

Alamo Area Aquatic Association Summer Swim League

Policies, Procedures, Rules, and Regulations

2007

Please make special note

More than 95% of all communications between the Alamo Area Aquatic Association (AAAA) and the Summer League Teams is via e-mail and the Web Site. Therefore, it is imperative that each and every team has a current and reliable e-mail address and telephone number listed in the Team Directory, which is accessible from the Home Page of AAAA Web Site (www.aaaa-sa.org). It is each team's responsibility to ensure that this data is kept current and accurate. There are instructions on the Summer League Home Page or you may simply e-mail any additions, deletions, or revisions to: aaaa-sa@satx.rr.com. League Management cannot be responsible for missed communications if this responsibility is not met.

League Commissioner

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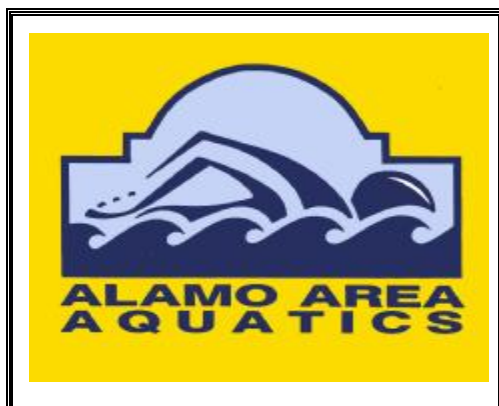


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I. Introduction

The Alamo Area Summer Swim League (AASSL or the League) was developed and is designed to bridge the gap that can come to exist between swimming lessons and Club and / or High School swimming. It is intended to be a low to medium pressure, high excitement introduction to year around competitive swimming, which can be a very important developmental experience, especially for swimmers age 12 and younger.

The primary goal of the AASSL is to introduce, encourage, and develop a love for the sport of swimming while instilling the values of good sportsmanship, hard work, and respect.

In order to accomplish this goal, the AASSL provides, through its Member Teams, quality competitive swimming instruction, competition, and water safety at a level that is designed to be fun for the athletes, parents, and coaches. Swimming, like life, is both competitive and fun.

Successful operation of the League relies very heavily on volunteers, which includes the Executive Board. Parents are strongly encouraged to “get involved” in some way other than being a spectator. Their help will be appreciated and the competition better for it.

The AASSL is an electronically administered league. A Summer League Web Site Page is maintained at www.aaaa-sa.org and most communication flows through that website and by e-mail.

II. Membership

A. Team eligibility

1. Bona fide summer league teams in the San Antonio Metropolitan Area are eligible for participation in the League. Summer league teams are recreational swimming organizations that cater primarily to summer only swimmers.

B. Application for membership

1. Applications for new membership in the League should be submitted along with the new team registration fee to the League Commissioner as outlined in Section VII not later than January 15th of the year participation is desired.
 - a. The AASSL Executive Board will consider such requests within 20 days and, if approved, the requesting Team must then comply with all aspects of these Policies, Procedures, Rules, and Regulations; including the prompt payment of all fees noted in Section VII.
2. **Current member teams must commit to the League each Season by submitting a non-refundable team registration fee along with the team registration form to the League Commissioner as outlined in Section VII no later than August first. After August first teams must reapply as new members.**
3. Each member Team shall provide a “criteria for membership” statement, which indicates what is required by their pool policies, e.g. By-Laws, etc. in order to be a member of their pool / swim team. In addition, address information necessary for providing a Pool locator map on the AAAA Web Site and at least one valid e-mail address are also required.

C. Withdrawal from the league

1. Member teams that choose to withdraw from the League may only re-apply for membership as a new team. Teams that choose to withdraw after committing to the league will be fined \$200, which must be paid prior to reinstatement, and they must also re-apply as a new member.

III. Athlete Eligibility

- A. A swimmers age for the entire Season shall be determined by her / his age as of June first of the current Season (year).
- B. Swimmers who have reached the age of sixteen (16) on or before June first of the current Season may not participate in any AASSL Meet. Coaches are encouraged to keep 16 year olds involved in the team as demonstrators / role models but not as coaches since that could affect their UIL Eligibility.
- C. As of May first of the current Season (year) any swimmer who is in the eighth grade or above and has attained a lifetime best time equal to or faster than those listed in Table One (below) in an event listed, **may NOT compete in that event /stroke in any AASSL Meet but may swim events/strokes in which they have not attained the time standard and they may participate on any relay.**
- D. Based on a survey of the member teams – **Beginning with the 2008 summer season, a league wide standard will be developed that will apply to all age groups but swimmers will be able to participate in strokes that they have not attained the time standard.**

Table One						
2007 AASSL Time Standards*						
Girls			Event	Boys		
LC Meters		SC Yards		SC Yards		LC Meters
0:30.59		26.69	50 Free	25.89		29.59
1:06.09		57.89	100 Free	56.29		1:04.39
1:17.19		1:05.99	100 Back	1:04.49		1:15.69
1:26.89		1:14.69	100 Breast	1:14.39		1:25.89
1:14.39		1:04.79	100 Fly	1:04.09		1:13.19
2:43.09		2:21.59	200 I-M	2:20.99		2:41.19

* based on 2007 AAAA Elite Team 13 year old time standards

1. A swimmer's eligibility to swim in AASSL Meets may be individually challenged based on the times in Table One. However, the burden of proof lies with the challenger.
 - a. League Management will also periodically review team rosters and entries into the Division Championship Meets, and again at the conclusion of the current season in order to detect athletes who may be competing or have competed in League meets while in violation of these restrictions.
 - b. In the event League Management detects one or more violations of the time restrictions, the burden of proof to disprove the validity of the data lies with the swimmer.
2. Challenges noted in 1. above, must be submitted within 24 hours of discovery by first class mail or e-mail to the Commissioner but not later than July eighteenth (18th) of the current Season. All Challenges must include date of discovery, challenger's name, and contact information. Anonymous challenges will not be accepted. All necessary documentation must accompany the challenge such as swimmers name and final meet results or reference to a recognized and established database that indicates a violation of the AASSL time standards noted in Table One.
3. If the challenge is proven to be true, or the League determines that one or more swimmers are participating in violations of these restrictions, i.e. 1) the challenged swimmer has a lifetime best time equal to or faster in any event listed in Table One and 2), the swimmer was in the eighth grade or above on May first of the current season; the offending swimmer will be banned from further competition in the league.
 - a. In addition, the team will be assessed a fine of \$100.00 for the first offending swimmer, \$200.00 for the second, \$300.00 for the third, fourth, etc.; payable to the Alamo Area Summer Swim League within five business days.

- 1) If fines are assessed prior to applicable Division Meet the offending team shall not participate until the fines are paid in full. If any fines assessed are not paid in full by August 1st of the current season (year), the offending team will be banned from league participation until the fine(s) are paid in full and it will be necessary to reapply as a new team.
4. Acceptable sources for proof-of-time include the Alamo Area Aquatic Association's Meet Results Archives and the USA Swimming SWIMS National Database. While these are acceptable sources of proof-of-time, they are not complete databases of all times from all sources. Any final, printed meet results or reference to other recognized and established databases are also acceptable.
- D. Coaches are solely and personally responsible and accountable for ensuring and guaranteeing all aspects of the eligibility of each swimmer representing her / his team.
 1. Any attempt to avoid or deflect these responsibilities will be viewed as unethical.
 2. It shall be considered contrary to the purpose of summer league swimming to allow a swimmer to only swim in meets and not be a real part of the team including at least some practices.
- E. Swimmers may compete for only One Alamo Area Summer League Swim Team during any given season.
 1. Violators will have all of their AASSL scores invalidated and be banned from further participation during the current season.
- F. AASSL swimmers must be able to swim at least their age-appropriate distance unassisted.
 1. It is considered unethical for coaches to enter a swimmer in an event knowing the athlete either cannot complete the prescribed distance or execute the stroke legally.
- G. No AASSL swimmer shall compete at the same distance using the same stroke in more than one age group.
 1. The AASSL competition age groups will be found in Appendix A, in the Order of Events. Please also refer to Section X. – Scoring and Awards.
- H. An important distinction must be made between entering an event and participating in an event.
 1. It shall not be permissible, under any circumstances, to enter, more than the allowed number of events and then subsequently scratch from those in excess of the number allowed.
- I. Employees of a member team's pool may compete only if they are also individual members of the team and in compliance with all other eligibility provisions.
- J. No swimmer may participate in any AASSL meet unless they are listed on the official roster submitted to the Commissioner.

IV. Administrative Considerations

A. General

The AASSL is an activity of the Alamo Area Aquatic Association (AAAA) and is directed and managed by a Commissioner (Appendix D) who is responsible and accountable to an all-volunteer Executive Board appointed by the AAAA Board of Directors.

B. Member Teams

Teams who have been members of the League in the previous year shall automatically be considered to be members in all succeeding years provided they meet the annual fee requirements outlined in Section VII.

1. Teams that were not members of the League in the previous year must formally apply for membership by submitting a membership application to the AASSL Commissioner (Appendix D) not later than January 15th of the year for which membership is requested (Section VII.C.).

C. Team Representative

Each member team is required to have at least one designated team representative through which communications from the League will flow. The primary mode of communications is by e-mail and each member team is required to provide the Commissioner with at least one reliable e-mail address and telephone number.

D. Website

The AAAA Web Site at www.aaaa-sa.org is also extensively utilized as a means of broader communications with Member Teams. There is a Summer League Home Page, from which a variety of information can be accessed, including the Team Directory with telephone numbers and e-mail addresses. Since information on the Web Site is updated very frequently, it is essential that each team make it a practice to visit it at least twice a week, if not oftener. It is an administrative imperative that each team representative periodically ensures his or her data in the posted Team Directory is accurate and current.

E. Communication

Member Teams who choose not to avail themselves of these communications channels will almost certainly fail to be kept informed as to the goings on in the League, including meetings, schedules, calendars, official's clinics, etc.

1. The League will accept no responsibility for failed communications if Team Directory data are not currently and / or accurately maintained. Instructions for updating Team Directory data are prominently displayed near the top of the Directory itself.

F. Family Registration Forms

Teams are provided with three-part Family Registration forms (white copy is for the teams- yellow copy is to be submitted to the commissioner in alphabetical order please- pink copy is for the family. Each swimmer must be listed on a Family Registration Form and a parent or guardian must sign the form, including all waivers.

