



# Virginia Beach Swim League

Chesapeake-Norfolk-Virginia Beach

## TEAM REPRESENTATIVE, DIVISIONAL CHAIRPERSON AND COACHES GUIDEBOOK FOR THE 2014 SWIM SEASON

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## **SECTION 1 – VIRGINIA BEACH SWIM LEAGUE TEAMS**

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<b>TEAM NAME</b>	<b>TEAM ABBREVIATION</b>	<b>TEAM MASCOT</b>
ALANTON-BAYCLIFF RECREATION CENTER	ALN	BOLTS
BROAD BAY COUNTRY CLUB	BB	BARRACUDAS
CAROLANNE FARMS SWIM CLUB	CAF	HURRICANES
CAVALIER GOLF & YACHT CLUB	CGYC	SHARKS
CHESAPEAKE GOLF CLUB	CGC	SERPENTS
CHESHIRE FOREST CLUB BRITTANY	CHF	FLYING FISH
GHENT SQUARE RECREATION CENTER ( <i>Inactive 2014</i> )	GSQ	TORPEDOS
GREAT BRIDGE SWIM & RACQUET CLUB	GB	PIRANHAS
GREENBRIER COUNTRY CLUB	GCC	SEAHAWKS
INDIAN LAKES LARCHMONT	IL	STINGRAYS
LARKSPUR SWIM & RACQUET CLUB	LRK	LASFISH
LITTLE NECK SWIM & RACQUET CLUB	LN	BLUE DOLPHINS
MALLORY COUNTRY CLUB	MCC	DOLPHINS
NORFOLK YACHT & COUNTRY CLUB	NYCC	SEA DRAGONS
OCEANA	OCN	MAN-O-WARS
PEMBROKE MEADOWS RECREATION CENTER	PM	MARLINS
PRINCESS ANNE COUNTRY CLUB	PACC	BREAKERS
RIVERWALK SWIM TEAM	RW	GATORS
TIMBERLAKE SWIM TEAM	TBL	TIMBERWOLVES
VIRGINIA BEACH TENNIS & COUNTRY CLUB	VBTC	TARPONS

## SECTION 2 – 2014 SWIM MEET SCHEDULES

TARPON DIVISION SCHEDULE			
DATE	MEET 1	MEET 2	MEET 3
21 JUNE	CHF @ TBL	IL @ NYCC	Bye - GCC
28 JUNE	NYCC @ TBL	IL @ GCC	Bye - CHF
5 JULY	TBL @ IL	GCC @ CHF	Bye - NYCC
12 JULY	CHF @ IL	GCC @ NYCC	Bye - TBL
19 JULY	TBL @ GCC	NYCC @ CHF	<i>IL @ RW</i>
26 JULY	Divisionals @ IL		

PORPOISE DIVISION SCHEDULE			
DATE	MEET 1	MEET 2	MEET 3
21 JUNE	CAV @ CAF	LRK @ RW	Bye - LL
28 JUNE	CAF @ RW	LL @ CAV	Bye - LRK
5 JULY	RW @ CAV	LL @ LRK	Bye - CAF
12 JULY	CAF @ LRK	LL @ RW	Bye - CAV
19 JULY	LL @ CAF	LRK @ CAV	<i>IL @ RW</i>
26 JULY	Divisionals @ LRK		

MARLIN DIVISION SCHEDULE			
DATE	MEET 1	MEET 2	MEET 3
21 JUNE	MCC @ CGC	OCN @ GBSRC	Bye - ALN
28 JUNE	ALN @ OCN	GBSRC @ MCC	Bye - CGC
5 JULY	GBSRC @ CGC (7/8)	MCC @ ALN (7/8)	Bye - OCN
12 JULY	CGC @ ALN	OCN @ MCC	Bye - GBSRC
19 JULY	ALN @ GBSRC	CGC @ OCN	Bye - MCC
26 JULY	Divisionals @ GBSRC		

DOLPHIN DIVISION SCHEDULE			
DATE	MEET 1	MEET 2	MEET 3
21 JUNE	PACC @ LN	VBTCC @ BB	CB @ PM
28 JUNE	LN @ VBTCC	PM @ BB	PACC @ CB
5 JULY	BB @ PACC (7/7)	CB @ LN (7/7)	PM @ VBTCC
12 JULY	BB @ LN	PM @ PACC	VBTCC @ CB
19 JULY	LN @ PM	BB @ CB	VBTCC @ PACC
26 JULY	Divisionals @ BB		

NOTE – MEETS IN SCHEDULES THAT ARE *ITALICIZED* ARE CROSS-OVER MEETS BETWEEN THE TWO DIVISIONS ON THE TEAMS SCHEDULED DIVISION BYE WEEKS. THESE MEETS WILL BE USED FOR TIME-IN-WATER COMPUTATIONS, BUT NOT AGAINST THE DIVISIONAL WIN-LOSS RECORD.

ALL-STAR MEET – 8/2/14 HOSTED @ LN

# **SECTION 3 – LISTING OF CONTACT INFORMATION AND COMMITTEE RESPONSIBILITIES FOR VBSL GOVERNING BOARD**

## 2014 LEAGUE DIRECTORS – NEW POSITIONS TO BE FILLED AT OCT 2014 MEETING

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Leigh Henniker (President) (C) 553-0410  
2441 Locks Lndg, Chesapeake, VA 23323  
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5621 Woody Ct, Virginia Beach, VA 23464 (H) 631-6185  
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Matt Clay (Treasurer) (H) 301-6731  
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### DOLPHIN DIVISION CHAIRPERSON

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### MARLIN DIVISION CHAIRPERSON

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### PORPOISE DIVISION CHAIRPERSON

Dave Pogo (C) 478-4197  
E-MAIL: [davepogo@yahoo.com](mailto:davepogo@yahoo.com)

### TARPON DIVISION CHAIRPERSON

Tracy Laugle (C) 620-4888  
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### RULES COMMITTEE

John Squires – Chairman [john.P.squires@uscg.mil](mailto:john.P.squires@uscg.mil)  
Eric Whiteman  
Stephanie Wyman [Larkspurrep@verizon.net](mailto:Larkspurrep@verizon.net)  
Leigh Henniker (League Pres) [vbslpresident@gmail.com](mailto:vbslpresident@gmail.com)

## **VBSL MAILING ADDRESS**

**VBSL  
PO Box 56481  
Virginia Beach, VA 23456**

**PRESIDENT:** Oversees the administration and operation of the VBSL. Serves as a member on all committees.

**1st VICE-PRESIDENT:** Serves as the Officials Chairperson. Coordinates and acts as contact person for Divisional and All-Star championship meets. Delegates responsibilities to Division Chairpersons for entering and seeding the Divisional and All-Star meets. Oversees the administration of the Official Training Booklet. Assists the President in the administration of the VBSL.

**2nd VICE-PRESIDENT:** The specific duties of the 2nd Vice-President shall be to oversee the updating of the VBSL Handbook and to assist the President in the administration of the LEAGUE; responsible for coordinating and administering the LEAGUE website and all other automation functions and procedures, i.e., swimming software used for managing teams and scoring dual and championship meets.

**SECRETARY:** Responsible for recording meeting minutes and presenting to Governing Board for approval. Assists the President in the administration of the VBSL.

**TREASURER:** Responsible for administering the league's finances and business; including the ordering of ribbons, awards, time cards, disqualification slips, and any other supplies for the VBSL. Maintains a database of current Governing Board members. Assists the President in the administration of the VBSL.

**RULES COMMITTEE CHAIRPERSON:** Serves as the VBSL contact person on all matters pertaining to interpretation of VBSL Rules and protests.

**OFFICIALS CHAIRPERSON:** Responsible for coordinating the VBSL officials clinics, including reserving a pool facility and arranging for instructors for the following categories of clinics: (1) Stroke and Turn Judges, Referees, and Timers; (2) Scoring; (3) Coaches; and (4) Team Representatives. Certify all VBSL meet officials.

**DIVISION CHAIRPERSON:** Contact person between their respective division and the VBSL Governing Board. Receives original dual meet sheets from Team Representatives and calculates time-in-water for determining team's divisional placement. Coordinates the seeding meeting for their Divisional Championship meet. Serves as the Meet Director for their Divisional Championship meet.

**TEAM REPRESENTATIVE:** Serves on the Governing Board and is the point-of-contact person between each team and the VBSL. All communication between the VBSL teams and the Governing Board is through the Team Representative.

# SECTION 4 – VIRGINIA BEACH SWIM LEAGUE RULES

AS AMENDED BY THE VBSL GOVERNING BOARD May 2014.

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## I. CATEGORIES OF SWIMMERS

- A. 6 & under, 8 & under, 10 & under, 12 & under, 14 & under, and 18 & under.
- B. Age group is determined by the age of the swimmer on June 15 of the current year.
- C. Rosters of all competitors with their addresses (including zip code), birth dates, and ages as of June 15 must be submitted to the Division Chairperson prior to the first meet of the season. The roster held by the Division Chairperson shall be the official roster for each team. Names may be added or deleted to/from the official roster during the season. The Division Chairperson must receive roster additions prior to the meet in order for the added swimmers to be eligible to compete. The Team Representative must have a current roster at all meets.
- D. Clubs splitting to two teams may not change a swimmer from one team to the other after the official team roster has been turned in to the Division Chairperson.

## II. SWIMMER ELIGIBILITY AND LIMITATIONS

- A. Each swimmer may swim three (3) individual events of different strokes and two (2) relays in each regularly scheduled season meet. Any swimmer who swims a 25-meter/yard event may not swim a 50-meter/yard event of the same stroke in any age group. Participation in any heat counts towards the three (3) individual events.
- B. In individual events, if a swimmer moves up to a different age group, the swimmer may not swim a stroke that he/she has already swum in their own age group.
- C. In relay events, if a swimmer moves up to a different age group, the swimmer may swim the same stroke as already swum on a relay in their own age group as long as the swimmer has not exceeded the limits set forth in Section II.A. A mixed relay consists of two boys and two girls.
- D. All VBSL swimmers must participate in a majority of regularly scheduled dual meets to be eligible for Divisional and/or All-Star Championship meets. If the swimmer's division has only 5 teams they must swim in two (2) regular swim meets during the year (inter squad meets, time trials, etc. do not count towards the two (2) meet requirement). *Swimmers participating in VBSL meets, during the course of the race, are encouraged to wear attire (i.e. suits, caps) which displays only their VBSL club affiliation. Coaches, during VBSL competition, are encouraged to wear attire only displaying their VBSL club affiliation.*
- E. Swimmers shall be permitted to swim in both USA Swimming clubs and VBSL teams.
- F. Complimentary employee memberships to clubs or associations may not be considered for the purpose of swim team participation.
- G. Swimmers who have competed for a college team are ineligible for the VBSL regardless of age.
- H. Recruiting of non-club members for participation in the VBSL is prohibited.
- I. A swimmer must be entered in "all events" they are swimming in order to compete in a dual meet. These pre-meet entries become final at the completion of the dual meet seeding.

## III. EVENTS

- A. Individual Events (boys and girls)
  - 1. 6 & under - 25 free, 25 back
  - 2. 8 & under - 25 free, 50 free, 25 back, 25 breast, 25 fly
  - 3. 10 & under - 25 free, 50 free, 25 back, 25 breast, 25 fly
  - 4. 12 & under, 14 & under, 18 & under - 50 free, 50 back, 50 breast, 50 fly, 100 I.M.
- B. Relays Events
  - 1. 6 & under - mixed 100 free
  - 2. 8 & under, 10 & under, 12 & under - mixed 100 free, boys & girls 100 free
  - 3. 14 & under - mixed 200 free, boys & girls 200 free
  - 4. 18 & under - mixed 200 free, mixed 200 medley.
- C. Order of Strokes for Medley Events
  - 1. Medley Relay: back, breast, butterfly, and freestyle
  - 2. Individual Medley: butterfly, back, breast, and freestyle
- D. Order of Events

<u>Boys Event No.</u>	<u>LIST OF EVENTS</u>	<u>Girls Event No.</u>
	100 Meter Mixed Freestyle Relay	
1	6 and Under	1
2	8 and Under	2
3	10 and Under	3
4	12 and Under	4
	200 Meter Mixed Freestyle Relay	
5	14 and Under	5
6	18 and Under	6
	25 Meter Freestyle	
7	6 and Under	8
9	8 and Under	10
11	10 and Under	12
	50 Meter Freestyle	
13	8 and Under	14
15	10 and Under	16
17	12 and Under	18
19	14 and Under	20
21	18 and Under	22
	25 Meter Breast Stroke	
23	8 and Under	24
25	10 and Under	26
	50 Meter Breast Stroke	
27	12 and Under	28
29	14 and Under	30
31	18 and Under	32
	100 Meter Individual Medley	
33	12 and Under	34

35	14 and Under	36
37	18 and Under	38
	Intermission (10 minutes)	
	25 Meter Backstroke	
39	6 and Under	40
41	8 and Under	42
43	10 and Under	44
	50 Meter Backstroke	
45	12 and Under	46
47	14 and Under	48
49	18 and Under	50
	25 Meter Butterfly	
51	8 and Under	52
53	10 and Under	54
	50 Meter Butterfly	
55	12 and Under	56
57	14 and Under	58
59	18 and Under	60
	100 Meter Free Relay	
61	8 and Under	62
63	10 and Under	64
65	12 and Under	66
	200 Meter Free Relay	
67	14 and Under	68
69	200 Meter Mixed Medley Relay	
	18 and Under	69

#### IV. DUAL MEET SCHEDULING

- A. Dual meets shall be scheduled by agreement of the Team Representatives and Division Chairpersons at a general meeting of the Governing Board. An example for a six-team division would be as follows:

Week 1	1-4	2-5	3-6
Week 2	1-6	2-4	3-5
Week 3	1-3	2-6	4-5
Week 4	1-5	2-3	4-6
Week 5	1-2	3-4	5-6

For a five-team division, an example schedule would be:

Week 1	1-2	3-4	5 bye
Week 2	5-1	2-3	4 bye
Week 3	5-2	1-4	3 bye
Week 4	5-4	1-3	2 bye
Week 5	5-3	2-4	1 bye

Any club that cannot schedule a meet to conform to the hours specified in Section X.C. may not host a meet unless both participating clubs agree to deviate. Any deviation from the normal Saturday morning scheduled meets must be submitted in writing, signed by both Team Representatives, and approved by the VBSL President.

