are limited to four events per meet.
7. Swimmers participating in more than four (4 ) events will be disqualified from all events- including relays.
8. Teams with multiple swimmers violating the 4-swim rule at the same meet, forfeit the meet.
9. Exception to seeding rule # 5 above - In dual meets only, swimmers that were 9 years or older on June 15th of the season, may swim one exhibition event. This exhibition event must be clearly marked as an exhibition swim at the time of swim meet entry exchange between the two teams. No points will be awarded for the exhibition swim. No exhibition entry additions or deletions will be allowed on the day of the swim meet. Swimmers are not allowed to swim the extra exhibition event in swim meets located at the ALT or FH swimming pools. In dual meets held between ALT and FH, these teams may choose to allow the one extra exhibition swim with the pre-approval of both the ALT and FH team reps. Each team coach may use their own discretion in determining which swimmers on their own team may swim one extra exhibition swim.
10. Exhibition swimmers are allowed to compete in dual swim meets. ( See Article 502.5 )

11. No changes in lane assignments for individual events and relay events will be allowed on the day of the swim meet. Each team may add up to 4 swimmers to the swim meet on the day of the swim meet in individual events only and they may swim for points. Relay changes will be allowed if submitted to the Meet Director by 8:15 AM on the day of the meet. Relay changes must be noted in writing by 8:15 AM and will be for informational purposes only and will be exchanged between the two teams. Teams must still follow the 4 event rule per swimmer when considering changes to relays. Swimmers that are shifted to a relay event must be an eligible swimmer for that age group. No additional relay teams may be added to the swim meet on the day of the swim meet. Scratches to individual events and relay events may be submitted to the Meet Director for informational purposes, but no reseeding of events will occur on the day of the swim meet. Any relay changes must be fully documented by the team making the changes and submitted to the opponent team by 8:15 AM.

**E. Places** — Places shall be determined on a time basis and visual judging, subject to the order of finish within each heat and based upon the ranking system used at the meet. Any ties resulting from the procedure used shall be declared officially tied for awards and points, with no further attempt at resolution. Two line judge slips will be turned in for all races involving the fastest 12 swimmers' heats. Line judges are not to communicate their judgments across the pool.

Line judges will be used at Dual Meets. Line Judge results will only be used in cases where no swim time is available.

In the event there is a disagreement by the line judges as to who finished first by touch, then the race between those two swimmers is a tie.

All calls made by stroke and turn judges and the starter are final unless official protest is lodged. Appeals must be submitted to the Referee pursuant to the Protest section.

Any problems at a meet are to be handled by the Meet Director.

## **102.31 CHAMPIONSHIP MEET:**

.1 There will be a Championship meet at the end of each season. The host of this meet will rotate every year. The host team secures the facility to host the meet. The cost of the pool, insurance, and ribbons will be divided evenly amongst the Sierra Foothill Swim League Membership. Refer to article 514 amendment Exhibit ( 5 year Swim Schedule ).

### **.2 Championship Meet Structure:**

All swimmers must participate in at least two dual meets in order to participate in Championships.

The Championship Meet will begin at 9:00 am.

Warm-ups will begin at 8:00 am. The pool is to be cleared ten (10) minutes before the start of the meet. There will be no use of the warm up / warm down lane during the Championship meet.

All visiting teams will designate a team spokesman who will interact with the Meet Director of the host team, in all matters affecting the conduct of the meet.

Changes to Relay events will be allowed the day of the Championship meet if one or more of the relay swimmers are absent. Existing swimmers already entered in the meet may be added to a relay event. Swimmers added to a relay event must scratch an individual event if they are already entered in 4 events. Head Coaches must submit their relay changes to the Meet Director by 8:15 AM. Relay change information must include: event numbers involved, swimmer names involved, and event descriptions.

**A. The order of events** are Individual Medley, Mixed Medley Relay, Freestyle, Backstroke, event # 41 will be 6 & Under, event #42 7-8, Event #43 9-10 Mixed 100 Free Relays, Event #44 11-12, event #45 13-14, event #46 15-18 100 Yard Freestyle, Butterfly, Breaststroke, and Event #70 11-12, Event #71 13-14, Event #72 15-18 Mixed 200 Free Relay.