G. Team Rosters

1. Each Team must provide the Commissioner by email, a complete, current, and accurate Team Manager[®] Mailing Information Report (TMMIR) and submit Family Registration Forms not later than May 31st of the current season (year). This submission is crucial to the provision of insurance and teams that fail to meet the deadline jeopardize all of the other teams in that regard. Because it may not be possible to obtain accurate team data prior to the first official practice team census data from the previous season will be utilized for insurance purposes.
 - a. The required roster must be prepared using Team Manager[®], because addresses are necessary for insurance purposes, and Team Manager[®] very nicely fulfills that requirement. Since it is necessary to utilize Team Manager[®] for Division Meet entries anyway, several steps can be eliminated by utilizing the program for more than one purpose (once your roster is in Team Manager completing division entries is simply a matter of selecting events).
 - b. At any time during the season, if / when there are additions to a team's roster a re-submission is required and Team Manager[®] makes this a very simple process. Re-submittals must be by email. Deletions from a team's roster are of little consequence as registration fees are non-refundable.

H. Division / Conference Alignments

1. The League is divided into Divisions and Conferences in order to at least partially ensure competitive parity among its members. The number of teams in the league determines the number of Divisions / Conferences. Conference alignments are determined by team size and prior season performance.
 - a. An equally important consideration is the necessity to limit the size of the Championship Meets to less than 500 swimmers in order to make the meets shorter, less difficult to manage, the competition sharper, and less damaging to the venues.
2. Because it is not possible to obtain accurate team data within a reasonable time for the current season, team census data from the previous season will, of necessity, be utilized.

3. Receipt of team commitments and team registration fees by August first each year is critical to the determination of alignments. Therefore, it is ultimately to every team's advantage to ensure that season commitments are submitted by the August first deadline.

I. Scheduling of the Division Championship and All-Star Meets

1. Meet Information for the Division Championship and All-Star Meets will be posted on the AAAA Web Site with the pertinent and accurate schedules and venues just as soon as the data become available.
 - a. Unlike most Meet Informations, those for the Division Championship and All-Star Meets will contain very little information except the exact date (day), times, venue, entry chair, phone contact Meet Directors, etc. All of the other pertinent information and data are contained in this document and redundancy is not necessary.

F. Amateur Athletic Status/ Athletes Teaching Lessons

The University Interscholastic League (UIL) imposes stringent rules on high school athletes who may be employed by summer league teams / pools. High school eligible athletes, who may become so employed, are required to read and understand the following two paragraphs, which are quoted from the current UIL Rules.

1. **ATHLETES TEACHING LESSONS. Caution! Eligible swimmer athletes will be in violation of the Amateur Rule if they are paid to teach any level of swimming or diving other than beginning swimming or lifesaving. Fees for teaching at these two levels may not exceed the prevailing rate as specified in the UIL Constitution and Contest Rules, Section 441(d). Pay for coaching is a violation.**
2. **INTERPRETATIONS. UIL eligible athletes may not be paid to serve as a coach or assistant coach. UIL eligible athletes may be paid to instruct swimming or to lifeguard. The method and rate of pay is the test. They must be paid at the pool's rate for lifeguarding or swimming instruction. All documentation will be considered in an eligibility case, i.e., UIL eligible athletes may not be listed on any flyers or programs as a coach or assistant coach. All time sheets must reflect hours spent in swimming instruction and / or lifeguarding.**

V. Facilities and Equipment

A. General.

1. All that follows in this Section (V.) outlines the minimum requirements as regards both facilities and equipment. All league member teams are expected to make good faith efforts to comply with each of the requirements. However, it is recognized that some facilities, especially those fielding first year teams, may not have the capabilities, resources, support and / or permission to adequately or completely meet those requirements. When necessary, the Commissioner will address such matters on a case-by-case basis, perhaps with the advice of the Executive Board, in order to arrive at workable solutions that will not seriously compromise the fairness or safety of competition.
 - a. Teams that consistently refuse to make good faith efforts to acquire the equipment and / or to upgrade their facility to conform to the requirements, as determined by the League's Executive Board, shall forfeit their right to host dual / tri meets.

B. Facilities.

1. Pool Dimensions

a. Length

The preferred pool length is 25-yards, but courses of 25-meters and other lengths are acceptable.

1. However, entries into the Division Championship Meets are required to be in short course yards (SCY), and it will therefore be necessary for teams with pools of non-conforming lengths, i.e. other than 25-yards; to apply an appropriate conversion factor to ensure their swimmers are seeded properly. The accepted conversion factor for converting 25-meter times to 25-yard times is 0.90. Teams with racing dimensions other than 25-yards or meters must develop other appropriate conversion factors.

- b. Width**

Six lanes with a preferred minimum width of six feet from centerline to centerline of the lane dividers, with approximately 1.6 feet of additional open water outside lanes one and six. It is recognized that most AASSL Member pools have different configurations. The minimum configuration is four lanes.
- c. Depth**

The preferred minimum depth is four feet, but it is recognized that many AASSL Member pools may have shallower minimum depths. There are significant safety restrictions on starting in relation to the depth of the water when the minimum depth is less than 48 inches. Please refer to Section VI, Safety, for detailed information concerning water depth and the restrictions that may apply.
- d. Lane markings**
 - 1) Bottom**

The bottom of each lane shall be marked along its center with a continuous, contrasting (preferably black) line (lane guide) at least six inches wide, extending to within two meters of either end of the pool. The ends of the lines should be terminated with cross bar of the same material and lateral dimensions.
 - 2) End Walls**

The end walls of each lane shall be marked at its center with a flush, non-slip “T”, “I” or cross of the same material and width as the bottom markers. End wall lane markers shall extend a minimum of two feet below the surface of the water.
 - 3) Top edge of deck**

It is recommended that the top edge of the deck be of a contrasting color to the end wall markers to provide a visual target above the water at the end of the course.
 - 4) Lane numbers**

Lanes shall be numbered from right to left as viewed from behind the starting blocks. The numbers shall be easily visible to competitors and officials from either side of the pool. It is recommended that the lanes also be correspondingly and prominently numbered at the turn end of the pool.

2. Water Quality

Water temperature, chemistry, etc. shall be in compliance with the Local and Texas State Health Codes and / or the current USA Swimming Rules and Regulations.

C. Equipment.

- 1. All equipment requirements are the responsibility of the meet host. The following are required:
 - a. Starting signal, preferably with a visual reference.
 - 1) Whistles shall not be used as a signal to start any race in any AASSL competition.**
 - b. Recall rope at the approximate length-wise center of the pool.
 - c. Three digital stop watches per competition lane plus a minimum of five spares.
 - d. Backstroke lines consisting of at least three (minimum size, 12 by 6-inches) pennant-shaped flags per lane, shall be suspended over all lanes and placed five yards / meters from either end at a minimum height of five feet (preferably seven feet) above the water's surface.
 - e. Identical starting blocks shall be provided for all lanes and shall be securely anchored to the deck. The platform shall be flat, have a minimum surface area of 256 square inches, and be covered with a non-slip material. The front edge of each block shall be flush with the pool's end wall and a hand-grip for backstroke starts shall be provided. The platforms may slant from back to front to a maximum of 10 degrees from the horizontal.

- 1) For specifications regarding starting in relation to the depth of the water please refer to Section VI, Safety
- f. Floating lane markers / dividers.

VI. Safety

A. General

It is not the purpose of this document to establish standards of safety for the competitors. The competitors and the Community Pool Organization must address safety considerations wherever a meet is held. Specific standards of safety and operation of a swimming pool as published and determined by the Texas Department of Health are available at www.tdh.state.tx.us/beh/gq/pools.htm.

B. Safety Officer

Host teams shall provide a competent, Lifeguarding Certified, and responsible individual to serve as Safety Officer during all elements of competition and her / his identity shall be made known to the Meet Referee and all participating coaches.

1. The Safety Officer shall have complete authority over all safety issues that may arise during the course of the competition except for the secure anchoring of the starting blocks and water depth matters, which, by Rule, are the responsibility of the Meet Referee.
2. Failure to designate a competent Safety Officer and to ensure appropriate function may cause the host team to be found negligent in case of accident(s).

C. Coaches Certification

All AASSL coaches are required to be currently certified in either Safety Training for Swimming Coaches or Lifeguarding, as well as First Aid, and CPR. The Northside Aquatics Center (210-706-7500), the Blossom Aquatic Centers (210-491-6132), and the Palo Alto College Natatorium (210-921-5234) offer the necessary certification and re-certification courses several times during the year.

D. Background Checks

Voluntary background checks are available for a fee of \$7.00 per check. Please email the commissioner if you wish to have background checks conducted. You will need to have the volunteer's written permission via a form provided by the AASSL.

E. Starting Depths

Under USA Swimming Rules, there are restrictions on starting in relation to the depth of the water. Those restrictions are noted in **Table Two** below, which are drawn directly from the USA Swimming Rules. **In addition for teaching racing starts in any setting (starting blocks or the deck) water depth shall be 6 feet. NOTE: THIS IS A CHANGE FROM LAST SEASON AND FROM THE ORIGINALLY POSTED 2007 USA SWIMMING RULES. USA SWIMMING MADE THE CHANGE AFTER CONSULTING THEIR SAFETY COMMITTEE AND LEGAL COUNSEL IN ORDER TO PREVENT ACCIDENTAL CONTACT WITH THE BOTTOM OF THE POOL.**

Table Two – Water Depth versus Starting Positions	
Water Depth** At The Starting End**	Starting Position
48 inches or more	May start from blocks Not more than 30 inches above water or deck.
Less than 48 inches	Must start IN the water

* Water depth is measured at a distance of 3 feet 3 1/2 inches to 16 feet 5 inches from the starting wall.

**For relay events in some age groups, the turn end will also be the starting end for second and fourth swimmers and these same restrictions will apply in such cases.

F. Starting block security

1. When one or more starting blocks is / are not securely anchored to the pool deck, all swimmers must start from the deck or in the water, i.e. none of the starting blocks may be used.

2. Securely anchored is defined as being attached or affixed in such a manner that no temporary, additional support, reinforcement, or stabilization is necessary during normal forward or backstroke starts.
3. It is the Meet Referee's responsibility to determine the security of the starting block anchoring prior to the start of a meet. Her / his decision in the matter is final and not subject to appeal.
4. This is an important safety issue and Meet Referees who do not enforce the restrictions when necessary expose the host team to possible litigation.

G. Alcohol

1. In no case should a volunteer be permitted to consume any alcoholic beverages while working on deck during a swim meet.

H. Lightning

1. Each pool which hosts any ASSL League Meet must have, in writing, a policy clearly stating its policies concerning the suspension / cancellation of competition in the event of inclement weather, specifically the presence of lightning in the immediate area.
 - a. This policy must be specific as regards when the pool must be cleared as well as when it is prudent to resume competition.
2. The pool Safety Officer must be familiar with these policies and provide Meet Referees with whatever support is necessary to ensure adherence.
3. Meet Referees have the authority to forfeit meets at venues that do not have such policies available.