- B. The home team will be the team whose pool is being used for the meet.
- C. The home Team Representative should contact the visiting Representative no later than 48 hours before the meet. Unless otherwise agreed upon by both Team Representatives, the home Team Representative will conduct the electronic merging of the meet as defined in the VBSL meet manager procedures guide. Seeding of the meet should be done in the meet manager program. The following procedure shall be followed:
1. Each team will seed their own events in the meet manager software in accordance with the VBSL Guide.
  2. The away team shall submit their seeded entries to the home Team Representative at least 2 days (48 hours) prior to the meet.
  3. The home team shall submit an electronic copy of their meet entries to the away team Representative at least 48 hours in advance.
  4. Twenty-four hours prior to the start of the meet a representative of the home team will provide a backup of the merged meet manager file and an electronic printout of the meet entries to the away team representative or to the person designated by the away Team Representative. This may be accomplished either by email or by other electronic media (floppy/CD/fax).

Other recommended topics for discussion include variations to the cutoff date/time for submission of electronic meet entries to the home Team Representative as listed above, the conduct of the Clerk-of-Course, time limitations, number of heats per event, start time, the number and source of officials and volunteers required, parking, shade availability, etc. In cases of disagreement, the final decision shall be rendered by the home Team Representative.

- D. All dual meet changes, postponements, or make-ups must be made known to the VBSL President or Division Chairperson prior to rescheduling.
- E. Canceling/Rescheduling Dual Meets
1. In the event of inclement weather, pool filtration, chemical malfunction, or other unforeseen complications, it is the responsibility of the Referee to determine when a meet will be called, whether it is prior to the start or after the start of the meet.
  2. It is the responsibility of the Team Representatives from both teams to determine rescheduling of the meet after it has been called by the Referee. In cases of disagreement, the Referee may cast the deciding vote. If possible, the meet should be rescheduled prior to the next scheduled dual meet. However, if a dual meet is called after Event 38, the team scores at the point the meet was called may be considered final if agreed upon by both Team Representatives. No penalty will be applied to time-in-water for incomplete meets due to reasons stated above.
  3. Every effort should be made to complete dual meets so swimmers have equal opportunities to compete. In the event of empty lanes or scratches from originally scheduled meet entries, these lanes may be filled by: (a) swimmers who were present at the original meet and have not exceeded event eligibility (Section II.A); or (b) swimmers who were not present at the original meet. The requirements of Section X.D. shall be strictly observed.
  4. At the conclusion of the meet, the meet manager operator shall print out the results report, and a score report. The Referee and both Team Representatives review the printed meet sheet and then sign the official score sheet. The home Team Representative shall print three copies of the original meet sheet (one for each team and the Division Chairperson) showing the status of the meet at the point it was called.
  5. If a swimmer was scheduled on the original meet sheet but cannot swim in the make-up meet, they will be counted as present for divisional eligibility. As proof, the Team Representative must provide the original, unedited meet sheet to the Division Chairperson at the time of the seeding meeting. Once the meet is completed the home Team Representative shall complete the following procedure(s) within 48 hours of the completion of the postponed meet:

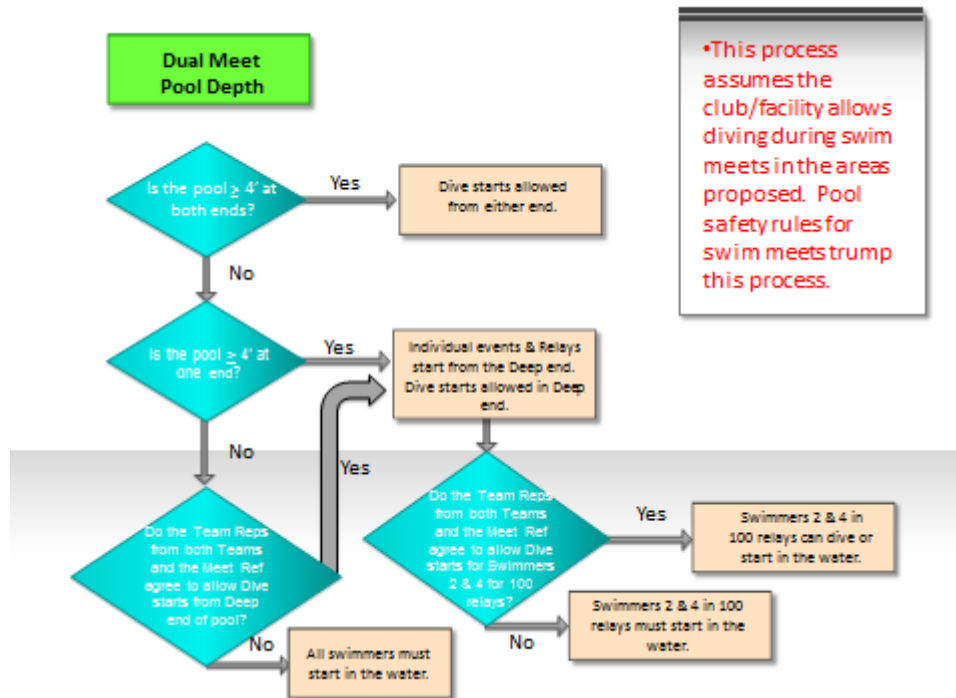
- a. Create a backup of the scored meet, ensure all reports (meet results, meet scores) have been printed.
  - b. Open the meet and in all events that have not been swum, enter a time of 99.99. If the program states the time is out of range accept the time.
  - c. Once times have been entered for all swimmers, export the meet results and send to each team via electronic means.
  - d. A copy of the new meet sheet must be provided to the Division Chairperson.
- F. All dual meets must be completed prior to the Divisional Championship meet.  
 G. Exhibition meets prior to and during the regular season may be arranged between individual teams.

**V. MEET REQUIREMENTS**

**A. General (modified 5/13)**

1. The VBSL shall make every effort to comply with USA Swimming rules. In cases of conflict, VBSL Rules have precedence. Please note -- the VBSL has approved the following exceptions to the USA Swimming Rules:
  - a. The backstroke turn requirements as noted in the USA Swimming Rulebook are hereby modified: after the swimmer's head has passed the backstroke flags, prior to the turn, the swimmer's upper shoulder may rotate past the vertical toward the breast before the touch is completed, provided such rotation is accompanied by an initiation of the turning action or continuation into the wall. The initiation of the turning action shall be accomplished by a single-arm or simultaneous double-arm pull, or in the absence of such pulls, by a downward, underwater movement of the head. After the initiation of the turning action, no additional arm pulls may be started; however, kicking and gliding actions are permitted.
  - b. The water depth requirements as noted in the USA Swimming Rulebook are hereby modified: The water depth for racing dives will follow the following procedure for Dual Meets:
    - i. If the water depth is greater than or equal to four feet (4') across all competition lanes at both ends of the pool, diving starts are permitted at both ends of the pool.
    - ii. If the water depth is less than four feet (4') in any lane or end of the competition pool, all individual and relay events must start from the deep end of the pool. Dive starts at the shallow end or lane(s) are allowed secondarily if the following conditions are met:
      1. Both Team Representatives (in consultation with their respective Head Coaches) and the Meet Referee must agree to allow diving from ends with any depth less than four feet (4'). (If either Team Representative or the Meet Referee objects to diving from any lanes at a particular end of the pool, neither team will be allowed to use dive starts from that end of the pool.)
      2. Diving may be allowed at the deep end of a pool and at the shallow end for 100 relay swimmers two and four (2 & 4) per the restrictions in V.A.1.b.ii.1 above.
      3. At all times this rule (V.A.1.b.) is second to governmental rules (city, state, federal) and/or the rules imposed on the facility by the facility staff responsible for safety if the facility rules are more strict than allowed per this procedure. (i.e. The facility manager can state that no dives are allowed at one or both ends of the pool and the meet must be conducted with in the water starts as directed by the facility manager. The facility manager does NOT have the authority to allow dives where a Team Representative or Meet Referee has said they are not to be used per this procedure.)

(Note on this rule: the VBSL considers the safety of its swimmers as a paramount responsibility. After many years of competition in pools with less than four feet of water depth, the League has determined that the protections stated herein are reasonable and prudent given its experience, the pools customarily in use, and the training, experience and judgment of its Meet Referees, Team representatives and Coaches.)





- c. The water temperature requirements as noted in the USA Swimming Rulebook are excluded. (Note: Adverse weather and pool conditions should be handled per rule IV. E.)
2. The host pool should be made ready for the meet at least 20-minutes prior to the starting time.
  3. The host pool Team Representative shall act as Meet Director and should greet the visiting team and instruct them on where to set up and on any specific pool rules.
  4. All meet officials should report to the Meet Director upon arrival at the pool and at least 20 minutes prior to the meet starting time.
  5. Ten (10) minutes prior to the meet, the Referee shall assemble all officials, verify their assignments, and issue instructions. The Chief Timer shall conduct a check of stopwatches and of Timer lane assignments. If an electronic timing system is used a functional test of the system will be conducted by the Chief Timer and the system operator.
  6. Lane sheets (printed from Meet Manger) or VBSL time cards must be completed prior to the meet. The team that consolidates the meet (normally the home team) shall print lane sheets or time cards for the entire meet. The cards will be sorted at the discretion of the home team, lane sheets should be printed by lane
  7. For meets held in pools that are 25 yards in length, times must be converted. The meet manager software will be used to convert times from a 25-yard pool. The program will do this process automatically.
  8. Coaches shall be near poolside to answer inquiries as they arise.
  9. Coaches are responsible for the proper order and positioning of team members, especially relay team members, at each end of the pool.
  10. Team Representatives shall:
    - a. Notify the League Directors of any change in Team Representative status, their address or telephone number.
    - b. Notify the Division Chairperson in the event they must temporarily turn over their responsibilities to another. They shall provide the replacement's name, address and telephone number, as well as the length of time of the substitution to the Division Chairperson.
  11. Only forms, files, reference disks, and procedures supplied by the VBSL (i.e. time cards, DQ slips, meet sheets, signature sheets, event files, etc.), or forms pre-approved by the League Directors, may be used at VBSL meets.
- B. Safety Procedures: (modified 5/08, typo corrected 7/6/10)
1. All pool regulations and safety rules will be in effect during swim meets. A qualified Lifeguard must be on duty and in position to observe and enforce pool safety regulations during all swim meets. Lifeguards will not have any concurrent responsibilities. Safety equipment must be present on the deck prior to the start of warm-ups.
  2. Participants of the relay team who swim the second, third, or fourth leg are required to step up to, or near the edge of the pool. Running and step-up take-offs are prohibited.
  3. No alcoholic beverages or illicit drugs are allowed.
  4. Smoking and the use of other tobacco products is prohibited on the pool deck and in all areas used by swimmers during the meet and during warm-up periods prior to the meet. Smoking may be permitted in designated areas only. More restrictive club regulations may supersede this section.
  5. Team members are to remain in their designated areas.
  6. Spectators are to remain in designated areas. Non-participating children must be with a responsible adult at all times.
  7. Only competing swimmers are allowed in the pool during the meet. This includes both the deep and shallow ends of the pool.
  8. Warm-ups will start from one end of the pool only and conducted to provide a safe interval between swimmers. The coaching staffs will supervise all warm-ups.
  9. Someone at all meets there will be qualified in First Aid and CPR. This is the responsibility of the host team. The American Red Cross keeps a two-month listing of CPR course offerings. Contact the Red Cross Tidewater Chapter at 446-7700 for information.
- C. Meet Preparation Checklist
1. Preparation of Pool Area
    - a. Remove ladders and other obstructions from the competition lanes.
    - b. Install lane ropes and lane numbers from right to left as the swimmer stands facing the course.
    - c. Designate team areas.
    - d. Set up tables for scorers and ribbon writers.
    - e. Set up and test public address system.
    - f. Set up a Clerk-of-Course area.
    - g. Install backstroke flags 15 feet from either end of pool.
    - h. Determine start and finish points and the positions of officials for the meet.
    - i. Have sufficient numbers of volunteers and officials on-hand and briefed on their respective duties.
    - j. Setup and test electronic timing system (if used)
  2. Equipment List (home team)
    - a. Lane ropes
    - b. Backstroke flags
    - c. Stopwatches (or equivalent) (both teams)
    - d. Clipboards for Head Lane Timers
    - e. Pencils and pens
    - f. Starting gun and blank cartridges or electronic starting system with light and horn
    - g. Whistles
    - h. Calculator(s) for scoring table
    - i. Printed meet program from the Meet Manager Software, and extra time cards
    - j. Public address system
    - k. Stapler
    - l. Disqualification (DQ) slips
    - m. Lane numbers

## VI. OFFICIALS/OFFICIATING (C.2. Updated May 2014)

### A. General

1. All officials are encouraged to attend at least one VBSL-sponsored official's clinic in the current swim season. The Officials Chairperson, upon application, may certify persons unable to attend. In order to serve in the capacity of Referee at any VBSL meet, the Officials Chairperson MUST certify the individual. Only those officials certified in that year by the Officials Chairperson will be eligible to officiate at VBSL championship meets.
2. Judging of strokes, turns, starts, and relay take-offs will be evaluated in accordance with the current USA Swimming rules, except for changes noted in Section V.A.1.