\*\*A 5 minute break will be made at the beginning of each shift change to facilitate a smooth transition of volunteer duties.\*\*

### **B.**

1. **Relays** are mixed with boy/girl combinations. There must be at least one of each on any relay team.

2. All relay team meet entries will be submitted with estimated swim times. "No Time" relay team meet entries will not be used. The relay team meet entry time may be calculated by the Team Manager software or manually using a best estimate.

**C. Heats** — In order to assure seeded positions, the best competitive times of all entries should be submitted.

**D. Seeding** - The meet is to be seeded in a "timed finals" format. The seeding of lane slips for Championships is done by slowest to fastest. There will be at least three people seeded into a heat, with the last heat having the maximum amount of swimmers. When there are two or more heats in an event, there shall be a minimum of three swimmers initially seeded into the first heat, but subsequent scratches may reduce the number of swimmers in such heat to less than three.

- Each team is limited to twelve (12) entries per individual event and three (3) entries per relay event.
- **Exception - 25 yard and 50 yard Freestyle events will have no entry limits per team.**
- Individual swimmers are limited to four events per meet.
- No shows are scratches and are not eligible for change. The Meet Director, with a majority approval of the SFSL Board Team Reps, may allow reseeding of a swimmer if special circumstances exist.

- Swimmers participating in more than four (4) events will be disqualified from all events- including relays.
- Teams with multiple swimmers violating the 4-swim rule at the same meet, forfeit the meet.
- Exhibit swimmers are permitted to participate in the Championship meet events as illustrated in Section 502.5

**E. Places** — Places shall be determined on a time basis and visual judging, subject to the order of finish within each heat and based upon the ranking system used at the meet. Any ties resulting from the procedure used shall be declared officially tied for awards and points, with no further attempt at resolution.

All calls made by stroke and turn judges and the starter are final unless official protest is lodged. Appeals must be submitted to the Referee pursuant to the Protest section.

Line judges will be used at Championships. Line Judge results will only be used in cases where no swim time is available.

**F. Exchange of Seeding Information for the Championship Meet -**

1. Each team will submit their seeding information by **Thursday at 1:00pm** prior to the Championship Meet.
2. The seeding information will be submitted to the head computer operator of the Championship Meet.
3. The team responsible for computers at the Championship Meet will submit their seeding information to the Meet Director by the same deadline.
4. A PDF copy of the meet program will be provided to each team via E-mail by Friday at 1:00pm. This meet program should be sent to the league team rep for each team, unless directed otherwise by the team rep.

**G. Deadline to submit team Volunteer Lists for the Championship Meet -**

**Each team will provide a list of volunteers that will fill their team's required jobs for the Championship Meet. This list will be provided eight (8) days prior to the meet. This will be on a Friday and it will be due no later than 5pm. It will be provided to the League President. The League President will verify completeness and forward immediately to the team in charge of volunteers for the meet.**

**102.6 AWARDS**

When two or more swimmers tie for any place, duplicate awards shall be given to each of such tied swimmers. In such cases no awards shall be given for the place or places immediately following the tied positions. If two tie for 1st place, no award for 2nd place; if three tie for 1st place, no awards for 2nd or 3rd, and so on.

**102.7 SCORING**

**.1 Dual Meets**

**Score and award through 6th place; Award 7-10 place; Participant beyond 10th place.**

Individual events: Points 7,5,4,3,2,1 Relay events: Points 14,10,8,6,4,2

**.2 Championships** — Individual events (Individual point values shall be doubled for relays):

**Score and award through 16th place. Participants beyond 16th place.**

8-lane pools: Individual events: Points 18-15-14-13-12-11-10-9-8-7-6-5-4-3-2-1 Relay events: Points doubled

**.3 Ties** — Where two or more swimmers tie for any place in any event the points credited to such place or places, if any, next in order shall be equally divided between such swimmers; i.e., if two tie for first place, the points to be credited to first place and the points to be credited to second place shall be added and divided one-half and one-half. If three tie for first place, the points credited to first, second and third places shall be added and divided one-third, one-third and one-third, and so on for four or more tying for first place. The same is true for those tying for second place, third place, and whatever places there may be.