VII. Fees

A. General

Checks must be made payable to AASSL and mailed or taken only to the Commissioner (Appendix D). **Payments of any sort made to the League must never be left at one of the pools. To do so is to virtually guarantee it / they will not reach the Commissioner in a timely manner, or perhaps not at all.**

1. Administrative and clerical personnel at the various pools are instructed to never accept payments of any sort to the League.
2. Payments left in unattended receptacles at any one of the pools will not, under any circumstances, be accepted, and the League will accept no responsibility for them. If such incidents do occur, an attempt will be made to contact the team involved, but no guarantees are made or implied and the payments will not be forwarded to the Commissioner.
3. Through the simple expedient of ensuring that all League payments go directly to the Commissioner and only to the Commissioner, all of the aforementioned difficulties can easily be avoided.
4. Normally, cancelled checks will serve as a team's receipts for any and all payments. However, if requested, the Commissioner will provide a receipt of funds received via e-mail.

B. 2007 Individual Membership Fees

For the 2007 Season the League membership fee per swimmer ages 7-15 is \$15.50 until May 31st when it will increase to \$21.00 per swimmer. This amount includes insurance provided by the League (See Appendix G), all individual Division / All-star entry fees and all Division / All-stars relay entry fees.

For the 2007 Season the League membership fee per swimmer ages 6 and under is \$10.50 until May 31st when it will increase to \$16.00 per swimmer. This amount includes insurance provided by the League (See Appendix G), and the fun meet.

2007 Fee Schedule				
	7 - 15 year-olds	After May 31st	6 and unders	After May 31st
Membership Fee	\$15.50 per swimmer	\$21.00 per swimmer	\$10.50 per swimmer	\$16.00 per swimmer
Division Individual Entries	Included	Due June 23rd		
Division Relay Entries	Included	Due June 23rd		
All-star Individual Entries	Included	Automatic Advancement		
All-star Relay Entries	Included	Automatic Advancement		

1. A current, complete TMMIR and all Family Registration Forms must be on file and all fees must be paid in order for insurance to be effective. Additional swimmers may be added after initial submission. All roster submissions must be by email.
 - a. At any time membership fees are submitted to the Commissioner, they must be accompanied by a current, complete, and accurate TMMIR. When membership fees are received by the Commissioner without an accompanying, current TMMIR, they will be regarded as having no official status.
 - 1) It is solely a Team's responsibility to ensure these procedures are followed to the letter. The League, the Executive Board, and / or the Commissioner will accept no responsibility for any fees that are not managed in accordance with the procedures specified.

C. For preliminary information regarding the 2008 Season, please refer to Appendix J.

VIII. Season and Uniforms

- A. The first practice (swimmers in the water) of the 2007 Season shall be held no sooner than May 12th.
 1. Violators shall be reported to the League Commissioner, in writing over a legitimate signature, not later than May 17th. Submissions received after that date will not be accepted.
 2. If proven, teams who violate this restriction shall be banned from participation in the Division Championships.
- B. There may be other out-of-the-water team-related activities, e.g. registration, camps, dry-land training, parties etc., throughout the year. These kinds of activities are encouraged to promote team unity.
- C. Dual / tri meets shall be held according to the schedule given at the pre-season scheduling meeting. There shall be no deviations from this schedule.
- D. Dual Meet weeks shall run from Friday through the following Thursday. Dual / tri meets shall be scheduled on the initiative and at the discretion of the host team.
 1. Scheduling back-to-back meets is not acceptable. The overriding concern when scheduling dual / tri meets is proper spacing.
- D. Dual / tri Meet weeks for the 2007 season are:

June 1st through June 7th
June 8th through June 14th
June 15th through June 21st
June 22nd through June 28th
- F. **Schedules: Division Championships, and All-Star Meet**
 1. Please refer to the Summer League Home Page of the AAAA Web Site.
 - a. Order of Events and Age Groups are listed in Appendix A.

I. Uniforms

1. While competing, swimmers shall not be allowed to display the insignia, logos, and / or name of any club or organization, which they do not represent in AASSL Competition.
 - a. The U. S. Flag and legal manufacture's logos are permitted.
 - b. Violations of this prohibition shall merit disqualification.
2. Team suits and caps are recommended but not required.

IX. Entry Limitations, Seeding, and Meet Procedures

A. General

1. Please also refer to Section III. Athlete eligibility.
2. An important distinction must be made between entering an event and participating in an event.
 - a. It shall not be permissible, under any circumstances, to enter, more than the allowed number of events and then subsequently scratch from those in excess of the number allowed.
3. A swimmer may compete in an event above his/her age group but never below. However, at the Divisional Championships a swimmer may score points ONLY in the age group for which she / he is eligible.
4. A swimmer may not swim the same distance / stroke in more than one age group.

B. Dual / Tri Meet competition

1. In Divisions I and II an individual swimmer may enter no more than four events two of which must be relays.
2. In Divisions III and IV an individual swimmer may enter no more than five events two of which must be relays.
3. **Seeding is fastest to slowest — Timed Finals format.**
- 4.

Meet Entry Guidelines		
	Six lane pool	Four lane pool
Relays	One heat	One heat
Individual Events	Three heats	Four heats

Teams that routinely exceed these guidelines should consider dividing their team the following season.

5. For dual meets the visiting team shall compete in the even numbered lanes and the home team in the odd numbered lanes. For tri meets each team will be assigned one third of the available lanes.
6. Meet Manager should be used to seed/run the meet if one of the participating teams has the software.
7. Dual/Tri Meet entries should be exchanged 48 hours prior to the meet.

C. Championship Meets

1. An individual swimmer may enter no more than four events, two of which must be relays. In addition, each swimmer **must** have participated in at least one AASSL dual / tri meet in order to be eligible for the Division Championship Meet. There is no limit to how many swimmers may enter an individual event.
2. **Seeding is slowest to fastest — Timed Finals format.**
 - a. Seeding will be accomplished by Hy-Tek's™ Meet Manager® from entries submitted via Team Manager® (Hy-Tek) Commlink® File.

- b. All entries shall include a seedtime in yards from an AASSL dual / tri meet. **Swimmers entered with No Time (NT), will not be accepted** (as long as a swimmer has participated in at least one dual/tri meet, legitimate time trial times may be used).
- 1) Conversions are required for Swimmers with entry times in other than yards, or at distances shorter than 25-yards. Coaches must be certain these times are properly converted in order to ensure proper seeding.
 - 2) It is the sole responsibility of each Team to ensure that their swimmer's entered times are in conformance with the 25-yard standard and, once accepted by the Meet Host, no conversion corrections will be permitted and seeding will be based upon times submitted.
3. Each team may enter a maximum of three (3) relay teams.
- a. **"Relay only" swimmers are not permitted**, i.e. each member of a relay team must also be entered in at least one individual event, which will ensure that they appear on a Team's Roster and therefore eligible to swim on a relay.
 - b. Relay teams shall be designated "A," "B," and "C".
 - c. Relay cards shall be used and will be available from the Meet Director (or designee) at the beginning of the warm-up sessions.
 - d. Cards for the Medley Relay must be turned into the Meet Director (or designee) **NOT LATER** than the beginning of the coaches' meeting. Those for the Free Relay must be turned in to the Meet Director (or designee) **BEFORE** the start of the 100-yard individual medley. Failure to meet these time constraints will be grounds for relay team disqualification.
 - 1) **At the time each relay card is turned in, it must list which swimmers will actually swim in the event and in what order**, after which no changes will be permitted, except in cases of illness or injury and then only at the discretion of the Meet Referee.
4. The Meet Director (or designee) will accept corrections, and only corrections, to meet entries from the Teams if received in person (no telephone calls, faxes, or e-mails) within 24 hours after the Psych Sheet is posted on the AAAA Web Site.
- a. Additions to team entries shall not be permitted.
 - b. Deletions from a team entry will be permitted.
 - c. Event "swapping" shall not be permitted.
 - d. After the 24-hour period has expired, no further modification to a Team's entries shall be permitted.
 - e. Modifications to a Team's entries at the meet itself shall not be permitted except in cases of illness or injury to an entered swimmer, and then only to make the Scorer and Referee aware of the swimmer's absence. Substitutes will not be permitted.
 - 1) There is no penalty for scratching or being scratched from an event, but substitutes will not be permitted.
5. Teams shall use their true geographical / legal club name (Stoneridge, Eldorado, Regency, Dominion, etc.) and their assigned 4-letter code when entering the Division Championship Meets. Team mascot names and LSC names shall not be placed in any Entry Field in Team Manager[®].

a. In the Team Manager® Setup>Preferences>System Preferences, the following items <u>MUST</u> be entered or left blank as noted:	
• Team abbreviation	Your Team's assigned 4-letter code (on Website).
• Team Name	Your Team's actual geographical / legal name.
• Team short name	Leave <u>Blank</u> .
• Type of Registration	OTH
• Type of Team	REC
• Country	Leave <u>Blank</u> .
• LSC	Leave <u>Blank</u> (You must leave this blank!)
• Age up date	June 1 st Current Year

6. Please refer to Appendix A for the Order of Events.
7. An Exception Report will be run by Meet Manager before the meets begin and again after they have been concluded to determine if any individual swimmer exceeded the event limit.
 - a. Swimmers with excessive entries, detected prior to the start of the Meets shall be disqualified from any events in excess of the number allowed.
 - b. Swimmers who are found to have participated in more than four events after the Meet has concluded will be disqualified from which ever event(s) caused them to exceed the limit and the meet re-scored.
8. Six and under swimmers may participate in eight and under relay events and by rule (IX. C. 3. A.) they must also be entered into at least one individual event as indicated in "a." below.
 - a. If six and unders are entered into a Divisional Meet for eight and under relay purposes, they **MUST** be entered into the six and under freestyle events, i. e. #9 or #10. **These events will not be swum and are only included for the eligibility on an 8 and under relay.** Meet manager will reject their entry into any other individual event.
 - b. **Exhibition swims by six and unders in individual events are not permitted.**

D. All-Star Meet

1. Advancement from the Division Championship Meets to the All Star Meet is automatic.
 - a. In each single age group of each individual event at the Division Championships, the top finishing swimmer plus the next 4 fastest times League-wide will advance to the All-Star Meet.
 - b. In each relay event at the Division Championships the top finishing team plus the next 4 fastest times League-wide will advance to the All-Star Meet.
 - c. Teams that choose not to participate in the All-Star meet must indicate that choice when entering Divisionals. (If you elect to not participate, none of your swimmers will advance)
 - d. Qualifiers will be posted on the AAAA Web Site just as soon as they become available.
 - e. Relay cards shall be used and will be available from the Meet Director (or designee) at the beginning of the warm-up sessions.
 - f. Cards for the Medley Relay must be turned into the Meet Director (or designee) **NOT LATER** than the beginning of the coach's meeting. Those for the Free Relay must be turned in to the Meet Director (or designee) **BEFORE** the start of the 100-yard individual medley. Failures to meet these time constraints will be grounds for relay team disqualification.