3. Timers may act only in the capacity of a Timer. All other officials may act in a dual capacity if needed, and both Team Representatives shall be informed as to which officials are acting in a dual capacity at the officials meeting prior to the start of the meet.
4. A competitor in a meet will not act in any officiating capacity.
5. Pertaining to relay take-offs at VBSL meets, a system of dual verification shall be established by the Referee using two Turn Judges from each team. Such a system must remain consistent throughout the course of the meet.

B. Teams will provide the following officials for each meet.

	Home	Visitor
Referee	1	
Announcer	1	
Clerk-of-Course	1	1
Runners	4	
Starter	1	
Chief Timer	1	
Timers (6 lane pool)	9	9
Timers (5 lane pool)	8	7
Turn/Relay Take-off Judge	2	2
Awards Table	3	3
Stroke Judge	1	1
Time Scorer	1	1
Team Scorer/Meet Manager Operator	1	1

C. Position Descriptions/Responsibilities (modified 5/08)

1. REFEREE - has full authority over all officials and shall assign and instruct them on the governing Rules of the VBSL and pertinent USA Swimming rules where they apply.
  - a. The Referee must be thoroughly familiar with the duties, responsibilities and limitations of his/her position as stated in the current USA Swimming rulebook and the VBSL Handbook prior to assuming the role of Referee.
  - b. The Referee shall have in his/her possession at all meets a copy of the both the current USA Swimming rulebook and VBSL Handbook.
  - c. The Referee shall brief Coaches and officials prior to the start of the meet concerning all Rules, and specifically reasons for disqualifications.
  - d. The Referee shall enforce all Rules, and can overrule any meet official on a judgment decision.
  - e. The Referee shall receive and initial DQ slips to acknowledge concurrence prior to the Runner delivering them to the Time Scorer.
  - f. Upon seeing that a lane is empty, the Referee must query the respective Coach before starting the event. In no case shall an event be delayed more than a minute.
2. STARTER - After the short whistles the starter (or announcer) will announce distance and event, and after the long whistle and hand signal from the referee, shall initiate the starting sequence and signal. The Starter will be familiar with starting rules contained in the current USA Swimming rulebook..
3. STROKE JUDGE - reports any violation of swimming style or turns for each event to the Referee.
  - a. In a five-lane pool, one Stroke Judge will be responsible for lanes 1 and 2, and the other Judge will be responsible for lanes 3, 4, and 5. Each Judge will be on opposite sides of the pool and be responsible for disqualification only in their respective lanes.
  - b. In a six-lane pool, each Stroke Judge will be responsible for the three lanes closest to the side of the pool he/she is judging from and be responsible for disqualifications only in his/her lanes.
  - c. Stroke Judges will switch sides of the pool following the ten-minute intermission or at the halfway point of the meet.
  - d. Stroke and Turn Judges will be responsible for infractions and disqualifications for all parts of a turn in their respective lanes (i.e., wall-to-wall).
4. TURN JUDGE - reports any violations of turning, finishing, or false starts on relay take-offs to the Referee.
  - a. One Turn Judge from each team will be placed at each end of the pool. They will switch ends of the pool and lanes observed following the intermission.
  - b. The Turn Judge shall act as a Relay Take-off Judge. The two Turn Judges at each end of the pool shall work together (from opposite sides) to provide for dual verification for all lanes at their respective ends of the pool.
5. CHIEF TIMER - instructs and assigns (1) Timers to lanes and (2) Head Lane Timers. Serves as an alternative Timer.
6. TIMER - acts as a Timer or Head Lane Timer as assigned. Head Lane Timer verifies the swimmer's name on the time card or lane sheet before each event and measures and records the times of each swimmer.
7. CLERK-OF-COURSE - assembles swimmers for each event three (3) events in advance. It is recommended that both teams provide a Clerk-of-Course in order to assure smooth operation of the meet. He/she ensures that Runners deliver time cards or lane sheets to the appropriate Head Lane Timer in 25-meter events.
8. RUNNER - delivers time cards to the appropriate Head Lane Timer for 25-meter events and delivers time cards or lane sheets, and DQ slips (with Referee approval) to the Time Scorer at the conclusion of each event.
9. TIME SCORER - determines the official time and will record it on each time card, then place the cards in heat, and lane order.
10. TEAM SCORER/MEET MANAGER OPERATOR - Enters the time for each swimmer into the meet manager software. Upon completion of each event, the Team Scorer/Meet Manager Operator will give time cards and printed event sheet to the Team Scorer/Meet Manager Operator from the other team. This scorer will verify that the times are correct for each swimmer.
11. TIMING SYSTEM OPERATOR – Operates, and verifies proper operation of the electronic timing system (If used).

## VII. TIMING

A. Manual Timing (stopwatches only)

- 1) Timer Lane Assignments - At least three (3) Timers shall be assigned to each lane. Unless otherwise agreed upon, the host team shall provide one Timer in lanes 1, 3, and 5 and two (2) Timers in lanes 2, 4, and 6. Likewise, the visiting team shall provide two (2) Timers in lanes 1, 3, and 5 and one (1) Timer in lanes 2, 4, and 6.
- 2) Procedures for Timers (per USA Swimming rulebook)
  - i. Each Timer must focus their attention on the starter gun, or light on an electronic starting system. Watches should be started at the sight of the light flash when the race is initiated (sight initiation is more accurate than sound).

- ii. Immediately after the start, check your watch to see that it is operating properly. If you miss the start, or started before or after the flash, summon the Chief Timer. The Chief Timer starts his/her watch for each event, but it is not used unless needed.
  - iii. Do not encourage any swimmer from the deck. If you want to watch your swimmer, ask to be temporarily relieved by an alternate in fairness to the swimmer in your lane.
  - iv. The watch should be stopped when any part of the swimmer's body touches any part of the end of the pool. It is not the Timer's responsibility to judge if the finish is correct.
  - v. The Head Lane Timer will record the time from each watch on the time card or lane sheet, and forward the time card or lane sheets to the scoring table via the Runner.
  - vi. DO NOT clear your watch until instructed by the Chief Timer.
  - vii. The Time Scorer will average, interpret, and record the official time on the time cards or lane sheets.
- 3) Recording Times - All times will be measured by digital stopwatches Times will be recorded in hundredths of a second, averaged in hundredths of a second (dropping any further digits and not rounding off), and the official time documented in hundredths of a second.

B. Automatic Timing (Wired Timing System)

- 1) The following persons are required to run a meet using an automatic system:
  - i. Timing system operator (team A)
  - ii. Timing system Operator (team B)
  - iii. Meet manager operator/Scorer (Team A or B)
  - iv. Verifier (Team A or B)
- 2) Due to the complex nature of touchpads VBSL meets will employ push button systems only (2 or 3 buttons).
- 3) Teams may use time sheets vice time cards when using an automatic system as long as the system being used captures the individual button times for reference purposes..
- 4) Teams providing automatic timing systems shall provide a qualified operator.
- 5) When automatic timing systems are used a manual stopwatch will always be used (i.e. 2 buttons, 1 watch or 3 buttons, 1 watch)).
- 6) At least three (3) Timers shall be assigned to each lane. Unless otherwise agreed upon, the host team shall provide one Timer in lanes 1, 3, and 5 and two (2) Timers in lanes 2, 4, and 6. Likewise, the visiting team shall provide two (2) Timers in lanes 1, 3, and 5 and one (1) Timer in lanes 2, 4, and 6.
- 7) Each timer shall hold a button (if a 3 button system is used) and one of the timers shall use a button and stopwatch. The head lane timer shall use one button(s) and record the stopwatch time on the timecard or lane sheet. In no case shall a timer hold 2 buttons.
- 8) Extra timers and stopwatches should be available in the event the automatic system fails. If the automatic system fails the manual timing rules shall be followed.
- 9) Procedures for Timers (per USA Swimming rulebook)
  - i. Each Timer must focus their attention on the starter gun, or light on an electronic starting system. Watches should be started at the sight of the light flash when the race is initiated (sight initiation is more accurate than sound).
  - ii. Immediately after the start, check your watch to see that it is operating properly. If you miss the start, or started before or after the flash, summon the Chief Timer. The Chief Timer starts his/her watch for each event, but it is not used unless needed.
  - iii. Do not encourage any swimmer from the deck. If you want to watch your swimmer, ask to be temporarily relieved by an alternate in fairness to the swimmer in your lane.
  - iv. The watch should be stopped when any part of the swimmer's body touches any part of the end of the pool. It is not the Timer's responsibility to judge if the finish is correct.
  - v. The Head Lane Timer will record the time from each watch on the time card or lane sheet, and forward the time card or lane sheet to the scoring table via the Runner.
  - vi. DO NOT clear your watch until instructed by the Chief Timer.
  - vii. The Time Scorer will average, interpret, and record the official time on the time cards or lane sheets.
- 10) Recording Times - All times will be measured by 2 or 3 buttons and 1 digital stopwatch. Watch times will be recorded in hundredths of a second.
  - i. Automatic systems should be set to determine system times in the following manner
    - 1. If two of the three buttons agree then that is the official time
    - 2. If all three buttons or watches disagree, the time of the intermediate button or watch is the time for that timing system
    - 3. If only two buttons are available the time is the average of those two times.
    - 4. If only one button or watch time is available the time of that button or watch is the official time.
  - ii. Times should not be mixed and matched. Watch times shall not be included in any averaging of button. Watch times are used to validate a button time or as a backup.
  - iii. Wired systems generally will print out a raw times report. This report should be used by the scoring table to ensure the times are accurate prior to importing by the Meet manager operator.