**.4 Disqualifications** When a relay team or individual swimmer is disqualified, the subsequent places will move up accordingly and points shall be awarded to conform to the new places.

**102.11 PROTESTS**

**.1 Protests during the Championship Meet must be submitted by the team league representative that represents the team at league board meetings. A non-coach replacement may be used to submit the protest form if the team league representative is absent, with prior notice and approval of the Champs Meet Director.**

**.2 The protest form must be submitted to the Meet Referee within 30 minutes of the posted results for the event being protested.**

**.3 The official protest form must be used to file the protest.**

**.4 The protest form must be filled out completely, when submitted, to be considered a valid protest.**

**.5 The protest form will be reviewed by the Meet Referee and be held from this point forward by the Meet Referee.**

**.6 In the case of protests of swimmer disqualifications, the Meet Referee will consult with the parent volunteer official that wrote the disqualification.**

**.7 A narrative will be added to the protest form with details gathered by the Meet Referee from the interview of the parent volunteer official.**

**.8 If the parent volunteer official gives an adequate description of the disqualification, gives an adequate statement of the swim**

rule that was violated, the disqualification slip was properly completed, and the swimmer being disqualified was in the official's jurisdiction, the disqualification should be upheld by the Meet Referee.

**.9 The disqualification slip should never be destroyed or discarded. Disqualifications reversed by the Meet Referee will have one single line drawn diagonally across the slip with initials of the Meet Referee. The initials should be added as to not destroy the readability of the disqualification slip.**

**.10 The protest form may also be used to protest possible timing system errors or swim time recording errors.**

**.11 Video reviews will not be conducted or considered. Interviews with other eye witnesses will not be conducted or considered.**

## **102.13 REFEREE**

The Referee position is optional and subject to SFSL BOD approval. Referees must be trained according to USA Swimming Regulations.

.1 Shall have full authority over all officials and shall assign and instruct them; shall enforce all applicable rules and shall decide all questions relating to the actual conduct of the meet, the final settlement of which is not otherwise assigned by said rules; can overrule any meet official on a point of rule interpretation, or on a judgment decision pertaining to an action which the Referee has personally observed.

.2 The Referee has the authority to disqualify a swimmer(s) for any violation of the rules that the Referee personally observes and, except for false starts, shall at the same time raise one hand overhead. If the Referee does not make such a signal there shall be no penalty.

.3 Shall signal the starter that all officials are in position, that the course is clear, and that the competition can begin, before each race; and shall assign marshals and/or warm-up lifeguards with specific instructions.

.4 Shall give a decision on any point where the opinions of the judges differ; shall have authority to intercede in a competition at any stage, to ensure that the racing conditions are observed.

.5 When automatic or semi-automatic officiating equipment is used and an apparent malfunction occurs it shall be his/her responsibility to make an immediate investigation to determine whether the swimmer finished in accordance with the rules and/or if there was an actual equipment malfunction.

.6 May prohibit the use of any device that disrupts or interferes with the meet, such as a laser pointing device or artificial noisemaker.

.7 May modify any rule for a competitive swimmer who has a disability.

.8 When the meet sanction allows conducting the events by starting them from the alternate ends of a 25 yd course, the Referee shall establish the necessary administrative and officiating procedures to conform to Part One of the rules and local conditions.

.9 Refer to 102.11 concerning protests.

**.10 The League President shall hire one current certified USA Swimming Official to act as Meet Referee. The Meet Referee must have at least 2 years of prior experience working as a certified USA Swimming Stroke and Turn Official. Prior Meet Referee experience is required. The league will pay the Meet Referee at a rate not to exceed \$200 total for the Championship Meet. The Meet Referee name will be submitted to the board for approval by July 15. Exceptions to these requirements may be waived only with approval of the league board.**

**.11 The League President may hire up to 3 additional officials to help the Meet Referee. Their pay may not exceed \$100 total for the meet, per official. These 3 officials should be current certified USA Swimming Officials or prior certified officials with at least 2 years of prior experience working as a certified USA Swimming Stroke and Turn official. Exceptions to these requirements may be waived only with approval of the league board.**

## **102.14 STARTER**

.1 **Equipment** — Loudspeaker start system with or without an underwater recall device, and an electronic strobe signal shall be the preferred starting device. A .22 caliber starting pistol may be used. If all equipment is deemed useless, the Referee shall determine an alternative starting signal which must remain consistent for the remainder of the meet- or until starting system is operable.