- 1) **At the time each relay card is turned in, it must reflect which of the swimmers listed will actually swim in the event and in what order**, after which no changes will be permitted, except in cases of illness or injury and then only at the discretion of the Meet Referee.
2. There will be only one heat of each single age group and one heat of each relay event – Timed Final format — no alternates.
3. Should, for whatever reason, swimmers / relay teams fail to appear for competition (no shows), the heat will be swum with those lane(s) empty.
4. Please refer to Appendix A for the All-Star Meet Order of Events.

E. Six and Under Fun Meet

1. Each division may (at the discretion of the division) host a six and under fun meet. The League (upon request) will provide awards including certificates that coaches may fill out for each 6 and under.
2. Events will be offered in backstroke, breaststroke and freestyle and a freestyle relay. (See Appendix A) Each division may decide to add other events at their discretion.
3. Each swimmer may enter all events.
4. Any swimmer entered must be able to swim the race unassisted.
5. The meet will not be scored.
6. The six and unders are the future of your team.

X. Scoring and Awards

A. General

1. At dual / tri meets each team shall provide at least one scorer and one assistant.
2. Final scores should be announced and available within 30 minutes of the conclusion of the dual / tri meet. If using Meet Manager – Host team will give visiting team a SwmmBkup File of the meet on CD or via email at the conclusion of the Meet. An award count report should be run so that host team can give visiting team the correct number of awards. For meets being run by cards or if all teams involved agree – awards may be prepared during the meet.
3. Six and under events and swimmers shall not be scored at any AASSL Competition.
4. At dual / tri meets, if six and under events are offered they must also be awarded, but not scored.
5. Age Groups (Please also refer to Appendix A)
 - a. The recognized AASSL Age Groups are:
 - Eight and under
 - Nine and ten
 - Eleven and twelve
 - Thirteen to fifteen
 - b. ALL AASSL meets will be swum in traditional age groups indicated above.
 - c. In dual / tri meets Divisions I and II will score and award based on single age groups and Divisions III and IV will score and award based on traditional age groups.
 - d. At all of the Division Championship meets Single Age Groups i.e. 7, 8, 9, 10, 11, 12, 13, 14, and 15 will be combined for the competition but will be awarded and scored separately.

B. Computer Management

League Member Teams are strongly encouraged to avail themselves of the many advantages of Team and Meet Management Software.

1. Teams are required to utilize Team Manager[®] for entry into the Division Championship Meets.
 - a. The “Lite” Version of the program is available at no cost from Hy-Tek via the Internet at: www.hy-teklt.com. The Lite Version is only capable of managing teams with less than 100 athletes.
 - b. The full version has many additional features and is capable of managing virtually an unlimited number of athletes. The initial cost is reasonable and upgrades are free via the Internet.
 - c. Team Manager[®] also makes it simple and relatively easy to provide the Commissioner with Team Rosters whenever needed.
 - d. Using meet management software to run dual / tri meets increases the flexibility and efficiency of the meet. In addition heat sheets, timing sheets, award labels and final results are easily produced. All teams are encouraged to purchase Team Manager[®].
 - e. Teams that utilize Meet Management Software should ensure they are using a current licensed version of Hy-Tek’s Meet Manager[®] including all appropriate updates.

C. Entry Limits

Scorers at all AASSL dual / tri Meets must be especially vigilant to ensure that no swimmer enters / competes in more than the allowed number of events. (Section IX.)

1. At any time it is suspected or confirmed that a swimmer is in violation of the entry limitation, the Meet Referee must be immediately notified and appropriate action initiated. In some cases this may not occur until well after the meet is concluded.

D. Dual / Tri Meet competition

1. Individual events

a. Single Age Groups – Divisions 1 and 2

In all dual / tri meets, divisions using single age group scoring will score four places per single age group- a maximum of two swimmers from each team may score.

b. Traditional Age Groups - Dual Meets – Divisions 3 and 4

In all dual meets using traditional age group scoring six places per traditional age group will be scored - a maximum of three swimmers from each team may score.

c. Traditional Age Groups - Tri Meets- Divisions 3 and 4

In all tri meets using traditional age group scoring six places per traditional age group will be scored - a maximum of two swimmers from each team may score.

2. Relay events

- a. Divisions I, II, III, up to two relays per team may score and for Division IV only one relay per team may score.

3. Points shall be awarded as follows and as applicable to scoring method above:

Table Three						
Place è	1	2	3	4	5	6
Individual	7	5	4	3	2	1
Relay	14	10	8	6	0	0

4. **Awards** (Appendix F)

- a. Individual events will be awarded for first through sixth place finishes (for single age groups that is for each individual single age group i.e., 7, 8, 9, 10, 11, 12, 13, 14, 15). Relay events will be awarded first through fourth places.
- b. All events should be awarded in the exact order they finish and scored according to the applicable scheme noted above.

5. **Score sheets**

- a. Dual Meet score sheets are available for download from the Alamo Area Aquatic Association (AAAA) Web Site at: www.aaaa-sa.org. Click on the Summer League Swimming button. Tri meet score sheets are on 11x17 sheets and may be obtained by emailing the Commissioner.
6. All scoring shall be accomplished and managed by officially designated scorers only and the scoring area shall be off limits to all other personnel except the Meet Referee and Meet Director.
- a. Marshals shall be assigned if problems arise as regards unauthorized personnel in the scoring area.
7. All score sheets shall be completed in triplicate either by laser printer or ball point pen and signed at the bottom of the last page by the Meet Referee and both coaches at the conclusion of the meet. Teams utilizing Meet Manager[®] may print 2 copies of the meet results for the Meet Referee to sign.
- a. Each coach shall be provided with a copy of the completed and signed score sheets or meet results and the **Meet Director shall e-mail the SwmmBkup File from the dual meets to the Commissioner along with an outline of any problems.**
8. Ties — When two or more swimmers or relay teams tie, the points from all of the places involved shall be totaled and divided equally among the tied participants, i.e. If two swimmers tie for first place both receive a first place ribbon and the first and second place points are added together and equally divided. The next place awarded is third place.
9. Points scored by swimmers who are later determined to have been ineligible or disqualified shall be subtracted from the appropriate team's total and added to the offended team's total.

E. **Division Championship Meets**

- 1. All scoring elements of the Division Championships will be accomplished by Meet Manager and only authorized personnel are permitted in the timing / computer operations room.
- 2. The meets will be scored based on single age groups to 16 places and points awarded according to the following:

Table Four																
Place è	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Individual	20	17	16	15	14	13	12	11	9	7	6	5	4	3	2	1
Relay	40	34	32	30	28	26	24	22	18	14	12	10	8	6	4	2

F. **All Star Meet**

- 1. All scoring elements of the All-Star Meet will be accomplished by Meet Manager and only authorized personnel are permitted in the timing / computer operations room.
- 2. The meet will be scored based on single age groups to eight places and points awarded according to the following:

Table Five								
Place è	1	2	3	4	5	6	7	8
Individual	9	7	6	5	4	3	2	1
Relay	18	14	12	10	8	6	4	2

G. For Awards and Lane Card details, please see Appendix F.

XI. Officials - Certification and Duties

A. Certification

All AASSL Deck Officials, which includes Referees and Starters, as well as Stroke, Turn, Finish and Take-off Judges, must be currently certified by the League (AASSL), USA Swimming (USA-S), the National Federation of High School Officials (NFHS), or the Collegiate Swim Officials Association (CSOA).

1. In order to be certified by the League, officials must attend an annual AASSL Rules Clinic from which an attendance roster is posted on the AAAA Web Site before the dual / tri meets begin.
 - a. Several clinics will be held beginning in May. It is imperative that clinic attendees read the technical rules prior to attending a clinic.
 - b. If proven, teams that utilize deck officials lacking current certification will be banned from participation in the Division Championship Meets.
 - c. A coach may not be an official in any AASSL meet in which their team is competing.
 - d. Officials who are currently certified by USA-S, NFHS, or CSOA are exempt from attending an annual AASSL Rules clinic.
 1. There is nothing in these Rules that prohibits USA-S, NFHS, or CSOA Certified Officials from officiating at **ANY** AASSL Meet.
 - e. Meet Referees have the responsibility and duty to refuse to assign officials that are not currently certified by the League, USA-S, NFHS, or CSOA.
 - f. A roster of officials certified by the League for the current year will be posted on the AAAA Web Site before the dual / tri meets begin.
 1. Those certified by USA-S, NFHS, and / or CSOA will be in possession of recognized credentials to verify their status.

2. Championship Meets

Each Member Team shall provide one (1) **Certified Official** to assist with the officiating at each of the Division Championship Meets in which their team participates in and one (1) helper / timer for the All-Star meet.

- a. This obligation may be shared by more than a single individual and that individual does not have to be affiliated with your team.
- b. Proper uniform is required. (Section XI. C.)
- c. Teams failing to provide a certified official will be prohibited from competing in the meet.
- d. Please also refer to Section XI. A. 1. above.

B. Number of required officials

1. The minimum number of officials required to adequately officiate dual / tri meets is **four**, each with multiple areas of responsibility.
2. In those cases where insufficient personnel are available to meet this requirement, the Meet Referee is authorized to make whatever arrangements are possible and / or practical under the circumstances in order to conduct the meet.
3. Dual confirmation of false starts and early relay take-offs cannot be effectively accomplished under such circumstances.
4. The recommended minimum number of officials is eight, which would include one Meet Referee and one Starter as well as six Judges (two stroke, two turn / finish, and two finish / relay take-off judges).
5. The home team should provide the Meet Referee / Starter and at least one other judge. The visiting team should provide at least one judge. Keep in mind the more officials there are, the better the meet can be controlled.

C. Uniforms

The proper uniform for deck officials is a white shirt or blouse over navy blue trousers, shorts, or skirt. Jeans are never considered to be appropriate.