C. Automatic Timing (Wireless Timing System)

- 1) Due to the complex nature of touchpads VBSL meets will employ wireless automatic watches only (2 or 3 watches).
- 2) Teams may use time sheets vice time cards when using an automatic system as long as the system being used captures the individual button times for reference purposes.
- 3) Teams providing automatic timing systems shall provide a qualified operator.
- 4) When automatic timing systems are used a manual stopwatch will always be used (i.e. 2 automatic watches, 1 manual watch or 3 automatic watches, 1 manual watch)).
- 5) At least three (3) Timers shall be assigned to each lane. Unless otherwise agreed upon, the host team shall provide one Timer in lanes 1, 3, and 5 and two (2) Timers in lanes 2, 4, and 6. Likewise, the visiting team shall provide two (2) Timers in lanes 1, 3, and 5 and one (1) Timer in lanes 2, 4, and 6.
- 6) Each timer shall hold an automatic watch (if a 3 watch system is used) and one of the timers shall use a automatic watch and stopwatch. The head lane timer shall use one automatic watch and record the stopwatch time on the timecard. In no case shall a timer hold 2 automatic watches.
- 7) Extra timers and stopwatches should be available in the event the automatic system fails. If the automatic system fails the manual timing rules shall be followed.
- 8) Procedures for Timers (per USA Swimming rulebook)

- i. Each Timer must focus their attention on the starter gun, or light on an electronic starting system. Watches should be started at the sight of the light flash when the race is initiated (sight initiation is more accurate than sound).
  - ii. Immediately after the start, check your watch to see that it is operating properly. If you miss the start, or started before or after the flash, summon the Chief Timer. The Chief Timer starts his/her watch for each event, but it is not used unless needed.
  - iii. Do not encourage any swimmer from the deck. If you want to watch your swimmer, ask to be temporarily relieved by an alternate in fairness to the swimmer in your lane.
  - iv. The watch should be stopped when any part of the swimmer's body touches any part of the end of the pool. It is not the Timer's responsibility to judge if the finish is correct.
  - v. The Head Lane Timer will record the time from each watch on the time card, and forward the time card to the scoring table via the Runner.
  - vi. DO NOT clear your watch until instructed by the Chief Timer.
  - vii. The scoring table will average, interpret, and record the official time on the time cards or sheets.
- 9) Scoring Table Procedures
- i. Ensure the computer screen shows that all watches are ready for the start and signal the referee and/or starter that the system is ready for the next heat
  - ii. Ensure all watches go into the run mode after the start of the race
  - iii. Visually monitor the final times from each automatic watch as each lane marks the swimmers finish. If any discrepancy is noted the raw results shall be printed and sent to the recorders for verification and adjustment in accordance with these rules.
  - iv. Once all lanes are finished and the times are visually verified, the times should be exported to MM and the next heat can proceed. Standard procedures for running MM to score a dual-meet should be followed, including the recording of disqualifications.
- 10) Recording Times - All times will be measured by 2 or 3 automatic watches and 1 manual stopwatch. Watch times will be recorded in hundredths of a second.
- i. Automatic systems should determine system times in the following manner:
    - 1. If two of the three automatic watches agree then that is the official time
    - 2. If all three automatic watches or manual watches disagree, the time of the intermediate automatic watch or watch is the time for that timing system
    - 3. If only two automatic watches are available the time is the average of those two times.
    - 4. If only one automatic watch or manual watch time is available the time of that automatic watch or manual watch is the official time.
  - ii. Times should not be mixed and matched. Manual watch times shall not be included in any averaging of automatic watch. Manual watch times are used to validate a button time or as a backup.

**VIII. DISQUALIFICATIONS** (In addition to those contained in the USA Swimming rulebook):

- A. A swimmer will be disqualified from an event for committing two (2) false starts in that event.
- B. Entering the water prior to an event is prohibited and a swimmer doing this shall be disqualified.
- C. A swimmer shall be disqualified for entering the water prior to the completion of an event (e.g., if a relay team swimmer enters the water while another swimmer is completing the event, the relay team will be disqualified).
- D. Anytime a violation or Rule infraction is noted by a Stroke or Turn Judge, that judge will immediately raise one hand to the Referee. After the event is over, the judge will note the reason for disqualification on a DQ slip, sign the slip, and deliver it to the Referee.
- E. The disqualifying official should make every effort to inform the swimmer or Coach of the reason for disqualification.

**IX. PROTESTS**

- A. Protests involving turns, strokes, and other swimming technicalities must be brought to the attention of the Referee within ten events of the contested event through Event 42 and within fifteen minutes for contested events from Event 43 to the end of the meet. The Referee will make all possible efforts to resolve the protest immediately.
- B. Decisions rendered by the Referee involving teams, strokes and other swimming technicalities will be final and binding.
- C. Protests involving VBSL Rules and their interpretation must be submitted in writing to the Rules Committee via the Division Chairperson within 24 hours of their occurrence.
- D. All efforts to resolve a VBSL Rule disagreement should be made prior to submitting a written protest.
- E. Upon receipt of a written protest, the Rules Committee will act upon the protest to determine if an infraction has occurred. The findings of the Rules Committee will be forwarded with a recommendation to the League Directors.
- F. If the Rules Committee determines that an infraction has occurred, the League Directors will direct that an ad hoc committee be formed to render appropriate action on the protest.
- G. The ad hoc committee will consist of one (1) member from each of the other three divisions not involved in the protest, two (2) League Directors, and the Rules Committee Chairperson.
- H. Home video equipment replays will have no bearing on the decisions of the Referee.

**X. DUAL MEET PROCEDURES (P. Updated May 2014)**

- A. The VBSL standard for individual events is 2 heats and 1 heat for relay events. If additional heats are needed then the Coaches and Team Representatives must mutually agree on the number of heats to be run.
- B. The home team will provide ten (10) copies of the meet program report printed from meet manager to the meet and deliver them for distribution. If an adequate printer is available, the meet sheets may be printed at least 30 minutes prior to the start of the meet after any scratches or changes have been made. Distribution of the meet program is as follows:

Meet Referee	1
Host Team Clerk-of-Course	2
Scoring Table	1
Team Representatives	2
Coaches	2
Visiting Zoo	1
Home Zoo	1

- C. The home team shall provide 30 consecutive minutes of warm-up time, with the home team taking the first 15 minutes, and the away team taking the last 15 minutes. The meet should start promptly 15 minutes after the final warm-ups are completed, and not later than 8:30 AM, as determined by the home team.
- D. A swimmer may scratch from an individual event at any time during a dual meet up to the start of that event. An eligible swimmer from that team (i.e., already entered in the meet but not exceeding the limits in Section II.A.) may be substituted. After the start of the first event, a swimmer may not change individual entries (i.e., "moved") by scratching from one event and entering another under any condition.
- E. For relays in a dual meet, names of competing relay swimmers and their order of swimming shall be declared in writing on the time card or lane sheet and given to the Clerk-of-Course or the Head Lane Timer immediately prior to the start of the relay heat in which such team is entered. Listing of alternates on relay cards is not required. No changes will be permitted thereafter.
- F. Swimmers shall be called for the first four events five (5) minutes prior to the meet starting time and keep three or four events ahead at all times.
- G. The Time Scorer will determine the official time and record it on each time card, noting disqualifications and attaching DQ slips that have been approved by the Referee, to the time cards. If lane sheets are used DQ's will be noted on the lane sheet and DQ slips will be sorted by team for delivery to the Team Rep at the end of the meet.
- H. A ten (10) minute intermission may take place at each meet following I.M. events. Adult relays and/or open 25-meter sprint events for 18 and under boys and girls may take place at this time.
- I. All heats will have the potential to score. **The number of heats that are swum for any individual or relay event beyond (2) two individual heats and (1) relay heat will be determined by mutual agreement of the Team representatives of both teams prior to the start of the meet.** Ribbons will be awarded for places 1-12. Participant ribbons may be awarded for all other places. The last heat will be the fastest and the Meet Manager software will be configured to seed in this manner as outlined in the Meet Manager procedures guide provided by the VBSL. Coaches shall enter their fastest swimmers accordingly in this heat. If only one heat is required in the event then it will be listed as heat (1) one. Heats within an event may be combined with the consent of the referee and notification of the Clerk-of-Course.
- J. Events in a dual meet may be combined, by the referee on deck, providing there is at least one empty lane separating the two event's swimmers.
- K. In the event of mitigating circumstances, such as inclement weather, time shortage, etc., additional heats may be cancelled (scratched) in any events having more than 2 heats.
- L. Lane assignments in a 6-lane pool. For individual events in a 6-lane pool, each team will be permitted three (3) lanes in each heat, for a total of six (6) possible swimmers per team per individual event and a total of three (3) relays per team per relay event. The home team will be assigned lanes 1, 3, and 5. The away team will be assigned lanes 2, 4, and 6.
- M. Lane assignments in a 5-lane pool.
1. For individual events in a 5-lane pool the fifth lane in the first heat will be assigned to the away team in Events 7 through 38 and to the home team in Events 39 through 60. Likewise, the fifth lane in the second heat will be assigned to the home team for Events 7 through 38 and to the away team in Events 39 through 60.
  2. For relay events (with one scoring heat), each team will be allowed to enter only two relay teams. The fifth lane will not be used as a scoring lane for relays throughout the meet.
- N. Each team at a dual meet will provide one (1) Time Scorer and one (1) Team Scorer/Meet Manager Operator at the scoring table.
- O. The Time Scorer will determine the official time and record it on each time card, noting disqualifications and attaching DQ slips that have been approved by the Referee, to the time cards.
- P. The Time Scorer will determine the official time for each swimmer and record the time as follows:
1. If the time from all three watches agree, that is the official time, If an automatic system is used and it produces a valid time then that is the official time,
  2. If the time from two watches agree, that is the official time,
  3. If the times from all three watches do not agree, the intermediate time will be the official time,
  4. If times from only two watches are available, the official time shall be the average of those two watches (the digits representing thousandths of a second shall be dropped with no rounding), or
  5. If only one watch is available, that is the official time.
  6. If an automatic timing system is used and only 1 button time is produced. Utilize the watch time to verify the button time (if within .3 of the watch use the button time). If no watch is available to use as verification then the button is the official time. If no automatic time is produced then the stopwatch time is the official time. In general when electronic timing systems are utilized it is more accurate than watches. Averaging of button and watch times should not be done in any circumstance.  
It is recommended that the Time Scorer from one team determine the official time while the Time Scorer from the other team verifies these times. These individuals may switch responsibilities after Event 38.
- Q. It is imperative that Timers be made aware of the need for accuracy. The Time Scorers will notify the Referee in the event of discrepancies of 0.5 second or more between times in a particular lane. If discrepancies of 0.5 seconds or more exist, then the referee shall decide which times will be used to determine the official time.
- R. Recording Times:
- a. Once official times have been recorded for an individual event, the cards will be put into heat/lane order and given to the Team Scorer/Meet Manager Operator for entry into the meet manager program. The meet manager software, configured as per the VBSL guidelines, will score the event and award points, in accordance with Section XIII, to the two (2) fastest swimmers from each team. These places will be used to award ribbons. The VBSL will provide place ribbons for all swimmers through the home team for distribution to both teams. Teams shall provide their own participant ribbons (if they choose to use them).
  - b. Automatic Timing – The times may be entered directly into the Meet manager software by the timing system. The meet manager software, configured as per the VBSL guidelines, will score the event and award points, in accordance with Section XIII, to the two (2) fastest swimmers from each team. These places will be used to award ribbons. The VBSL will provide place ribbons for all swimmers through the home team for distribution to both teams. Teams shall provide their own participant ribbons (if they choose to use them).
- S. For relay events, once official times have been recorded, the Team Scorer/Meet Manager Operator enters the times into the meet manager program. The meet manager software, configured as per the VBSL guidelines to score the event and award points in accordance with Section XIII to all relay teams. VBSL-supplied ribbons will be awarded for all relay teams.
- T. One Team Scorer/Meet Manager Operator will enter the times into the meet manager software, accounting for disqualifications and ties, score the event, and print a results sheet for each event. The results sheet and time cards will then be given to the other Team Scorer/Meet Manager Operator to verify that no errors have been made in times or scores.
- U. Ribbon labels will be printed by home team and given to each team rep or coach. Labels would be provided by the home team, ribbons will be labeled and distributed by the individual teams. Each team will be supplied with ribbons by the VBSL. (modified 04/2012)
- V. Immediately following the completion of the meet, a meet results report, and scores report will be printed, and the official VBSL Signature

sheet shall be signed by the Referee, Team Scorer/Meet Manager Operator, and both Team Representatives to establish the official score of the meet. The official VBSL Signature sheet should list the individuals volunteering as officials, i.e., Starter, Announcer, Stroke Judges, Turn Judges, and Chief Timer, and include the completion time of the meet. The official meet score may be reviewed for clerical errors and corrections within 48 hours of the completion of the meet and then submitted to the Division Chairperson no later than Tuesday, 8:00 PM, following the dual meet. In cases of re-scheduled meets, the score sheet must be turned in no later than 8:00 PM the following day.