.2 **Preparation** — The Starter shall stand within ten feet of the starting end of the pool and upon signal from Referee, shall assume control of swimmers until a fair start has been achieved.

.3 **Optional Instructions** — The Starter may:

A. Announce the event;

B. Advise the heat when a swimmer will be attempting to achieve a time at an initial distance.

C. For backstroke event starts, give the command, "Place your feet."

#### **.4 The Start**

- A. At the commencement of each heat, the Announcer/Starter shall signal to the swimmers to remove all clothing except for swimwear, followed by a command for swimmers to take and maintain their positions on the starting platform. In backstroke and medley relay events, at the Announcer/Starter directs swimmers to immediately enter the water and return, without undue delay, to the starting position.
- B. When the swimmers and officials are ready, the Referee shall signal with whistle to the Starter that the swimmers are under the Starter's control.
- C. On the Starter's command "take your mark", the swimmers shall immediately assume their starting position, in the forward start, with at least one foot at the front of the block. When all swimmers are stationary, the starter shall give the starting signal.
- D. When a swimmer does not respond promptly to the command "take your mark", the Starter shall immediately release all swimmers with the command "Stand up" upon which the swimmers may stand up or step off the blocks.

#### **.5 False Starts**

- A. Disqualification will occur after the second false start violation in any one heat. The starter may also disqualify a swimmer if he/she is intentionally false starting. This is at the Starter's discretion. Any swimmer starting before the starting signal is given shall be disqualified if the Referee independently observes and confirms Starter's observation that a violation occurred. Swimmers remaining on the starting blocks shall be relieved from their starting positions with the "Stand up" command and may step off the blocks. The Starter shall restart the race upon signal by the Referee. The recall signal shall be activated if the starter sees movement prior to the start, but before the release command is given, and after the starting signal has been given.
- B. If the starting signal has been given before the disqualification is declared, the race shall continue without recall. If the Referee independently observes and confirms the starter's observation that a violation occurred, the swimmer or swimmers who have false started shall be notified of the disqualification upon completion of the race.
- C. If the recall signal is activated inadvertently, no swimmer shall be charged with a false start and the Starter shall restart the race upon signal by the Referee.

#### **.6 Deliberate Delay or Misconduct**

- A. Any swimmer, who delays the start by entering water or by willfully or deliberately disobeying a command to step on the blocks or to take a starting position, or for any other misconduct taking place at the start, may be disqualified from the event by the Starter with concurrence of the Referee.
- B. The Referee shall disqualify a swimmer who fails to appear at the starting platform ready to swim in time for the initial start of his/her heat.
- C. Such disqualifications shall not be charged as a false start.

**102.15 JUDGES** — Shall have jurisdiction over the swimmers immediately after the race has begun.

**.1 Line Judge** — At the discretion of the Referee, two line judges — one on each side of the course — shall be stationed near the finish and each shall judge the order of finish of all swimmers. A place judge shall record a tie if a place distinction cannot be made. Judging results shall be used only in accordance with Section 102.16.6C in determining the order of finish.

**.2 Stroke & Turn Judge** — Shall operate on both sides of the pool, preferably walking abreast of the swimmers during all strokes except freestyle, during which events they may leave poolside, at the Referee's discretion; shall ensure that the rules relating to the style of swimming designated for the event are being observed; shall ensure that when turning or finishing the swimmer complies with the turning and finishing rules applicable to the stroke used; and shall report any violations to the Referee on signed slips detailing the event, the heat number, the lane number, the swimmer's name and the infraction.