1. Meet Referees have the authority to refuse to assign officials who, in their opinion, are not properly attired.

D. Dual / Tri Meet officials - their duties and responsibilities

1. The Division Championship and All Star Meets will be officiated by currently certified League, USA-S, NFHS, and / or CSOA officials who will observe and apply the Technical Rules as set forth in this document (Section XIII).
2. Officials who choose not to properly, fairly, and consistently enforce the Rules at dual / tri meets will be placing swimmers at a distinct disadvantage when they move on to the Championship Meets where the Technical Rules will be enforced as written.
3. **The Meet Referee:**
 - a. Shall inspect the pool and all competition related equipment prior to the beginning of a meet to ensure that all of the required equipment is in place and in compliance with the rules to include matters of safety, i.e. water depth, block height / security, deck obstacles, etc. (Section VI.)
 - b. Shall have complete 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 she / he has personally observed.
 - c. Has the authority to disqualify (DQ) a swimmer(s) for any violation of the rules that she / he personally observes anywhere in the pool area and, except for false starts and early relay take-offs, shall at the same time raise one hand, palm open, overhead. If the Referee does not make such a signal there shall be no penalty
 - d. Before each race shall signal the Starter that all officials are in the proper position, that the course is clear, and that the competition can begin.
 - e. Shall assign marshals with specific instructions when necessary. It is the responsibility of the host club to provide marshals when required.

- f. Shall render a decision on any point where the opinions of judges may differ and shall have the authority to intercede in the competition at any point to ensure that proper racing conditions are maintained.
- g. Has the authority to prohibit the use of any device that disrupts or interferes with the meet, such as laser pointers, artificial noisemakers, etc.
- h. Has the authority to modify any rule for a competitive swimmer who has a disability. Any such modifications shall be in accordance with Article 105 of the USA Swimming Rules and Regulations.
 - 1) Coaches with swimmers who may require such rule modifications are required to notify the Referee prior to the day of any meet involving such a swimmer(s).
- i. Shall ensure that the meet progresses in a timely manner and shall order an event to proceed immediately when one or more competitors fail to report promptly.
- j. Shall ensure, within the bounds of practicality and in consideration of time constraints, that competitors or their coaches are notified of DQs and the reasons for them.
- k. May assist the Starter in ensuring fair starts, confirming false starts, and has the authority to recall any race whenever she / he has any reason to believe a start was unfair.
- l. Has sole authority to postpone or suspend competition in the event of inclement weather, darkness, failure of a team to comply with the rules, or other unexpected circumstances at her / his discretion.
 - 1) Any decisions regarding such suspensions and / or postponements are final and may not be appealed or questioned.
 - 2) In the event it is necessary to terminate a dual / tri meet for any of the reasons noted in l. above, the following criteria will apply:
 - a) If event #36 (breaststroke) has been completed, the meet has been concluded and the existing score will stand.
 - b) If event #36 has not been completed, the meet is void and may (but is not required to) be rescheduled prior to the Division Championships with the concurrence of both coaches.
 - c) Any re-scheduled meet shall be conducted as an entirely new competition. Results from the suspended meet are void, irrelevant, and may not be considered for any reason or purpose.
- m. Has the authority and is responsible for rendering decisions on any point, circumstance, or situation related to the conduct of the meet itself that is not otherwise covered by these and / or the USA-S Rules.
- n. Is the final authority on any protest(s) lodged regarding the competition itself and her / his decision is final. There are no appeal channels.
 - 1) Matters of eligibility are normally not within the scope of the Meet Referee's responsibility, but rather lie with the Commissioner. Ideally, such matters will have been resolved prior to the start of the meet. However, in situations where such is not the case, the Meet Referee may order competition suspended until the matter is resolved, or allow it to proceed after announcing that the meet is being swum under protest, providing the protestor does so in writing prior to re-commencement of competition.
- o. May order a race re-swum if at any time she / he feel that fairness or accurate timing may have been compromised.

- p. Shall ensure that officials are not in any way interfered with while performing their duties by, among other things, ensuring the pool deck is kept clear of coaches, spectators, non-competing athletes etc.
 - q. Is responsible for instructing timers, but may delegate this to another competent individual at her / his discretion.
 - r. When sufficient officiating personnel are available, shall assign a Deck Referee. See 4. below.
 - s. Shall ensure there are written the policies concerning lightning in the event of inclement weather and that all responsible individuals have a clear understanding of those policies.
4. Deck Referee (if available and assigned):
- a. Serves as the Meet Referee's alter ego in the moment-to-moment management of the competition.
 - b. Assures the course is clear and advises the starter and next competitors by whistle when to proceed with the next race.
 - c. Assists the Starter in ensuring fair starts and is responsible for one half of the dual confirmation required before a disqualification can be made for a false start.
 - d. Assumes the duties and responsibilities of the Meet Referee at any time the latter is absent from the deck, and relinquishes them on her / his return.
5. The Starter:
- a. Shall be equipped with either a starter's pistol or some other sort of sounding device, e.g. electronic / air horn etc.
 - 1) **Whistles may not, under any circumstance, be used to start any race at any AASSL meet at any time.**
 - b. Shall be positioned within ten feet of the starting end of the competition pool and, upon a signal from the Meet / Deck Referee, shall assume full control of the swimmers until a fair start has been achieved.
 - c. May (but is not required to) announce the event and distance being swum for the only the first heat of each event. There should be no such announcements for subsequent heats of the same event.
 - d. **The start**
 - 1) In all AASSL competition, the USA Swimming whistle start procedures, as noted in Appendix B, shall be used. Exceptions are not permitted and Meet Referees who permit them, subject the host team to being banned from the Division Championships.
 - e. When a swimmer does not respond promptly to the "take your mark" command, the Starter shall immediately release all swimmers with the command "stand up," upon which the swimmers may stand but shall not step off of the blocks.
 - f. **False starts**
 - 1) Any swimmer moving before the starting signal has been sounded may be disqualified at the discretion of the Starter, with the concurrence of the Meet / Deck Referee. Swimmers remaining on the blocks shall be relieved from their starting positions with the "stand up" command and may step off of the blocks. The Starter shall then restart the race upon receiving a ready, i.e. an extended arm, signal by the Referee.

- 2) 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 has occurred, the swimmer or swimmers who have false started shall be notified of their disqualification at the completion of the race.
- 3) If a recall signal is activated inadvertently, no swimmer shall be charged with a false start and the Starter shall restart the race upon signal from the Referee, i.e. an extended arm.

g. Delay of Start

- 1) Swimmers who are not on the block (deck / water) in preparation for an immediate start at the time the Referee extends her / his arm to indicate the Starter may start the race, are liable for disqualification for delay of the meet at the starter's discretion and with the concurrence of the Referee. This shall not be charged as a false start.

h. Deliberate delay or misconduct

- 1) Any swimmer who delays the start by entering the water or by willfully or deliberately disobeying a command to step up 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 the concurrence of the Referee.
- 2) The Referee shall disqualify a swimmer who fails to appear at the starting platform ready to swim in time for the initial start of her / his heat, which is a point in time defined by the extension of the Referee's arm.
- 3) Such disqualifications shall not be charged as a false start.

i. Relay starts

- 1) The starting rules noted above apply only to the lead-off (first) swimmer on a relay team.
- 2) Succeeding swimmers may place their feet in any position on the starting block or pool deck that they desire. They shall not employ any sort of running start from the pool deck.
- 3) Second, third, and fourth swimmers who either elect or are required for safety reasons to start in the water, must adhere to the forward start rules, i.e. one hand in contact with the block or deck and facing down course. Backstroke starts are not permitted.
- 4) Second, third, and fourth swimmers shall not lose contact with the block until the incoming swimmer has touched the wall.
 - a) Those swimmers starting in the water shall not lose **hand** contact with the deck or block until the incoming swimmer has touched the wall.

6. Judges

The duties of technical judges may be broken down into the four areas of stroke, turn, finish and relay takeoffs. It is the referee's responsibility to assign jurisdiction within these areas.

a. Stroke

- 1) Judges shall operate along either side of the pool and inspect the strokes in their respective halves of the course.
- 2) Only one (1) Stroke Judge is permitted on either side of the pool. However, certain pool configurations may make it necessary and / or desirable to modify this requirement. This is a Meet Referee's decision.
- 3) The Meet Referee may also make an exception in the case of deck officials who are in trainee status. Trainees may not make official calls but are present for observation only.

- 4) Shall observe stroke activity from end wall to end wall and, on observing a violation, will raise one hand with the palm open.
- 5) The Meet Referee may modify this jurisdiction as conditions and manpower dictate at her / his discretion.
- 6) Shall report violations to The Meet Referee immediately following the completion of the race. It is generally the responsibility of the disqualifying official to notify the swimmer or coach of the nature of the violation and the DQ. However, it may at times be in the interest of timely meet progress for some other official to make the notification. Practicality and common sense must govern.

b. Turn

- 1) Judges shall inspect the strokes from the backstroke flags to the end wall, the turn, and the strokes out to the backstroke flags. On observing a violation, they must raise one hand with the palm open.
- 2) The Meet Referee may modify this jurisdiction as conditions and manpower may dictate at her / his discretion.
- 3) Judges shall report violations to The Meet Referee immediately following the completion of the race. It is generally the responsibility of the disqualifying official to notify the swimmer or coach of the nature of the violation and the DQ. However, it may at times be in the interest of timely meet progress for some other official to make the notification. Practicality and common sense must govern.

c. Finish

- 1). Shall inspect the strokes from the backstroke flags to the end wall and the legality of the swimmer's touch at the finish. On observing a violation, they must raise one hand with the palm open.
- 2) It is permitted to combine the duties of the Finish Judge with those of the Starter and / or Meet / Deck Referee.

d. Relay take-off

- 1) Because early relay take-offs must be dually confirmed, they must be judged by a minimum of two independent judges operating on either side of the pool. The Meet Referee may assign additional take-off judges if sufficient personnel are available.
- 2) On observing an early take-off, a relay take-off judge shall record the lane and swimmer's sequence number in whatever fashion the Meet Referee has specified, but they shall not raise their hand on observing a violation.
- 3) When the race has been completed (all swimmers have finished), the judge will raise their hand palm open. The recorded early take-off information shall then be handed to the Meet Referee without consultation with any other take-off judge(s).
- 4) If the two independent early take-off reports are in agreement, the relay team is disqualified (dual confirmation). If they do not agree there can be no disqualification.

7. Unofficial Place Judges:

- a. Some teams choose to award each heat with ribbons by utilizing unofficial Place Judges. If utilized they must determine the order of finish in every heat and award every winner. The decision to utilize place judges at dual / tri meets rests with the host team's management, who must assume responsibility for recruiting and training them. In no case shall the Meet Referee allow place judging data to supercede valid watch times or delay the meet.

XII. Timing and Timers

A. Timers — General

1. Lane timers have neither the responsibility nor the authority to direct swimmers to or away from any lane. While they may assist in ensuring the correct swimmers compete in the correct heat and / or lane, it is ultimately the responsibility of the swimmer to be at the right place at the right time.
 - a. Exceptions may be made in the case of very young and / or inexperienced swimmers, and coaches may assist at the discretion of the Meet / Deck Referee.
2. When instances of confusion arise in such matters, the Meet Referee must stop the meet and rectify the situation before the race is allowed to proceed.
3. Lane timers shall promptly inform the Meet Referee when such intercessions are required.
 - a. In cases of an unavoidable or an immediately undetected error, the Meet Referee has the authority to place a denied swimmer in another race / heat or order the race re-swum, at her / his discretion.