W. All meet records (time cards, DQ slips etc.) shall be held and not destroyed until the conclusion of the season.

#### **XI. DIVISIONAL CHAMPIONSHIP MEET (C. Updated May 2014)**

- A. The Divisional Championship meet must be held in a 25-meter pool.
- B. Divisional seeding workshops are to be attended by VBSL Team Representatives, members of the Governing Board and Rules Committee, and parents of swimmers for the respective division. Coaches are not eligible to attend the workshops.
- C. Seeding will be according to times achieved in meters from a regularly scheduled summer dual meet during the current season. "No-Time" (NT) entries shall be accepted for individual events provided all remaining meet requirements have been met (has swam in minimum number of meets, times were achieved for other events during that meet) and all swimmers with a qualifying time that are available to participate in the Divisional Championship Meet have been utilized prior to utilizing a swimmer with No Time (NT). No Time (NT) entries shall be reviewed by the division chair for acceptance. If a No Time (NT) is used that swimmer will be seeded last.. The fastest six (6) swimmers, regardless of team, will be seeded in the fastest heat. Times achieved in non-scoring heats are considered times achieved in a regularly scheduled summer dual meet.
- D. At least two (2) members of a relay team must have swum together at the submitted qualifying time in that event in order to be seeded in the Divisional Championship meet. If at least two (2) members of a relay team have not swum together, that shall constitute a "No-Time" and will be seeded in the slowest position.
- E. Meet entries become final at the time of divisional seeding. A swimmer may not change individual entries by scratching from one event and entering another under any condition. After the divisional seeding is completed, any swimmer who fails to compete in an individual event in which they have been entered for the Divisional Championship meet will be barred from all subsequent individual and relay events for the remainder of the Divisional Championship meet. A swimmer will, however, be eligible to qualify for the All-Star meet in those individual events in which he/she has already competed.
- F. If a swimmer scratches from an individual event at the Divisional Championship meet, a substitution may be made by the Coach up to fifteen minutes before the event is called to start. Swimmers eligible for substitution in an individual event will include all swimmers on the official team roster, *both those entered and those not entered in the Divisional Championship meet*, who have been verified at the seeding meetings as having participated in a majority of the regularly scheduled dual meets, and who have achieved a legal time for that event from a regularly scheduled dual meet during the current season, and who have not already met the limit of being entered in three (3) individual events.
- G. If a substitute is required for a relay at the Divisional Championship meet, *swimmers eligible for substitution will include all swimmers on the official team roster, both those entered and those not entered in the Divisional Championship meet, who have been verified at the seeding meetings as having participated in a majority of the regularly scheduled dual meets and who have not already met the limit of being entered in two (2) relay events. Listing of alternates on relay cards is not required.* Once a swimmer has scratched from a relay event at the Divisional Championship meet, they are not eligible to participate in that relay event at the All-Star meet.
- H. The same procedures as in Sections X.O. and X.P. for placing swimmers by official times shall be used at Divisional Championship meets.
- I. Points will be awarded for the six (6) fastest times in each event regardless of the heat in which the swimmer participates. Team points will be awarded and totaled in the meet.
- J. The Division Champion will be the team with the best won/loss record within its division during the dual-meet season. If a tie between two or more teams exists, the following criteria, in descending order, will be used until a Division Champion has been determined:
  1. The winning team in head-to-head competition(s);
  2. The team with the largest total margin of victory in head-to-head competitions;
  3. The team with the highest number of total points scored in head-to-head competitions;
  4. The winner of a 25-meter freestyle "swim-off" between the competing teams' Head Coaches.

#### **XII. ALL-STAR CHAMPIONSHIP MEET**

- A. Individual entrants for the meet will be the 12 fastest swimmers, plus the next two (2) fastest swimmers as alternates only, from all divisions based on times achieved during the divisional championship meets.
- B. Once the primary swimmers have been identified, an alternate swimmer may compete only if a scheduled swimmer becomes ill or is not physically present at the All-Star meet.
- C. There will be no additions to the primary or alternate list. Should a primary swimmer scratch, and the alternates for that event are not present, the lane will not be filled.
- D. Any swimmer who fails to compete in an individual event in which they have been entered for the All-Star meet will be barred from all subsequent individual and relay events for the remainder of the All-Star meet.
- E. Relay entrants for the meet will be the Twelve (12) fastest relay teams from all divisions based on times achieved during the Divisional Championship meets. No alternates will be selected. If host team cannot accommodate the number of swimmers then the governing board may decide to limit the relays to one heat.
- F. *For a relay team at the All-Star meet, the four (4) primary swimmers listed shall be the same four (4) primary swimmers who actually swam at the Divisional Championship meet. Substitutions are permissible if a primary swimmer becomes ill or injured, or is not physically present at the All-Star meet. Swimmers eligible for substitution will include all swimmers on the official team roster, both those entered and those not entered in the All-Star meet, who have been verified at the seeding meetings as having participated in a majority of the regularly scheduled dual meets and who have not already met the limit of being entered in two (2) relay events. For a relay to remain eligible to participate in the All-Star meet, a minimum of two (2) primary swimmers from the Divisional Championship meet must also swim on the relay at the All-Star meet. Listing of alternates on relay cards is not required.*
- G. Swimmers qualifying for the All-Star meet will be notified as soon as possible following comparison of times accomplished in the Divisional Championships meet.
- H. All known or anticipated scratches for relays and individual events must be reported to the All-Star Meet Director (VBSL 1<sup>st</sup> Vice-President) by team Coaches. Scratches submitted by 9:00 PM on the Tuesday following the Divisional Championship meets will be listed in the meet program for All-Stars and alternates will be notified by the VBSL. Scratches submitted Wednesday through 9:00 PM Friday before All-Stars may not be correctly listed in the meet program, but alternates will be eligible to participate and will be notified by the VBSL. For scratches received after 9:00 PM Friday before the All-Star meet, the VBSL will not be responsible for notifying the alternates, and it will be the sole responsibility of the alternate to check the posted scratch listing at the meet and report to the Clerk-of-Course accordingly.
- I. The same procedures as in Sections X.O. and X.P. for placing swimmers by official times shall be used at the All-Star Championship meet.

### **XIII. SCORING**

- A. All swimmers in regularly scheduled event heats are eligible to score points
- B. Points will be awarded to the two (2) fastest swimmers or relays from each team, regardless of where they placed overall. No team shall receive points for more than two places per individual event.
- C. Regular Season Dual Meets:
  - 1. Individual events: 1st = 5 points, 2nd = 3 points, 3rd = 2 points, 4th = 1 point.
  - 2. Relay events: 1st = 5 points, 2nd = 3 points, 3rd = 2 points, 4th = 1 point.
  - 3. Ties - If a tie exists among 1st place swimmers, the points for the places tied will be added together and divided equally, and then awarded to the swimmers. The next place swimmer will receive the relative 3rd place behind the two tied swimmers. In the case of a 4th place tie between two teams, the points for 4th place would be awarded in full to the team with the remaining scoring eligibility.
- D. Championship Meets:
  - 1. Individual events: 1st = 7 points; 2nd = 5 points; 3rd = 4 points; 4th = 3 points; 5th = 2 points; 6th = 1 point.
  - 2. Relay events: 1st = 14 points; 2nd = 10 points; 3rd = 8 points; 4th = 6 points; 5th = 4 points; 6th = 2 points.
  - 3. Ties - If a tie exists among 1st place swimmers, the points for the places will be added together and divided equally, and then awarded to the swimmers. The next place swimmer will receive the relative 3rd place behind the two tied swimmers. If two swimmers tie for 3rd place, points for 3rd and 4th place are added and divided equally, the next swimmer receives the points for 5th place.

### **XIV. AWARDS (modified 4/2012)**

- A. Place ribbons will be awarded for the following swimmers in each individual event:
  - 1. 1<sup>st</sup> through 6<sup>th</sup> place – awarded for all swimmers in all age groups.
  - 2. 7<sup>th</sup> through 12<sup>th</sup> place – only awarded for swimmers in 6&U, 8&U, and 10&U age groups. Teams may opt to purchase and distribute participation ribbons for 11&older swimmers for 7<sup>th</sup> through 12<sup>th</sup> place finishes. Place ribbons will be provided to each team by the VBSL.
- B. Championship Meets
  - 1. At Divisional Championship meets, place ribbons will be awarded to 1st through 12th place swimmers in each event.
  - 2. At the All-Star meet, medals will be awarded to 1st through 3rd place swimmers in each event. Ribbons will be awarded to the 4th through 12th place swimmers in each event except in unique situations where additional swimmers have been seeded.
  - 3. All ribbons and medals are to be held at the awards table and given to the Coach or Team Representative at the end of the meet.
  - 4. An appropriate award or trophy will be awarded to the team scoring the highest total point count in each Divisional Championship meet. The award will be annotated "*Division Name* Divisional Meet Champion."

### **XV. RECORDS (modified at VBSL meeting on 3/28/11)**

- A. VBSL records can be established at championship meets only.
- B. All timing rules previously stated will apply for records broken at championship meets.
- C. Individual event records cannot be established in a leg of relay D. In individual events, a swimmer who is "swimming up" in an older age group shall be eligible to set a record for the older age group only (e.g. a 14 year old swimmer swimming in an 18 & under event can only set the 18 & under record).

# **SECTION 5 – VIRGINIA BEACH SWIM LEAGUE BY-LAWS**

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AS AMENDED BY THE VBSL GOVERNING BOARD May 19, 2009.

## **Article I Name**

A. The name of this organization shall be the VIRGINIA BEACH SWIM LEAGUE, hereinafter called the LEAGUE.

## **Article II Purpose**

A. The LEAGUE was formed to enable swim clubs of Southeastern Hampton Roads to participate in the team sport of competitive swimming. The most important goal of the LEAGUE is to provide a climate of friendly competition, where swimmers can develop a love for the sport, improve their swimming skills, and learn the principles of good sportsmanship.

## **Article III Membership**

A. Geographic Boundaries - Participating membership shall be restricted to Southeastern Hampton Roads.

B. Club Membership - Any pool association or swim club within the geographic boundaries may be eligible for active participation in the LEAGUE. Clubs desiring entrance into the LEAGUE may petition to the LEAGUE Directors no later than October 15 of the preceding year, and must be approved by a three-fourths (3/4) vote of the Governing Board at the following January meeting. Each association or club must submit to the Board prior to the first meet of the season its current requirements for all available memberships. Other specifics of club membership are:

1. A club will be represented at LEAGUE meetings by a Team Representative.
2. A club will not share practice time with a USA Swimming affiliated team.
3. Club swim practices will not start before May 15 of the current year.

C. Liability Insurance - Each team must submit, to the VBSL Treasurer, prior to the first practice, a copy of a Certificate of Liability Insurance that lists the VBSL as an Additional Insured organization. All VBSL teams are required to carry liability insurance to protect their swimmers, their swim staffs, their pool facilities, and the VBSL. Teams that fail to provide proof of full coverage will be excluded from participating in VBSL activities. The VBSL does not endorse any particular insurer, agent, or broker.

### **D. Individual Participation**

1. Swimmers desiring summer competition must be regular members (individual or family) of participating LEAGUE swim clubs. Swimmers unable to qualify for regular swim club memberships may be eligible through special swim club memberships. These individuals will, upon petition of the LEAGUE, be assigned to participating teams by the LEAGUE Directors. The assignment will generally be made according to geographic proximity unless extenuating circumstances warrant further consideration.

2. Swimmers may not be recruited for a team through special memberships.

3. Clubs which provide for special swim team memberships must provide the LEAGUE with a list of the current swim seasons "special members" prior to June 15 of the current swim year. Any additional "special members" may not be added to the list to compete during the season unless approved by the Governing Board.

4. All special swim team membership participants must complete a statement, as a prerequisite to participating in the LEAGUE, which acknowledges that they agree to the following:

- a. They will abide by the LEAGUE'S Rules and Bylaws.
- b. They were not recruited to participate on the swim team.
- c. They were not afforded reduced fees or dues to participate on the team.
- d. They were unable to qualify for regular swim club memberships at the gaining club; thus, they were afforded the special swim team membership on that basis.
- e. They have not or will not participate in the competitive swimming sport for any other LEAGUE team during the calendar year of the special swim team membership.

5. All swimmers are encouraged to attend and participate in a majority of regular practices offered during the season with their VBSL team. The practice of bringing in USA Swimming swimmers on Saturdays to swim in meets without participating in regular summer league practices/activities is strongly discouraged by the League. It is the responsibility of each team to monitor its own swimmer eligibility.



**Article IV**  
Standards for Continued Membership

- A. As a condition for continued membership in the LEAGUE, a member club shall demonstrate:
1. Compliance with these Bylaws, Rules of the LEAGUE, and subsequent policy statements as may be adopted by the Governing Board or the LEAGUE Directors.
  2. Compliance with the dues and assessment requirements established from time to time by the Governing Board or the LEAGUE Directors.

**Article V**  
Ethics & Discipline

A. The Governing Board may censure, reprimand, suspend, expel, or otherwise discipline any member club of the LEAGUE for cause. Cause will be defined as failure of member clubs to comply with these Bylaws, the LEAGUE Rules, or policy statements of the LEAGUE as adopted by the Governing Board or the LEAGUE Directors. Disciplinary action against any member club of the LEAGUE shall require the affirmative vote of not less than three-fourths (3/4) of the Governing Board.

**Article VI**  
Governing Board

- A. Composition - The Governing Board shall consist of the LEAGUE Directors, Division Chairpersons, and one representative from each member club.
- B. Duties
1. The Governing Board shall be the administrative authority of the LEAGUE, and shall consider all of its activities and determine its policies.
  2. The Governing Board shall, by a three-fourths (3/4) vote, be empowered to accept, reject, or defer a club applicant for membership.
  3. The Governing Board is empowered to determine all matters of a disciplinary nature, and is required to respond to complaints or requests for disciplinary action.
- C. Meetings - The Governing Board shall meet at least once during the spring, summer, and fall quarters of each year, and on other occasions at the discretion of the LEAGUE Directors.
- D. Quorum - A majority of the Governing Board is necessary to constitute a quorum for the opening of a meeting or the transaction of regular business.
- E. Voting - Each member of the Governing Board shall be entitled to one vote on all matters of LEAGUE business. Each team shall have one vote at LEAGUE meetings. Clubs having two teams will have one vote per team. In the event that a team is not present, a written, signed proxy can be submitted to vote. Unless specifically directed otherwise in these Bylaws, a majority vote of the Governing Board quorum is necessary for approval.