**.3 Jurisdiction of Stroke and Turn Judges** — Before the competition begins the Referee shall determine the respective areas of stroke and turn responsibility and jurisdiction, which may include joint, concurrent, and coordinated responsibility and jurisdiction. The Referee shall insure that all swimmers shall have fair, equitable, and uniform conditions of judging.

#### **102.16 TIMING**

**.1 Timing Systems** — Every race in a swimming competition shall be timed with the following system:

A. **Manual** — A timing system consisting of individual lane timers, each operating a manual watch that is both started and stopped by the timer as described in Section 102.16.3C. Only hand-held, battery powered, digital read-out type watches designed for timing purposes shall be used.

**.2 Timing System Designation** — Timing systems shall be designated as follows:

A. **Primary System** — The primary system shall determine the official time of each swimmer unless a comparison of the primary with secondary and/or tertiary system times indicates a malfunction of the primary system. A primary system shall always be in place and shall consist of:

- (1) Manual, with three (3) or two (2) watches per lane, each operated by a separate timer.

### .3 Timing Personnel and Their Duties —

#### A. **Head Timer/Backup Timer (Home Team)** — The Head/Backup Timer shall:

- (1) Assure the assignment of Lane Timers to lanes and the designation of one timer on each lane to be the Head Lane Timer.
- (2) On the starting signal, start a watch(es) on every race. The time of this watch shall be used if a Lane Timer's watch fails.
- (3) Be responsible for the Runners insuring all manual watch times, including those of disqualified swimmers, get to the Recorder/Scorer.

#### B. **Head Lane Timer** — The Head Lane Timer shall:

- (1) Determine whether the swimmer or relay team is present and in the correct lane, heat and event, and that relay swimmers are swimming in the order listed.
- (2) Determine and record manual watch times or the absence of a swimmer or the relay team seeded in that lane.
- (3) Assign one timer to time relay splits and initial distance times if requested by the Chief Timer.
- (4) Report if the swimmer has delayed in touching or has missed the touch pad at the finish, or if there is reason to believe the semi-automatic or manual times may be inaccurate.

#### C. **Other Lane Timers** — Officials assigned as Lane Timers may simultaneously operate two dissimilar devices (one watch and one button) but not two similar devices (two watches or two buttons). It is not within the Lane Timer's jurisdiction to judge if the swimmer's touch conforms to the applicable finish rules or if a relay take-off infraction has occurred unless assigned concurrent responsibility as a Lane Timer and Turn Judge or Relay Take-off Judge. Each timer shall:

(1) Be in position at the start to have an unobstructed view and shall start the watch at the instant of observing the visual starting signal. If the visual starting signal is not observed, the watch shall be started upon hearing the sound of the starting signal.

(2) Stand directly over the assigned lane at the finish to observe a touch above, at, or below the surface of the water and stop the watch and/or push the semi-automatic system button when any part of the swimmer's body touches the wall.

(3) Report the watch time to the Head Lane Timer or the designated recorder, report if a late or missed pad touch is observed; and, if requested, present the watch for inspection. Lane Timers shall not clear their watches until a command to "clear watches" is given or the Referee signals that the next heat is ready to start.

#### D. **Recorder/Scorer (Computer Persons)** — The Recorder shall:

- (1) Record the Official Times and disqualifications;
- (2) Determine the official Order of Finish;
- (3) Publish the results; and
- (4) May also determine the score of the meet.

### .4 Requirements for Official Time

#### A. **Performance Requirements**

(1) An official time can be achieved only in Sierra Foothill Swim League approved competition, or in an observed swim in accordance with all applicable rules.

It may be achieved in:

- (a) A preliminary or final heat.
- (b) A swim-off held to determine qualifiers or alternates for consolation or final heats.
- (c) A lead-off leg in a relay.
- (d) A split time recorded from the official start to the completion of an initial distance with a legal finish within a longer event, provided the swimmer completes the event or the lead-off portion of the relay in compliance with applicable rules.
- (e) A time trial or a record attempt.