B. Official Time

1. The official time shall be recorded to one one-hundredth ($1/100 = 0.01$) of a second.

C. Manual Timing — Dual / Tri Meets

- 1) Three (3) timers are required for each lane. Each team is responsible for providing $\frac{1}{2}$ of the timers needed at each dual meet and $\frac{1}{3}$ at each tri meet, three timers for each of your Division Championships meets, and one timer for the All Star Meet.
2. When timing a race, each timer shall start the watch instantly at the flash / sound of the starting device and stop the watch at the instant the swimmer being timed touches the finish end in her / his lane.
 - a. Lane timers shall position themselves in such a manner as to have an unobstructed, close-up view of the incoming swimmers in their lane as they touch the wall.
3. The official time, when three watches record different times, is the time of the middle watch. If two watches record identical times, that time is official. If only two watches function, the official time is the average of those two times to the slower hundredth.
4. The meet host shall provide some uniform means of recording watch time for submission to the scorers.

D. Automatic Timing

1. At the Division Championship and the All-Star Meets, automatic electronic timing will be in use, but there will still be a requirement for two timers per lane to serve as backups in case the automatic system fails.
 - a. Lane timers shall position themselves in such a manner as to have an unobstructed, close-up view of the incoming swimmers in their lane as they touch the wall.

XIII. Technical Rules

A. General

1. There are no major changes in the USA Swimming Technical Rules for 2007.
2. For the most part, the AASSL is conducted under the **most current** USA Swimming (USA-S) Rules. There are some very minor exceptions, but they in no way alter the intent of those Rule(s).
3. If instances arise where the AASSL Rules are silent, the USA-S Rules will prevail. Rules may be viewed at www.usa-swimming.org and searching for Technical Rules. USA Swimming Certified Officials will also have current Rule books in their possession.

B. Individual Strokes and Relays

1. Breaststroke

- a. **Start** — The forward start shall be used
- b. **Stroke** — From the beginning of the first arm stroke after the start and after each turn, the body shall be kept on the breast as defined by the position of the shoulders. The arms shall move simultaneously and in the same horizontal plane without any alternating movement. The hands shall be pushed forward together from the breast on, under, or over the water. The elbows shall be under the water except for the final stroke before the turns, during the turn, and the last stroke at the finish of the prescribed distance. The hands shall be brought back on or under the surface of the water. The hands shall not be brought beyond the hipline, except during the first stroke after the start and after each turn. Some part of the swimmer's head shall break the surface of the water at least once during each complete cycle of one arm stroke and one leg kick, in that order, except after the start and after each turn the swimmer may take one arm stroke completely back to the legs and one leg kick while wholly submerged. The head must break the surface of the water before the hands turn inward at the widest part of the second stroke.
- c. **Kick** — After the start and each turn, a single downward butterfly kick followed by a breaststroke kick is permitted. If a swimmer chooses to take a downward butterfly kick after the start or any turn the swimmer does not need to be wholly submerged.

All vertical and lateral movements of the legs shall be simultaneous and in the same horizontal plane without alternating movement. The feet must be turned outward during the propulsive part of the kick movement. A scissors, flutter, whip, or downward butterfly (dolphin) kick is not permitted except as provided in the first paragraph in this section. Breaking the surface with the feet shall not merit disqualification unless followed by a downward butterfly (dolphin) kick. There is no prohibition of an upward butterfly-type kicking action or motion at any time and this should not be cause for a disqualification.

- d. **Turns** — At each turn, the touch shall be made with both hands simultaneously at, above, or below the water surface. The head may be submerged after the last arm pull provided it breaks the surface of the water at some point during any part of the last complete or incomplete cycle preceding the touch. Once the touch has been made, the swimmer may turn in any manner desired. The shoulders must be at or past the vertical toward the breast when the swimmer leaves the wall and the form prescribed in XIII.B.1b. above must be attained from the beginning of the first arm stroke.
- e. **Finish** — At the finish, the body shall be on the breast and the touch shall be made with both hands simultaneously at, above, or below the water surface. The head may be submerged after the last arm pull prior to the touch, provided it breaks the surface of the water at some point during any part of the last complete or incomplete cycle preceding the touch.

2. Butterfly

- a. **Start** — The forward start shall be used.
- b. **Stroke** — After the start and after each turn, the swimmer's shoulders must be at or past the vertical toward the breast. The swimmer is permitted one or more leg kicks, but only one arm pull under water, which must bring the swimmer to the surface. It shall be permissible for a swimmer to be completely submerged for a distance of not more than 15-meters after the start and after each turn. By that point the head must have broken the surface. The swimmer must then remain on the surface until the next turn or finish. From the beginning of the first arm pull, the body shall be kept on the breast as defined by the position of the shoulders. Both arms must be brought forward over the water and pulled back simultaneously.
- c. **Kick** — All up and down movements of the legs must be simultaneous. The position of the legs and feet need not be on the same level (plane), but they shall not alternate in relation to each other. A scissors, breaststroke, or whip kicking movement is not permitted.

- d. **Turns** — At each turn the body shall be on the breast. The touch shall be made with both hands simultaneously at, above, or below the water surface. Once a touch has been made, the swimmer may turn in any manner desired. The shoulders must be at or past the vertical toward the breast when the swimmer leaves the wall.
- e. **Finish** — At the finish the body shall be on the breast and the touch made with both hands simultaneously at, above, or below the water surface.

3. Backstroke

- a. **Start** — The swimmers shall line up in the water facing the starting end (blocks), with both hands placed on the gutter or on the starting block grips. Standing in or on the gutter, or curling the toes over the lip of the gutter before or after the start is prohibited.
- b. **Stroke** — The swimmer shall push off on her / his back and continue swimming on the back, as defined by the position of the shoulders, throughout the race. Some part of the swimmer must break the surface of the water throughout the race, except it shall be permissible for the swimmer to be completely submerged for a distance of 15-meters after the start and after each turn. By that point the head must have broken the surface of the water.
- c. **Turns** — Upon completion of each length, some part of the swimmer must touch the wall. During the turn, the shoulders may be turned past the vertical toward the breast, after which a continuous single arm pull or a continuous simultaneous double arm pull may be used to execute the turn. Once the body has left the position on the back, any kick or arm pull must be part of the continuous turning action. The swimmer must have returned to a position on the back when feet leave the wall.
- d. **Finish** — At the finish of the race, the swimmer must touch the wall while on the back. The body may be submerged at the touch.

4. Freestyle

- a. **Start** — The forward start shall be used.
- b. **Stroke** — In any event designated as “freestyle,” the swimmer may swim any style, except that in a medley relay or individual medley event, “freestyle” means any style other than butterfly, backstroke, or breaststroke. Some part of the swimmer must break the surface of the water throughout the race, except it shall be permissible for the swimmer to be completely submerged for a distance of not more than 15-meters after the start and after each turn. By that point the head must have broken the surface.
- c. **Turns** — Upon completion of each length the swimmer must touch the wall.
- d. **Finish** — The swimmer shall have finished the race when any part of her / his person touches the wall after completion of the prescribed distance.

5. Individual Medley

- a. **Start** — The forward start shall be used.
- b. **Stroke** — The stroke for each one-fourth of the designated distance shall follow the prescribed rules for that stroke.
- c. **Turns**
 - 1) Intermediate turns within each stroke shall conform to the turn rules for that stroke.
 - 2) The turns when changing from one stroke to another (transitions) shall conform to the finish rules for the stroke just completed and shall be as follows:

- a) **Butterfly to backstroke** — The swimmer must touch as described in XIII.B.2.d. above. Once a legal touch has been made, the swimmer may turn in any manner, but the shoulders must be at or past the vertical toward the back when the swimmer leaves the wall.
- b) **Backstroke to breaststroke** — The swimmer must touch the wall while on the back as defined by the position of the shoulders. Once a legal touch has been made, the swimmer may turn in any manner, but the shoulders must be at or past the vertical toward the breast when the swimmer leaves the wall and the prescribed breaststroke form must be attained before the first arm pull.
- c) **Breaststroke to freestyle** — The swimmer must touch the wall as described in XIII.B.1.d above. Once a legal touch has been made, the swimmer may turn in any manner.
- d. **Finish** — The swimmer shall have finished the race when any part of her / his body touches the wall after completing the prescribed distance.

6. Relays

- a. **Freestyle relay** — Four swimmers on each team, each to swim one-fourth of the prescribed distance using any desired stroke(s). Freestyle finish rules apply.
- b. **Medley relay** — Four swimmers on each team, each to swim one-fourth of the prescribed distance in the following order: first, backstroke; second, breaststroke; third, butterfly; and fourth, freestyle (any stroke other than backstroke, breaststroke, or butterfly). The rules pertaining to each stroke shall govern where applicable. At the end of each leg, the finish rule for each of the strokes applies in each case.

7. Rules pertaining specifically to Relay Races

- a. No swimmer shall swim more than one leg in any relay event.
- b. In relay races a swimmer other than the first swimmer shall not start until her / his teammate has concluded (finished / touched) her / his leg.
- c. Any relay team member, and her / his relay team, shall be disqualified from a race if a team member other than the swimmer designated to swim that leg shall jump into or enter the pool in the area where the race is being conducted before all of the swimmers from all of the teams have finished the race.
- d. Except for the last (fourth) swimmer, each relay team member shall leave the water immediately upon finishing her / his leg.
- e. In relay races, the team of a second, third, or fourth swimmer who has lost contact with the starting block (hand on deck or block if starting in the water) before her / his preceding teammate touches the wall shall be disqualified after dual confirmation.

8. Rules pertaining to FINISHES at the Division Championship and All Star Meets

- a. Automatic starting and timing equipment will be in use at these meets with electronic touchpads in place at the finish end for each race.
 - 1) By USA Swimming definition, this is classified as an automatic timing system and as such dictates that the touchpad time will be the official time.
- b. While the finish rules for the various events require only that a swimmer legally touch the wall at the end of the distance prescribed for the event, an electronic time will only be recorded if the swimmer activates the touchpad.
 - 1) It is especially important for backstrokers to be aware that the tops of touchpads are not sensitive.

- c. It is the swimmer's responsibility to ensure that she / he activates the touchpad in such a manner as to ensure an accurate electronic recording of the time.
- d. Swimmers who miss the touchpad, or for other reasons fail to activate it, will have their times adjusted if valid backup times are available at the discretion of the Meet / Deck Referee.
- e. The finish time which appears on the scoreboard is never official.