**Article VII**  
LEAGUE Directors, Division Chairpersons and Team Representatives

- A. The LEAGUE Directors shall be as follows: President, 1st Vice-President, 2nd Vice-President, *Secretary, and Treasurer.*
1. Election of LEAGUE Directors - The LEAGUE Directors shall be elected by the Governing Board at the first fall meeting of each year. The term of office shall be for two years. A person may serve for no more than three consecutive terms in each office. *The President, 2nd Vice-President, and Secretary shall be elected in even numbered years. The 1st Vice-President and Treasurer shall be elected in odd numbered years.*
  2. Duties
    - a. General Duties - The general duties of the LEAGUE shall be performed by the LEAGUE Directors, as well as conduct of all business of the LEAGUE between meetings of the Governing Board, and shall be empowered to implement standard policy and decisions concerning LEAGUE operations.
    - b. Specific Duties
      - (1) The specific duties of the President shall be convening the Governing Board, presiding over the meetings and overseeing the administration of the LEAGUE. The President shall also serve as a member of all committees.
      - (2) The specific duties of the 1st Vice-President shall include coordinating the Divisional and All-Star meets; delegating responsibilities to Division Chairpersons for entering and seeding the Divisional and All-Star meets; maintaining the Official Training Booklet, serving as the contact person for championship meets and as Meet Director for the All-Star meet; helping coordinate the LEAGUE officials clinics, reserving a pool facility and providing instructors for the following categories of clinics: (1) Stroke and Turn Judges, Referees, and Starters; (2) Scoring; (3) Coaches and Team Representatives. The 1st Vice-President shall assist the President in the administration of the LEAGUE and shall preside in the absence of the President at all meetings.

(3) The specific duties of the 2nd Vice-President shall be to oversee the updating and printing of the VBSL Handbook and to assist the President in the administration of the LEAGUE; *responsible for coordinating and administering the LEAGUE website and all other automation functions and procedures, i.e., swimming software used for managing teams and scoring dual and championship meets (starting in 2005).*

(4) *The specific duties of the Secretary shall be to record the minutes of Governing Board meetings and to present them to the Governing Board for approval. Oversee the update and production of the VBSL Handbook (starting in 2005).*

(5) The specific duties of the Treasurer shall be to order ribbons, awards, time cards, disqualification slips, and any other supplies for the LEAGUE; to keep financial records in good order and provide a financial statement analysis; maintain a database of current Governing Board members, and to advise the Governing Board concerning meetings, dues, and supplies.

3. Resignation - In the event of the resignation of any Officer, a replacement may be elected by a majority of the Governing Board to complete the remaining term.

#### B. Division Chairpersons

1. Election of Division Chairpersons - Division Chairpersons shall be elected for a one-year term by their respective division's Team Representatives (one vote from each team), and perform the duties of the Division Chairperson.

2. Specific Duties - The Division Chairperson acts as a contact person between their respective division and the LEAGUE Governing Board; receives original dual meet sheets from Team Representatives and calculates time-in-water for determining teams divisional placement; coordinates the seeding meeting for their Divisional Championship meet; and serves as Meet Director for the respective Divisional Championship meet.

3. Resignation - In the event of the resignation of any Division Chairperson, a replacement may be appointed with the approval of a majority of the LEAGUE Directors to complete the remaining term.

C. Team Representatives - Serves on the Governing Board and is the contact person between each team and the LEAGUE. All communication within the LEAGUE is through the Team Representative. This contact person must be a volunteer parent or guardian, and not the team's Coach.

### **Article VIII** Committees

#### A. Rules Committee

1. The Rules Committee shall consist of five (5) members. Four members shall be elected, including one as the Chairperson, at the annual fall meeting of the Governing Board. The fifth member shall be the President, who shall represent the LEAGUE Directors on the Rules Committee. The Rules Committee and/or LEAGUE Directors shall propose additions to or alterations of LEAGUE Rules for vote by the Governing Board. Rule changes may be proposed for two consecutive years, and if not approved during that time, there must be a two-year interim before the proposal may be resubmitted. The Rules Committee shall also function regarding protests as outlined in the LEAGUE Rules.

2. In the event of resignation of any member of the Rules Committee, the appointment may be filled with the approval of a majority of the LEAGUE Directors.

B. Ad Hoc Committees - Ad hoc committees may be appointed by the Governing Board and/or LEAGUE Directors as necessary. Ad hoc committees will be responsible to the appointing jurisdiction, and will serve for specified periods of time.

### **Article IX** Dues and Assessments

A. To carry out the stated purposes and activities of the LEAGUE, the LEAGUE shall have and may exercise the power of levying and collecting annual dues, and making special assessments at the discretion of the Governing Board. The Governing Board shall set dues required by the LEAGUE annually. Assessments will be considered approved and binding by a three-fourths (3/4) vote of the Governing Board quorum.

### **Article X** Amendments

A. The Bylaws of the LEAGUE may be amended at any regular meeting of the Governing Board by a three-fourths (3/4) vote of the Governing Board. Proposed amendments must be circulated in writing to all members of the Governing Board at least thirty (30) days prior to the voting meeting.

## **SECTION 6 – TEAM REPRESENTATIVE INFORMATION**

The following are some items that may assist you in acting as your team's representative to the VBSL:

1. The Team Rep is the liaison between the swim team parents and the coach. Administrative problems are generally handled by the Team Rep, but coaching related issues should be referred to the coach. There may be occasions where the Team Rep would need to step in and help resolve an issue between the coach(es) and swimmers or swim parents.
2. The Team Rep is also the liaison between the swim team and the VBSL. Problems or disputes should be relayed from the Team Rep to the Division Chairperson, who in turn follows through on resolving the problem in conjunction with the VBSL Officers and/or Rules Committee.
3. The Team Rep is the primary point of contact in setting up arrangements with the other Team Rep for dual meets. The responsibility for submitting/receiving meet entries may be delegated to the coach, but the overall authority for ensuring the meet requirements are met rests with the Team Rep.
4. The following checklist should be used as a guide in preparing to host a dual meet:
  - a. Phone the Team Rep of the opposing team no later than Monday night before the meet. You should be prepared to discuss:
    - i. Who will be coordinating receipt of the other teams meet entries, and will be consolidating the entries and setting up the meet? Are there any issues in meeting the deadlines for meet entry submission? Based on size of the teams, how many extra heats are expected?
    - ii. Confirm the start time for the meet, and when the warm-ups are scheduled. Generally for a meet that starts at 8 AM, home team warm-ups run from 7:15-7:30, and opposing team warm-ups run from 7:30-7:45. An officials/timers meeting is held with the referee at 7:45, the National Anthem is played at 7:55 and the first event should start at 8 AM.
    - iii. Discuss parking arrangements and state whether any reserved spaces will be provided for the opposing Team Rep and Coach(es).
    - iv. Discuss set-up of the pool deck, where the opposing team is expected to set-up, whether a covered area is available, whether water will be provided and any other issues with the pool that the opposing team should be aware of.
    - v. Discuss if there is a central clerk-of-course area and coordinator, or if each team will be responsible for ensuring their swimmers are ready for each event. Also, discuss how entry cards will be handled.
    - vi. Discuss how concessions are set-up, if meet programs will be sold and any other events that may be run (i.e. 50/50 drawings, raffles, etc).
  - b. The following chart should be used as a guideline in ensuring that the proper equipment/supplies are available for the meet:

ITEM(S)	HOME TEAM	VISITING TEAM
Administrative supplies for the scoring area to include extra DQ slips, pencils/pens, pencil sharpener, white-out, clothes pins, calculator, rubber bands and stapler.	X	
Computer with MM 2.0, printer and paper	X	
Time sheets sorted by lane (Printed and sorted by the home team)	X	
Labels for the ribbons (Provided by the visiting team)		X
VBSL Place ribbons for 1 <sup>st</sup> thru 12 <sup>th</sup> place (Provided by the home team)	X	
Participation ribbons (home team prints labels for all those receiving participation ribbons, but each team provides their own ribbons)	X	X
Stopwatches (each team should provide for their own timers and home team provides for the head timer)	X	X
Clipboards and pencils for timers	X	
Small clipboards, DQ slips and pencils for stroke/turn judges (each team should provide for their own judges, home team should have extra DQ slips available)	X	X
Clipboard, pencil and whistle for referee	X	
Starting system (if possible, opposing team should bring their starting system and have it available as a back-up)	X	X
Position badges and VBSL Official's badges	X	X
Concession equipment	X	
National anthem tape/CD and player or arrange for singer(s)	X	
Water for officials and timers during the meet	X	
Announcing system	X	
Designate a location to post official results	X	
Parking signs	X	

- c. Team Reps should coordinate ahead of time with their parents to fill the following positions:

POSITION(S)	HOME TEAM	VISITING TEAM
Referee	1	
Starter	1	
Head Timer	1	
Timers (6 lane pool/5 lane pool)	9/8	9/7
Stroke Judges	1	1
Turn Judges	2	2
Runners for time sheets	1	
Runners for DQ slips	2	
Announcer	1	
Concession workers	As needed	
Water server	1	
Clerk-of-course (assuming each team takes care of their own swimmers)	1	1

Zookeepers	As needed	As needed
Scoring table (need people trained to operate MM, trained to determine the official time, verify the computer entries and post the results)	2	2
Ribbon assistants	2	2

d. The following is just an example of an information sheet that can be tailored for your specific team and distributed to parents (especially new swim parents) that describes how a swim meet is run:

### **SWIM MEET 101**

As we gear up for this season, I wanted to make sure everyone understands how a regular swim meets work, what help we need from parents and how the events are run for our swimmers. As a reminder - all meets generally start at 8 AM, and generally finish between 12:00-12:30 PM. For all swim meets, we recommend you bring your own chairs as furniture is very limited at most pools.

**VERY IMPORTANT – PLEASE MAKE SURE THAT YOU INFORM YOUR COACH AND TEAM REP OF ANY SWIM MEETS THAT YOUR SWIMMER(S) WILL NOT BE AT, AS FAR IN ADVANCE AS POSSIBLE. IF YOUR SWIMMER IS ILL THE MORNING OF THE MEET, PLEASE CALL WHO AT PHONE NUMBER BY 7:15 AM SO WE CAN MAKE ADJUSTMENTS.**

For our home swim meets, we need for everyone to be at the pool by 7 AM. We have the left or right side of the pool (as you enter) for home meets. Our swim warm-ups will run from 7:15 to 7:30 AM and the visiting team will warm-up from 7:30 to 7:45 AM. For home meets, we will need the following help from our parents: 1) donations of food/drinks for our concession stand and 2) we must provide a referee, starter, 4 runners, 9 timers, 1 head timer, 2 turn judges, 1 stroke judge, 2 parking lot monitors, about 6 people to help with the concession stand, 2 people to deliver water to the volunteers, 4 people to help with scoring and ribbons and 4-5 parents to help with the clerk of course. We will go around during practices the week before the meet to solicit help. With all of these positions, you will have time to make sure you see your kid(s) swim.

For our away swim meets, we need for everyone to arrive at the away pools by 7:15 AM. Our swim warm-ups will run from 7:30 to 7:45 AM. For away swim meets we must provide 9 timers, 2 turn judges, 1 stroke judge, 4 people to help with scoring and ribbons and 4-5 parents to help with the clerk of course.

The maximum number of events a swimmer can participate in is 5 (2 relay events and 3 individual events). Each event is divided in heats. For relay events, there is only one heat. For individual events, there are normally two heats, and additional heats may be swum to accommodate large age groups. Assuming a swimmer does not disqualify (swim incorrectly) in an event, they have the potential to receive a place ribbon and score points for their team. Those swimmers that do not get a place ribbon will receive a participation ribbon. Once a swimmer has swum in a particular event during the season, they will receive a “Personal Best” ribbon if they improve their time in that event. We feel that this is the most important ribbon anyone receives during the season.

Depending on the size of the pool we are at (6 lane or 5 lane pool), we can only enter a certain number of swimmers in each event. At 6 lane pools, we can enter 3 relay teams (4 swimmers per team) in each relay event and normally only 6 individual swimmers in each

individual swim event. At 5 lane pools, we can enter 2 relay teams and normally only 5 individual swimmers. Some swimmers may be asked to “swim-up” in the next age bracket depending on how many swimmers we need to accommodate for a meet. Our goal is to get as many events for swimmers as they are capable of swimming, but we have limitations just based on numbers. Even though the maximum number of events for a swimmer is 5, some swimmers may only get to swim in 2-3 events.

Meet entries will be posted on the web site (team's web site address) usually Fri night before the meet. Also, when you arrive at the meet and proceed to our designated team area, there will be a bulletin board listing all the events a swimmer is entered in. Please pay close attention to what event/heat is being swum. You will hear announcements asking for swimmers in certain events to go to their “clerk of course”. This gathering of swimmers is also called the “zoo”. The clerks of course are our team parents that volunteer to organize the swimmers and make sure they are in the right place at the right time to swim.