(2) An official time for an event or a stroke can be achieved only in that event or stroke, or in an initial distance of such event or stroke (e.g. a backstroke time must be achieved in a backstroke event or the backstroke leg of a medley relay). Regardless of the stroke(s) used, times achieved in freestyle events can be recorded only as freestyle times.

**B. Timing Resolution** — All timing systems, including manual watches, shall have a resolution of one one-hundredth of a second (0.01 second). Times from all systems shall be recorded to hundredths of a second. The digits representing thousandths shall be dropped with no rounding.

**C. Backup Timing System Requirement** — Except when the primary system consists of watches, backup timing shall be provided for all competitors. No swimmer shall be required to re-swim a race due to equipment failure which results in unrecorded or inaccurate time or place. It is the meet director's responsibility to provide the proper timing systems so that swimmers can expect to achieve official times that will satisfy the requirements of Section 102.16.4C.

### .5 Determination of Official Time

#### A. **Semi-Automatic and Manual Timing** — Whenever semi-automatic or manual timing is used, the times shall be determined as follows:

- (1) If **two** of the three button or watch times agree, that shall be the time for that timing system.
- (2) If all three buttons or watches disagree, the time of the intermediate button or watch shall be the time for that timing system.
- (3) If only two button or watch times are available, the time shall be the average of those two button or watch times. The digits representing thousandths of a second shall be dropped with no rounding.
- (4) If only one button or watch time is available, the time of that button or watch shall be the time for that timing system.

### .6 Determining Order of Finish —

A. **Place and Ranking** — The order of finish shall be by integration of official times

B. **Ties** — official times identical to the hundredths shall be ties

C. **Judging** — Judging shall only be used to change the order of finish produced by ranking the Official Times if:

- (1) the swimmers competed in the same heat,
- (2) times obtained from properly operating automatic timing equipment are not available, and

(3) both Line Judges observed a different relative order of finish and made a written record of their observation immediately following the conclusion of that heat.

**Note:** A different relative order of finish means there is agreement that a different swimmer finished ahead of another swimmer, there need not be agreement on their exact placement within the heat.

**D. Impact of Judging on Order of Finish** — If judging changes the order of finish:

(1) In timed finals meets such placement by judges decision (JD) shall be indicated in the meet results and shall determine the order of finish.

**102.17 CLERK OF COURSE — STAGING**

.1 The clerk of course shall be provided with an area clearly identified as the staging area where all swimmers must report as soon as their event is called.

.2 The clerk of course shall be provided with a list of the names of all swimmers in all events including relay swimmers in the order in which they will swim.

**102.19 RECORDERS/SCORERS** — In a scored meet, shall confirm the order of finish in dual meets and championship meets for each event. They shall compile team and high-point scores as applicable. The Recorder may also serve as the Scorer.

**102.20 ANNOUNCER** — The announcer shall make any announcements requested by the referee, the clerk of course or the meet management. Announcements may include: event; number of heats; lane, name and club affiliation of competitors; and results.

**102.23 MEET DIRECTOR** — Shall be appointed by the meet host. The Meet Director will manage meet responsibilities including, but not limited to: procuring the awards; preparing the facility; arranging for personnel, equipment (including appropriate timing equipment), and supplies necessary for meet operation; processing of entries; printing of programs; preparing and distributing meet results.

**102.24 DISRUPTION OR INTERFERENCE** — The Meet Director or any Team President may prohibit the use of any device that disrupts or interferes with the meet, such as a laser pointing device or artificial noisemaker. The use of laser pointing devices or artificial noisemakers, during a swim meet, is strictly prohibited. Artificial noisemakers include bells, sirens, horns, whistles, or any other device that may disrupt swimmers or spectators during a swim meet.

**102.25 TOBACCO PRODUCTS** — Smoking and use of other tobacco products is prohibited on the pool deck, in the locker rooms, in spectator seating or standing areas, and in all areas used by swimmers, during the meet or during the warm-up periods in connection with the meet.

**102.26 ALCOHOLIC BEVERAGES** — Sale and use of alcoholic beverages is prohibited in all areas of the venue, including, but not limited to, pool deck, locker rooms, spectator seating or standing areas, and in all areas used by swimmers.