XIV. Disqualifications and Protests

- A. Only the official within whose jurisdiction a violation has been observed can disqualify a swimmer. Jurisdictions may overlap and the Meet Referee may disqualify a swimmer anywhere within the pool area for any violation she / he personally observes.
- B. No disqualification can be imposed if an official fails to raise her / his hand when a violation is observed, except in the case of relay take-offs, which require dual confirmation. (Section XI.5.d.)
- C. In addition to any prohibitions previously noted, individual swimmers and relay teams are also subject to disqualification for any one of the following:
 - † Any violation of the Technical Rules as noted in Section XIII.
 - † Entering the water without permission of the referee
 - † Leaving the pool during a race
 - † Failing to finish a race
 - † Swimming in the wrong event, heat, or lane
 - † Obstructing, attempting to foul, or interfering with another swimmer
 - † Use of excessive body oil as determined by the Meet Referee
 - † Walking on or springing from the pool bottom while a competitor in a race
 - † Using a lane line to assist forward progress
 - † Complete loss of stroke form, e.g. turning onto the stomach in backstroke at midcourse, etc.
 - † Use of illegal equipment, e.g. backstroke starting blocks
 - † Entering another lane during a race
 - † Failing to exit the water promptly at the completion of a race or relay leg (does not apply to the fourth swimmer on a relay team)
 - † Re-entering the water after the completion of a race
 - † Unsportsmanlike conduct
- D. Depending on the circumstances, and to some extent the nature of the violation, a disqualification may be from the current event, the just concluded event, the next event for which the swimmer is scheduled or, in rare cases; from the entire meet.
- E. All disqualifications must be documented in some way, e.g. a notation on the Lane Card, a "DQ" Slip, etc. It is the Meet Referee's responsibility to determine the method to be used and to ensure it is rigidly adhered to.
 - 1. At the Division Championship and All-Star Meets "DQ Slips" will be used. A modified version, suitable for dual / tri Meets, is available for download from the Summer League Home Page of the AAAA Web Site.
- F. **Protests**
 - 1. Protests against judgment decisions of Starters, Stroke, Turn, Finish, and Relay Take-off Judges shall only be considered by the Meet Referee, whose decision shall be final. Appeals shall not be permitted.
 - 2. Protests made prior to a meet, contesting eligibility, representation, or lifetime best times are primarily the responsibility of the Commissioner. However, if the matter threatens to slow or halt the progression of the meet, the Meet Referee has the authority to intercede and swim the meet under protest.
 - 3. All other protests regarding the competition itself shall be made to the Meet Referee in writing within 15 minutes of the end of the race in which the alleged infraction occurred and should be forwarded along with the copies of the score sheets/ or final results to the Commissioner (Appendix D).

XV. Conduct

- A.** Teams that unilaterally choose to withdraw from a regularly scheduled dual / tri meet for any reason are subject to a fine of \$500.00 payable to the Commissioner within five days. If the time constraint is not met, the team shall be immediately banned from AASSL participation until the fine is paid in full.
1. Fifty percent of such fines will be paid to the offended team.
- B.** At any AASSL Meet, once the competition has begun, coaches shall not be permitted anywhere in the starting area (behind the block, timers, etc.) or in the vicinity of the turn end of the pool.
1. The Meet Referee has the authority to make exceptions in the interests of time and organization when very young or inexperienced swimmers are involved, especially during relay races. However, such instances shall be held to an absolute minimum, be temporary in nature, and of very short duration.
- C.** At any AASSL Meet, once the competition has begun, no personnel, except deck officials; shall be allowed to follow swimmers along the course. Every deck official shall have the authority to prevent and / or relieve any such situations. Repeat offenses by the same individual(s) shall be considered to be unsportsmanlike conduct and dealt with accordingly.
- D.** No Team personnel (swimmer, coach, parent, and / or spectator) shall act in an unsportsmanlike manner. This includes any act the Meet Referee deems to be unsportsmanlike. Teams may be disqualified from further competition in a meet and / or ejected from the facility by Meet Management for unsportsmanlike conduct.
- E.** Coaches are responsible for the conduct of all personnel affiliated with their team, which includes themselves, their athletes, managers, parents, relatives, spectators, etc. In cases where a coach cannot or will not exercise appropriate control over their team's personnel, the Meet Referee, in conjunction with Meet Management, shall employ whatever means are necessary to alleviate the situation.
1. In extreme situations, the Meet Referee has the authority to require an offending team to leave the venue while the offended team finishes the meet. While this decision cannot be appealed, an explanation must be given to the Commissioner.
- F.** Activities which may result in severe penalties (such as fines by the Executive Board, expulsion from a meet and / or a facility) include, but are not limited to the following:
- † Unsportsmanlike conduct
 - † Use of tobacco products anywhere within the facility
 - † Use of drugs or alcohol anywhere within the facility
 - † Disorderly conduct anywhere within the facility
 - † The use of foul or obscene language anywhere within the facility
 - † Verbal or physical abuse of deck officials
 - † Interfering with the competition
 - † Violations of facility Rules and Regulations
 - † Violations of AASSL Rules and Regulations
 - † Failure to comply with the directions of the safety officer.
 - † Damage caused to a facility
- G.** It is primarily the responsibility of the Meet Host to ensure the conduct of spectators is well controlled and marshals shall be assigned if necessary.

**Appendix A
Order of Events and Age Groups**

The Order of Events and Age Groups for all of the AASSL Meets is noted in Table Six that follows.

Table Six – All distances are in yards									
Dual/Tri , Division Championship and All-Star Meets					Six and Under Fun Meet				
Girls #	Age Group	Distance	Stroke	Boys #	Girls #	Age Group	Distance	Stroke	Boys #
					1	6 and Under	25	Freestyle	2
1	8 & Under	100	Medley Relay	2	3	6 and Under	25	Backstroke	4
3	9 & 10	100	Medley Relay	4	5	6 and Under	25	Breaststroke	6
5	11 & 12	200	Medley Relay	6	7	6 and Under	100	Free Relay	8
7	13 - 15	200	Medley Relay	8					
Five minute break at Divisionals and All Stars									
9*	6 & Under*	25*	Freestyle*	10*					
11	8 & Under	25	Butterfly	12					
13	9 & 10	25	Butterfly	14					
15	11 & 12	50	Butterfly	16					
17	13 - 15	50	Butterfly	18					
19*	6 & Under*	25*	Backstroke*	20*					
21	8 & Under	25	Backstroke	22					
23	9 & 10	25	Backstroke	24					
25	11 & 12	50	Backstroke	26					
27	13 - 15	50	Backstroke	28					
29	8 & Under	25	Breaststroke	30					
31	9 & 10	25	Breaststroke	32					
33	11 & 12	50	Breaststroke	34					
35	13 - 15	50	Breaststroke	36					
37	8 & Under	25	Freestyle	38					
39	9 & 10	25	Freestyle	40					
41	11 & 12	50	Freestyle	42					
43	13 - 15	50	Freestyle	44					
45	8 & Under	100	Individual Medley	46					
47	9 & 10	100	Individual Medley	48					
49	11 & 12	100	Individual Medley	50					
51	13 - 15	100	Individual Medley	52					
Five minute break at Divisionals and All Stars									
53	8 & under	100	Freestyle Relay	54					
55	9 & 10	100	Freestyle Relay	56					
57	11 & 12	200	Freestyle Relay	58					
59	13 - 15	200	Freestyle Relay	60					



* Six and under events are optional at dual / tri Meets, but WILL NOT be swum (contested) at the Division Championships

Appendix B

The USA Swimming Whistle Start Procedure

† The Meet or Deck Referee and Starter shall be on the same side of the pool.

† **Multiple short whistles**

At the commencement of each heat (race), the Meet / Deck Referee shall signal to the next swimmers by a series (more than three – less than eight) short whistle blasts that they should immediately prepare to mount the blocks or enter the water (backstroke) in preparation for an imminent start.

† **First long whistle**

For forward starts, the short blasts are followed by one long whistle blast that signals the swimmers to promptly mount the blocks (edge of the deck or enter the water) and prepare to assume a legal starting position.

† **Second long whistle (backstroke only)**

For backstroke events, swimmers shall enter the water feet first on the first long whistle, but shall not move beyond the near backstroke flags. A second long blast will signal the swimmers to prepare to assume a legal starting position.

† **Referee Signals**

When the Referee is satisfied that all is in readiness for a start, she / he shall signal with an outstretched arm to inform the Starter that the swimmers are now under the Starter's control and the race is to begin at once.

† **Starter "Take Your Mark"**

On the Starter's command "take your mark," swimmers shall promptly assume a legal starting position. For forward starts, swimmers shall have at least one foot at the front of the block (edge of the deck). For backstroke starts, swimmers must be facing the blocks and grasping the handrail or deck with toes completely beneath the surface of the water.

† **Starting Signal**

When all of the swimmers are stationary, the Starter shall sound the starting signal, which may not, under any circumstances, be a whistle.

† **Delay of Meet**

Swimmers who are not on the block (deck / water) in preparation for an immediate start at the time the Referee extends her / his arm to indicate the Starter may start the race, are liable for disqualification for delay of the meet at the starter's discretion, and with the concurrence of the Referee.