At most meets, the results of each event and a running score of the event are posted usually within 15 minutes of the completion of an event. The relay and individual event results will also be posted on the website usually no later than Sunday afternoon.

The Divisional Swim Meet is a 5 or 6 team meet in which our best relay team and top 2 individual swimmers from each event compete for the Division Championship. Usually about 40-50 percent of our swimmers will qualify for at least one event at Divisionals. If your swimmer has been selected for an event at this meet, you will receive a phone call from the Coaches or Team Rep the evening of our last regular swim meet. If you don't get a call, then your swimmer(s) were not selected. To proceed from Divisionals onto the Virginia Beach Swim League All-Star Meet, only the top 6 relay teams and top 12 swimmers in the entire league (consisting of 24 teams) will get selected (there will also be two alternate relay and two alternate swimmers selected for each event to fill in should there be a scratch).

Regardless of how far a swimmer makes it during the season, having fun and setting personal best times are the top two goals.

If you have any questions about meets, swim events, the judging of meets, etc, please do not hesitate to contact the Team Rep or any of the Coaches. Thanks in advance for all the support you will provide this season.

d. It is recommended that the Team Rep provide details on the following items to their swim parents and swimmers in the form of an information sheet:

- i. The type of suit being offered as a Team swim suit. How the sizes run, what the prices are for various styles and the procedures for getting sized and ordering them. Whether a Team t-shirt will be provided and/or procedures for getting a shirt (or other team apparel).
- ii. Contact phone numbers and e-mail addresses for the Team Rep(s) and Coach(es), Team web site address and address for the VBSL web site ([www.vbsl.net](http://www.vbsl.net)).
- iii. A calendar and/or summary of practice times, time trials, swim meets, fundraisers, picnics, awards ceremonies, training sessions, etc.
- iv. What items swimmers should bring to practice.
- v. Procedures for notifying the Team Rep(s) and Coach(es) if a swimmer will not be at practice and/or a swim meet, and what is expected for attendance.
- vi. What special events will occur during the season and what support is needed.

## **SECTION 7 – COACHES INFORMATION**

The Coach(es) provide the technical expertise and motivation to help train and improve the swimming skills of their team. While every Coach goes about their job in an individual fashion, there are certain traits, practices and procedures that the VBSL desires each Coach to follow. These include:

- a. The Coach(es) job is to train, instruct, and motivate their swimmers in a safe and responsible manner. All coaches are required to comply with all Virginia Swimming/US Swimming Rules/guidelines for conducting safe practices. These rules/guidelines can be found on the Virginia swimming or US Swimming Websites ([www.virginiasmwimming.org](http://www.virginiasmwimming.org) [www.usaswimming.org](http://www.usaswimming.org)). Coaches shall not use, recommend, or authorize any type of underwater oxygen deprivation exercise (such as lung busters) at any VBSL practice, or warm up. No swimmer within the VBSL shall swim underwater any distance greater than 15 meters. If the 15meter mark is not defined, coaches shall not allow swimmers to swim long distances underwater. Team Representatives and VBSL officials shall ensure compliance of this rule by all coaches and athlete members assigned to their team.
- b. Each Coach will on occasion have to deal with swim parents on a variety of issues. Each coach should conduct these interactions with parents in a professional manner. Any controversial issues should be addressed to the team representative, who should take over and resolve the issue with parents.”
- c. The VBSL is a recreation swim league and should be approached as such. While many swimmers who participate in the league swim at more competitive levels, the goal of this league is to provide a fun, competitive atmosphere to improve the swimming skills of its participants, and by doing so promote the sport of swimming. Over the years there have been numerous instances where Coach(es) have not followed the prescribed rules and manipulated swim meets in an attempt to gain an edge and win the meet. The philosophy should be to improve individual swimming skills, and thereby improve the competitiveness of the team.
- d. The Coach(es) job is to train/instruct/motivate their swimmers and will on occasion have to deal with swim parents on a variety of issues. Each Coach should conduct these interactions with parents in a professional manner. Any controversial issues should be addressed to the Team Rep, who should take over and resolve the issue with the parent(s).
- e. Each team is structured differently, and each team approaches the task of putting a swim meet together in a different fashion. The end result of these efforts is the same – a set of meet entries that places swimmers in events that benefit both the swimmer and the team. In some cases, the Coach(es) may be authorized by the Team Rep to liaison with the opposing team to submit these entries and in home meet situations even merge/consolidate the meet. There have been instances in the past where teams have misused the information provided the opposing team and have changed their entries in an attempt to gain an edge in particular events. This practice is considered cheating and cannot be tolerated. There will be instances where due to administrative errors, illness and other conflicts that swimmers events need to be changed and that is understood.
- f. During a swim meet, there will be instances where the call made by a deck official is questioned. Coach(es) must first remember that the deck officials are parent volunteers who have had some training, but generally do not have the training/experience that would be found with a USA Swimming Official. These

deck officials should be raising their hands when a disqualification is seen to alert not only the Referee, but also the Coaches. There will be occasions when Coaches will want a clarification of a disqualification either during the event in question, or sometimes afterwards when discovery of a disqualification is made after completion of an event. These discussions should be made with the Referee and if there are any controversial issues, then the respective Team Reps should also be involved. Everyone should remember though that the Referee has the final authority on a call. Protests on specific issues should be handled by the Team Rep through the Division Chairperson up to the VBSL officers and/or Rules Committee.

- g. Prior to, during and after a swim meet, Coaches and their team should conduct themselves in a manner that is courteous and friendly. There have been instances in the past where teams have chanted and acted in other manners that have been considered as heckling and rude. Teaching swimmers to stay in the water until all swimmers in the heat have completed their event, shaking hands with swimmers in adjacent lanes and acknowledging good swim efforts are just some examples of what should be taught. There are literally hundreds of people at an average swim meet who will observe the actions and conduct of both teams. Take control of your swimmers, teach proper etiquette and SET THE EXAMPLE!
- h. As a courtesy, the home team Head Coach should call the Head Coach of the visiting team no later than Tuesday night before the meet. The Team Reps will also be talking to each other to exchange specific information about how the meet will be run, and the Head Coaches should talk in general about the size of their team, how many extra heats are expected and just exchange thoughts on the upcoming meet to set the stage for a friendly, yet competitive event.



## **SECTION 8 – DIVISIONAL CHAIRPERSON INFORMATION**

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The Divisional Chairperson is a volunteer who serves as the link between the Team Reps in a particular division, and the Governing Board/Rules Committee. As such, this person must be intimately familiar with the VBSL Rules and provisions of the By-Laws. The following are the key roles the Divisional Chairperson:

1. Assist the Team Reps in their division in coordinating the dual meet schedule. This is normally done at the regular VBSL business meeting in January, and finalized by the March business meeting. Included in this coordination is the decision on which team(s) will host/co-host the Divisional Championship Swim Meet and how duties and responsibilities for that event will be divided among the teams.
2. Should any disagreements/protests occur during the season that cannot be resolved between the teams in question, then the Divisional Chairperson will collect all of the pertinent information about the issue and attempt to settle it among the teams. If the resolution is settled at the Divisional level, then the Chairperson should decide whether or not to forward information about the issue to the Governing Board and/or Rules Committee. If a decision cannot be obtained at the Divisional level, then the Chairperson will contact the Governing Board and/or Rules Committee for clarification of points in question, and a final decision on how the issue will be resolved.
3. The Chairperson will maintain electronic or hard copies of the rosters for each team in their Division. It is recommended that the Team Manager Team Roster Report (with the swimmer's address included) be used for this purpose. Team Reps must forward these reports prior to the first regular dual meet, and Team Reps must forward any changes/additions/deletions for their swimmers that occur during the season to the Divisional Chairperson ASAP. The Chairperson will decide if problems with a swimmer's record on file are significant enough to warrant action by the Governing Board and/or Rules Committee.
4. The Chairperson will review the results of each dual meet and determine their team's official "Time in Water" based on guidelines provided by the VBSL Governing Board. The purpose of this time is to realign the Divisions so that teams of equal ability are matched against each other.
5. For the Divisional Championship Swim Meet, the Chairperson will ensure all teams follow the procedures outlined in Section 10 of this guidebook, will coordinate the location and conduct of the Divisional Seeding Meeting, will serve as the Administrative Referee for the Divisional Championship Swim Meet, will coordinate how swim meet is set-up and manned, and will represent that Division at the All-Star Seeding Meeting.

## **SECTION 9 – DIVISIONAL SWIM MEET INFORMATION**

### **GENERAL INFORMATION:**

Each Division of the VBSL will hold a Divisional Championship Swim Meet the Saturday after the last dual meet of the season. This meet will include swimmers from each team in their respective Division. The events of this meet will be identical to those of the dual meets. EACH TEAM MAY ENTER UP TO TWO SWIMMERS PER INDIVIDUAL EVENTS, AND ONE RELAY TEAM PER RELAY EVENT. Swimmers are eligible for their Divisional Championship Meet if they have participated in at least three of the five regularly scheduled dual meets. Each swimmer may swim a maximum of three individual events and two relay events at the Divisional Championship Meet, and each swimmer will have an opportunity to score points for his/her team. Points will be awarded for the six fastest times in each event, regardless of the heat in which the swimmer participates. Ribbons will be awarded for first through twelfth places.

The Division Chairperson is responsible for coordinating the site of the swim meet and seeding meeting, coordinating duties among all participating teams, ensuring the proper number of qualified people are assigned to administer the meet, acting as the Administrative Referee to coordinate all substitutions and generally overseeing all aspects of this meet. The Chairperson will also designate a Meet Manager Coordinator who will receive all the team entries, merge & seed the meet, and run Meet Manager at the meet.

### **DIVISIONAL SEEDING MEETING:**

Team Representatives (NO COACHES) will attend a Divisional Championship Meet Organizational Meeting prior to the meet to seed qualified swimmers chosen by the coaches. This meeting is normally held the Sunday, Monday or Tuesday evening after the last regular meet. The Division Chairperson should coordinate these dates with the VBSL Governing Board to ensure that a Board member will be available to attend. Following the above guidelines, each team will assemble and submit their entries using Team Manager. Seeding will be according to times achieved in meters from a regularly scheduled dual meet during the current season, regardless of what heat the time was achieved in. In order for a relay team to be seeded, at least two members of the team must have swum together at least once in that event. If at least two members of a relay team have not swum together, that shall constitute a “No Time” and will be seeded in the slowest heat.

Once the entries have been seeded at this meeting, they will not be reseeded. Notices of substitutions must be made by the COACHES ONLY, and any substitutions will fill in the same seeded heat/lane as the person they are substituting for. A substitution may be made up until 15 minutes prior to the start of an event. Coaches should contact their Division Chairperson as soon as possible before the meet with necessary substitutions. All substitutions must meet the entry criteria for a Divisional Championship Meet cited above.

### **PROCEDURES FOR PREPARING THE DIVISIONAL CHAMPIONSHIP MEET:**

- After completion of the last regular season dual meet, coaches will nominate up to two swimmers for each individual event and one relay team for each relay event. The Head Coach should ensure that each swimmer has participated in at least three regular season dual meets.
  - All teams will select and print three reports from TM 5.0 to prepare for selecting their swimmers:
    - Select – Reports > Performance > Number of Meets Attended. Enter the date of your first meet for the Since Date, Sort by Name, Check for

Include Relay Only Swims and Select Course – SCM (Note – if you are a yard pool, or swim at yard pools during the season, leave this field blank). This report will indicate how many meets a swimmer has participated in this season.

- Select – Reports > Performance > Top Times, Sort by Name, Enter the date of your first meet for the Since Date, Select Event Filter > Individual, Select Course > SO, Meet should be set for All Meets, Top How Many? Should be set to 1. This report will give the individual top times for each stroke & distance a swimmer participated in. The times listed will be their seed time, and should match the time on the time card for that meet. You cannot enter a swimmer into an individual event unless they have a legal time for that event on this report.
  - Select – Reports > Performance > Top Times, Select Event Filter > Relay, Sort by Event (Age Group), Enter the date of your first meet for the Since Date, Select Course > SO, Meet should be set for All Meets, Top How Many? Should be set to 0. This report will give all the relay times for every relay your team swum this year that had a legal finish. The top time listed will be the seed time if at least two people swimming in divisionals were on that top time relay. There should be a corresponding time on the time card for that meet.
- Enter your swimmers into TM 5.0 using the following set-up criteria:
- Select Meets > Add, and enter the below information:
    - Use the meet name – DivisionYYYY (i.e. Dolphin2014, Marlin2014, Porpoise2014 or Tarpon2014)
    - Enter the meet location
    - Course – S
    - Start/End Date – 07/27/2014 (Meet Date)
    - Select Use Times Since – enter date of your first dual meet (DO NOT INCLUDE TIME TRIALS!!!)
    - Select – OK, then Select Cancel
  - Then, highlight the divisional meet and select copy events. Select the Demo Meet that you used for your regular meet set-up. PLEASE ENSURE THAT YOU ARE USING THE LATEST DEMO MEET OFF OF THE VBSL WEBSITE! Select All Events and copy both (entry and results) and Select > OK. 69 events should be copied, then Select Cancel.
  - You are now ready to enter your individual swimmers and relay teams. Select Meets > your divisional meet > Entries > Max Entries and Enter 3 for Individual, 2 for Relay and 5 for Combined. The Select > Entries and enter by event up to one relay team and up to two individual swimmers for each event as you would in a dual meet.
    - VERY IMPORTANT! You should verify that the swimmer’s seed time from the Top Times Report matches the seed time showing up when you enter the swimmer into Team Manager. If there is a problem, the time from the time card is the Official Time, and the swimmer’s record should be corrected to reflect that Official Time. For relay teams, if you choose the “Find Best Relay” option or use a seed time that is not your team’s top time for the season, you may have to manually adjust the seed time that appears so that it matches the time for the relay team on which the entry is being based upon (the time that Team Manager selects for “Find Best Relay” may differ). If you do not have a relay team to enter or you

have less than two swimmers per individual event to enter, just enter the information you have and Meet Manager will leave a lane empty. DO NOT ENTER A HEAT AND LANE! The seeding will be done by the Divisional Meet Manager Coordinator.