Appendix C Glossary

AAAA	Alamo Area Aquatic Association, a San Antonio, TX non-profit 501 (C.3) Swimming organization
AASSL	Alamo Area Summer Swim League. See also League
Anchored (starting blocks)	Stable and secure at all times. Attached and affixed in such a manner that no temporary additional support, reinforcement, or stabilization is necessary during normal forward or backstroke starts.
Approval	See sanction
Body	The human torso, including shoulders and hips
Competition	An athletic performance by an athlete, either individually or as part of a team or club
Conforming time	A time standard that corresponds to the meet competition course
Conversion factor	A number which allows the conversion of times from one course to another, e. g. multiplying a 25-meter time by 0.90 converts it to a 25-yard time. Conversion factors may be developed for any distance
CSOA	Collegiate Swim Officials Association
Course	The designated distance over which the competition is conducted
Deck Official	A certified judge on deck judging a swim meet. Deck Officials include referees, starters, as well as stroke, turn, finish and take-off judges.
Dual competition	Competition between just two teams
End of course	Designated wall for racing turns and finishes
Event	Any race or series of races in a given stroke and / or distance
Flutter kick	An alternating movement of the feet and legs in the vertical plane. Most often associated with freestyle and backstroke. Is illegal in breaststroke and butterfly.
Forward start	An entry into the water from the blocks or deck (or in the water) while facing toward the course
Foul	An instance of obstruction, interference, collision, or equipment malfunction; which prevents the successful completion of a race
Heats	A division of an event in which there are too many swimmers to compete in a single race
Horizontal	Parallel to the surface of the water
Initial distance	The first portion of an individual event race for which an official time may be recorded, but which in itself is not a completed event. See also Lead-off split.
Lane	The specific length-wise area within a pool in which a swimmer is assigned to swim
Lane line	A continuous length of floating markers stretched from one end of a pool to the other that separate the lanes

Lane guide / markings	The guidelines on the bottom of the pool placed at the center of each lane running to within 2-meters of each end wall
Lap	The round trip distance from one end of the pool and returning to the starting point
Lead-off split	The first leg of a relay event race for which an official time may be recorded, but which in itself is not a completed event. See also Initial distance
League	The Alamo Area Summer Swim League
Leg	That part of a relay race swum by a single swimmer
Length	The extent of the swimming course from end to end
Long course	A competitive pool length of 50-meters end to end
Malfunction	A mechanical or electronic failure, not a human failure by a swimmer
May	Permissive, not mandatory
Meet	A series of swimming events conducted as a single program
Meet Director	An experienced, responsible member of the host team's staff, responsible for all aspects of meet operations that do not lie within the purview of the Meet Referee, including security, safety, equipment, manpower, etc.
Must	See shall
NFHS	National Federation of High School Officials
Non-conforming time	A qualifying time standard based on a course length that does not correspond to the course that will be competed in a meet.
On the back	Shoulders past the vertical toward the back
On the Breast	Shoulders parallel to the surface of the water.
Place judges	Two assigned judges place on either side of the pool at the finish end who determine and record the order of the swimmers finish in a single race
Pool	The physical facility and its immediate environs in which competition will actually take place
Proof-of-Time	Documentation attesting to the fact that an individual swimmer at some time in the past has achieved a particular time in a specified event
Propulsive	Having the power to propel or move
Race	Any single swimming competition, preliminary, final, timed final, swim-off, etc.
Sanctioned	Permitted by USA Swimming to conduct a competition in compliance with all USA Swimming Rules and Regulations. Times achieved may be used for entry into other Sanctioned Meets
Scissor kick	Use of the top of the instep of one foot and the bottom of the other in the propulsive part of a kick. Illegal in butterfly and breaststroke
Scratch	To withdraw from competition
Seeding	The act of distributing swimmers among the required numbers of heats and / or lanes according to their submitted entry times

Shall	Mandatory
Short course	A competitive pool length of 25-yards end to end
Short course meters	A competitive pool length of 25-meters end-to-end.
Should	Permissive, not mandatory
Simultaneously	Occurring at the same time
Split time	The time recorded from an official start to the completion of an initial distance within a longer event
Submitted times	Those times filed with an entry, as having been previously achieved
Judges	Judges are responsible for judging the four (4) areas of stroke, turn, finish and relay takeoffs. The referee assigns their jurisdiction and position.
Timed finals	Competition in which only heats are swum and final placings are determined by the times achieved. All AASSL Meets are conducted in a Timed Final format
Time standard	The minimum time a swimmer must have previously achieved in order to compete in that particular event at any designated competition
TMMIR	Team Manager Mailing Information Report
Touch	Swimmer contact with either end of the swimming course
Tri meet competition	Competition between just three teams
TSA	The Texas Swim Association
Venue	See pool
Vertical	At a right angle (perpendicular) to the surface of the water
USA-S	USA Swimming, Inc
Wall	The vertical portion of a pool, contiguous surfaces of the deck and overflow gutter, the front portion of the starting block or platform, or the touchpad at the end of the course
Whip kick	A propulsive movement of one leg, independent of the other, in the horizontal plane. Illegal in butterfly and breaststroke
Will	See shall

Appendix D
Contact the Commissioner

Scott M. Watson

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San Antonio, TX 78265-4505

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E-mail address: scott.ssl@att.net

The preferred manner of contact is via email.

Appendix E

2007 Conference Alignments

Division I

Team #	Conference A	Lanes	Length	Team #	Conference B	Lanes	Length
1	Shadowcliff	6	25m	4	Thousand Oaks	6	25m
2	Rogers Ranch	6	25y	5	Stoneridge	6	25m
3	Olympia	5	25m	6	Fair Oaks Ranch	6	25m

Division II

Team #	Conference C	Lanes	Length	Team #	Conference D	Lanes	Length
1	Sonterra	6	25m	4	Woods of Shavano	6	25m
2	Encino Forest	4	20y	5	Schertz	6	25m
3	Live Oak Dolphins	6	25y	6	Woodridge	6	25y

Division III

Team #	Conference E	Lanes	Length	Team #	Conference F	Lanes	Length
1	Alamo Heights	5	25y	4	Dominion	6	25m
2	Northern Hills	4	25m	5	Misty Oaks	6	25y
3	Regency	4	23y	6	Windcrest	4	25y

Division IV

Team #	Conference G	Lanes	Length	Team #	Conference H	Lanes	Length
1	Colonies	6	25y	6	Northchase	4	22y
2	Villages of Westcreek	6	25m	7	Greentree		
3	Oakwell Farms	6	25m	8	Shenandoah	6	25y
4	Oakhills C.C.	6	23.6y	9	French Creek	6	25y
5	El Dorado	4	25m				

Appendix F

Awards / Lane Cards, etc.

Dual / Tri Meets

For each teams home meets the League will provide first through sixth place ribbons for Individual events and first through fourth for relays. Please return all unused ribbons to the Commissioner.

Division Championship Meets

Medals will be awarded for first through third and ribbons fourth through eighth for individual events. Ribbons will be awarded for relays first through eighth. A banner will be awarded to the first place team in each Division.

All-Stars

Medals will be awarded for first through eighth places in individual events. Ribbons will be awarded for places one through eight in relay events. Banners will be awarded to the first, second, and third place teams.

Lane Cards

Lane cards will be provided in easy to sort colors. The light (pastel) shade is for home meets while the dark (bright) shade is for away meets. This allows for quick and easy separation after a meet to return cards to coaches. Many teams are using Meet Manager, which makes lane cards unnecessary.

Score Sheets

Dual meet score sheets for both single and traditional age groups are available for download from the Web Site. Tri-meet score sheets are on 11 x17 inches and are available only by e-mailing the Commissioner.

How to order

E-mail the Commissioner at: scott.ssl@att.net providing the following Information:

Division

Team name

Your name and a phone number

Lane cards:

Number	pink / bright pink
Number	blue / bright blue

You will be notified when you can pickup your order. Ribbons for dual / tri meets will be available for pickup at the same time.

If your team uses Meet Manager[®] for your home meets consider making it available for your away meets where they might not have a system, it would save you from filling out cards.

Order Early!

Orders will be processed as a group so the earlier teams order the sooner the Awards / Lane Card packs can be organized for pickup by all teams.

Appendix G

Alamo Area Summer Swim League

INSURANCE

Safety is a major concern of the AASSL. Unfortunately insurance and liability concerns are a very real problem for amateur athletics and we need to ensure this concern is addressed.

Excess accident insurance is included in the membership fee in an effort to provide reasonable protection for the AASSL, swimmers and coaches.

Coverage starts:

Coverage is a benefit of AASSL membership and is in effect from the first official day of practice as published by the League, provided a current roster and requisite waivers are on file with the Commissioner and any fees due have been paid. Coverage applies to AASSL coach supervised practices and meets. Supervised means that an AASSL certified coach must be on deck overseeing swimmers at the time of any incident / accident.

Coverage eligibility:

All AASSL member teams, coaches, and swimmers are eligible for coverage after rosters and waivers are on file and all fees due have been paid.

Benefits:

\$25,000 maximum per occurrence for accidental medical expenses. The actual limits of the current policy and deductible are available during the present season.

Excess:

This insurance is provided in excess to other insurance in place through a member's employment, school, or family. This is not liability insurance and does not replace a member teams need to have such a policy. It is a safety net that covers medical expenses, up to the limits of the policy that are not covered or partially covered by another policy.

NOTE: This appendix is not evidence of insurance but describes very generally the policy of the AASSL.

Appendix H Sample Summer League Swim Committee

PRESIDENT

- Attend League meetings
- Work with Head Coach
- Coordinate Committee Chairs and Coordinators

VICE-PRESIDENT

- Work with President
- Coordinate with Committee Chairs and Coordinators
- Fill positions for next year by end-of-season banquet / party
- Bring banners to meet
- Arrange suit and goggles sales at first practices
- New parent orientation

RECORDS

- Records times and posts/distributes

CONCESSIONS

- Operates concession stand

RIBBONS

- Records ribbons and distributes after meets

SPIRIT

- Select team suit
- "Swimmer of the Week" caps
- Donuts/orange juice breakfast
- Post-meet pizza deals
- Spirit buttons

LANE CARDS

- Fill out cards

SWIM TEAM—BOARD LIASON

- Attends homeowners/club Board meetings
- Preferably a member of above Board

MEET DIRECTOR

- Obtains meet officials
- Gets volunteer officials to certification clinic
- Obtains heat ribbons
- Responsible for stopwatches
- Recruits meet volunteers
 - Runners
 - Ready Bench
 - Timers

SCORERS

- Recruits scorers
- Scores the meet

REGISTRATION

- Collect money
- Compile roster
- Prepares forms

COORDINATORS

- T-shirts (swimmers, parents, alumni)
- End-of-season party/banquet
- Party/banquet food
- Party/banquet awards

Appendix I

Recommended Vendors / Contacts

Starting Blocks www.startingblocks.com

Verify that you ask for 10 degree slope back to front. Approx \$300 per block

**Speedo Swim Suits and Equipment
Swim Shops of the Southwest - Russ Garney
1-800-231-0333 - www.swimshops.com**

**Bullhorns for starting
www.safetycentral.com/megaphones.html**

**USA Swimming Rules and Regulations see www.usaswimming.org
Search for rules.**

Appendix J

A. 2008 Season New Member

For participation in the 2008 summer season the new member fee will be \$250 and should be submitted by January 15th, 2008. New teams wishing to join the league must apply as outlined in Section II. B.

B. 2008 Member Teams

Each Team desiring to be a member of the League for the 2008 Season must commit to that desire by submitting to the Commissioner (Appendix D), a team registration form along with a team registration fee. The member team registration fee for 2008 is based on team size and must be submitted **not later than August 1st, 2007. After August 1st it is necessary to re-apply as a new team.** Below is a table summarizing the 2008 Team Registration fee.

Number of Swimmers	<u>2008</u> Team Registration Fee
up to 50	\$60
51 – 70	\$80
71- 90	\$100
91 – 110	\$120
111- 130	\$140
131 and up	\$160

Team Registration Fee is Due prior to August 1st, 2007

C. *Tentative 2008 Schedule*

Will be announced after polling the Teams regarding the change in school schedules.