- Verify that the seed times reflect a meter time, and if they were originally based on a yard time, that they have been converted.
- Upon completing the entries in TM 5.0, go to File/Export Meet Entries and e-mail the file created to the Divisional Meet Manager Coordinator nlt 8:00 PM the evening before the scheduled seeding meeting. Also, MAKE A BACK-UP COPY OF THE FILE AND BRING IT TO THE DIVISIONAL SEEDING MEETING.
- BRING THE FOLLOWING TO THE DIVISIONAL SEEDING MEETING:
  - Back-up copy of TM 5.0 Entries for your team
  - You should bring the following five reports:
    - Individual Meet Entry Report - Select Reports > Meet Entries, Select the divisional meet, Select Event Filters – Individual, and Sort by Name.
    - Relay Meet Entry Report - Select Reports > Meet Entries, Select the divisional meet, Select Event Filters – Relay, and Sort by Meet Event Number.
    - Number of Meets Attended Report – as described above, bring this report with the names of all swimmers highlighted who are participating in divisionals (they must have 3 or more meets to be eligible)
    - Individual Top Times Report – as described above, bring the Individual Top Times Report that was used to prepare the individual team entries above. Highlight the seed times for the individual swimmers you have selected. If you had to make a correction of a swimmer’s record, print a new report to bring to the seeding meeting.
    - Relay Top Times Report – as described above, bring the Relay Top Times Report that was used to prepare the relay team entries above. Highlight the seed time for the relay team you have selected. If you had to make a correction of a swimmer’s record, print a new report to bring to the seeding meeting.
  - Timecards/Timesheets from all regular dual meets
  - Division Chairperson will bring labels (provided by VBSL) and paper (provided by VBSL) to the meeting.
- AT THE SEEDING MEETING:
  - A VBSL Governing Board member will be present at each seeding meeting to ensure that the proper procedures are followed and to help answer any questions.
  - Teams will pair up and check the other team’s entries
  - First, go through the Number of Meets Attended Report and ensure that each swimmer participating in divisionals has participated in at least three regular dual meets this season.
  - Second, cross-check the Individual Meet Entry Report against the Individual Top Times Report. The Top Times should match the times on the Meet Entry Report. Discrepancies should be verified against the Time Card which is the “Official” time.
  - Third, cross-check that at least two swimmers on the nominated relay team on the Relay Meet Entry Report swum together in that event during the regular season and obtained a legal swim time. The relay team’s best legal time from

the Relay Top Times Report should match the time on the Meet Entry Report. Discrepancies should be verified against the Time Card which is the “Official” time.

- Once the verification of all teams is complete, the Meet Manager Coordinator will seed the meet and print a seeded meet sheet. This sheet should be reviewed to ensure that all entries were properly merged and that the seeding matches the default set-up in Meet Manager.
- Once verification is complete, time card labels will be printed and affixed to blank time cards. All of cards for heat one of the individual events should be stamped with a red stamp. Once all of the cards are prepared, they should be bundled by lane, in event/heat order.
- A meet sheet will be printed for each team and the Division Chairperson.
- The Division Chairperson should take with them all of the regular season and Divisional Meet time cards, all of the team’s meet entry report and Top Times reports. The Division Chairperson is also responsible for bringing the blank award ribbons, labels (provided by VBSL) and paper (provided by VBSL) to the meet.
- At the Divisional Seeding Meeting, the following administrative tasks should also be completed:
  - Each team should canvas their best officials AHEAD OF TIME to see if they will be available for Divisionals and should bring the names of those people to the meeting.
  - The Division Chairperson will be responsible for selecting the following officials, and will ensure as best as possible that they represent a balance from all teams: Referee, Starter, Head Timer, Head Clerk of Course, Announcer, Stroke Judges (2), Turn Judges (6) and Scoring Personnel (4 in addition to the Meet Manager Coordinator). The Stroke Judges and/or Turn Judges can work half-meet shifts if approval is given by the Division Chairperson.
  - The host team will be reminded that they should provide the following: Runners (4 minimum), Warm-up supervisor, a system to provide water to the officials, set-up of the pool deck to include designated team and scoring areas, concessions (unless coordinated with other teams), place to post scores, parking control, watches for the Head Timer (and back-up watches), starting system(s) (recommend at least one back-up system be available) and a designated lifeguard.
  - Each participating team will provide: Timers (3 with watches, plus several back-up watches), Awards Table personnel (2) and Clerk of Course (2)
  - Fifteen minute warm-up periods (two teams per period) should be determined. Normally the host team and the next closest team take the first warm-up period, with sequential periods designated by how far teams must travel. The warm-up periods should end fifteen minutes prior to the start of the meet at which time the Officials Meeting should be held.
  - The following Clerk of Course procedure has been used successfully and is recommended: The Head Clerk of Course will oversee each team and help correct problems teams may have with getting swimmers ready to swim. Each team will be responsible for gathering their swimmers (normally at their team area) and ensuring the swimmers know which

event, heat, lane and end of the pool they need to be at. Each team will be assigned a specific lane and will provide a full-time clerk of course at both ends of that lane for the entire meet. These clerks will have heat sheets and will be responsible for ensuring that the proper swimmers are lined up and ready to swim at the right time (regardless of what team the swimmer is from). The time cards will be given to the timers in batches ahead of time so that there are no delays in waiting for cards (recommend the timers have at least 5-6 events worth of cards at any time).

□ MEET MANAGER SET-UP AND OPERATION (Only the Meet Manager Operator for your Division needs to complete these steps):

1. Copy from the website the following file to your computer:
  - a. VBSL\_Default\_6lanes.mdb
  
2. Select file > open/new
  - a. Select VBSL\_default\_6lanes.mdb and Select open (**be sure this is the latest file from the website**)
  - b. Select file > Save as DivisionYYYY (i.e. Dolphin2014, Marlin2014, Porpoise2014 or Tarpon2014)
  
3. Select events and check the lane column. Make sure the number of lanes is 6 If correct click the red X in the top right corner. If not correct go back to step 2 and select the correct file.
  
4. Select Setup > Meet Set-up
  - a. Meet Name - Enter the Meet Name - DivisionYYYY (i.e. Dolphin2014, Marlin2014, Porpoise2014 or Tarpon2014)
  - b. Location - Enter the Location
  - c. Start date – 07/26/14
  - d. End Date – Same as start date.
  - e. Be sure the age up date is set to 6/15/2014
  - f. ID format should be set to USS
  - g. Class is set to age group
  - h. Meet type – standard
  - i. Meet Style – standard
  - j. Course – SC Meter
  - k. Base Country – USA
  - l. Default Touch Pads at both ends – no checkmark.
  - m. Press ok.
  
5. Select Setup > Athlete / Relay Preferences
  - a. Athlete Preferences
    - i. Enter ages – checked
    - ii. Enter birth dates – checked
    - iii. Enter school year – blank
    - iv. Enter 'Citizen of' - Blank
    - v. Enter Athlete status – checked
  
  - b. Relay Preferences

- i. Leave all fields blank
  - c. Competitor Numbers
    - i. Enter competitor numbers – blank
    - ii. Auto increment competitor numbers – blank
  - d. Press ok.
- 6. Select setup > report preferences
  - a. On the report formats tab ensure list athlete with last name first is the only box checked.
  - b. There is no setup required for report headers or punctuation tabs.
  - c. Printer setup tab – should reflect the printer you are using.
- 7. Select setup > entry/scoring preferences
  - a. Scoring awards tab
    - i. Maximum number of scorers per event – 6 individual, 6 relay
    - ii. Top how many award labels – 12 individual, 6 relay.
  - b. Entry/Entry limits tab
    - i. Entries – only warn if times are out of range block checked.
    - ii. Entry limits – 5 per athlete, 3 individual, 2 relay. Ensure warn if entry limits block is checked.
  - c. No other tabs need to be changed.
  - d. Press ok.
- 8. Select setup > scoring setup > standard
  - a. Verify the individual column reads 7, 5, 4, 3, 2, 1 and zeros for 7<sup>th</sup> – 100<sup>th</sup>.
  - b. Verify the relay column reads 14, 10, 8, 6, 4, 2 and zeros for 7<sup>th</sup> – 100<sup>th</sup>.
  - c. Press ok.
- 9. Select File > import > Entries
  - a. Select the location of your teams entries file
    - i. Select the file
    - ii. Select open
  - b. You will receive a message stating the file has been unzipped.
    - i. Select Ok
    - ii. Select the .hy3 file that is displayed.
    - iii. Select Open
    - iv. Select Ok
    - v. Check the match on event numbers box
    - vi. Check include entries with no time box
    - vii. Leave all other boxes blank
    - viii. Press OK
  - c. If any exceptions appear be sure to clear them.
  - d. Repeat this step for the other 5 teams.
  - e. You are now ready to seed the meet.
- 10. Select Setup > Seeding Preferences
  - a. Select Basic Tab
    - i. Timed Finals – Standard

ii. Course Order – SLY

11. Select the seeding tab, select all events, press start.
  - a. Press ok
  - b. Verify each event has been seeded correctly, by highlighting one event at a time and select preview.
    - i. While in the preview mode you can move swimmers around as necessary by holding the left button and dragging the swimmer to the desired location.
  - c. Press save after each event, then open the next and repeat until all events are checked.
12. Create a backup of the meet. From the main menu select file > backup. Note the location of the backup file. Email a copy of the backup to Leigh Henniker at [ybslpresident@gmail.com](mailto:ybslpresident@gmail.com) and your division chair.
13. Print a meet program and verify that the entries were properly seeded. Once verified, entry labels can be printed and attached to time cards and copies of the meet program can be printed for each team.
14. No changes can be made to the meet unless authorized by the division chair. Coaches must call the division chair and not the MM manager.
15. After the meet make a backup of the final meet and email it to Leigh Henniker at [ybslpresident@gmail.com](mailto:ybslpresident@gmail.com) and your division chair. This is necessary for all-star seeding.



## **SECTION 10 – ALL-START MEET INFORMATION**

The purpose of the All-Star Meet is to provide an end-of-season competition for the top individual swimmers and the top relay teams among all VBSL teams. This is not a standard swim meet in which team points are scored, but rather a special meet in which the individual swimmers and teams can represent their teams and vie for top honors within the league. This meet is held on the Saturday after the Divisional Swim Meets, and is hosted by one or more of the VBSL teams. The top twelve swimmers (plus two alternates) and the top six relay teams (plus two alternates) from all of the Divisional Swim Meets are selected to participate. The selection/seeding for this event is coordinated by the VBSL Governing Board the same evening after the Divisional Championship Meets are completed.

Each team should canvas their swimmers who participated in Divisionals to see if they will be available for the All-Star Meet. The names of those swimmers who will not be available for All-stars should be given to their Divisional Chairperson before the Divisional Swim Meet. Any additional names and/or scratches must be provided to the League's All-Star POC as soon as possible. Normally, scratches received as of 5 PM Tuesday will be reflected in the meet program. Scratches are final (for seeding purposes only) as of 5 PM Thursday night. The League will do its best to contact Team reps and coaches about scratches; however, it is an alternate's responsibility to be present at the meet so they can be substituted into empty lanes.

The following items are provided to standardize the set-up for this meet:

1. The host team should provide all other teams the following information as soon as practicable:
  - a. Details about pool layout, team meeting areas, available seating and any other particular information about the meet.
  - b. The host team is responsible for having programs for sale. The final meet program will be provided by the VBSL POC to the Team Rep hosting All-Stars on Wednesday, to allow sufficient time for assembly and printing. A price of \$4-5 per program is recommended.
  - c. Depending on available space, reserved parking should be made available for concessions (3-4 spaces), vendors (to include Aqua Wear, T-Shirt company – 2-3 spaces), Team Reps (24 spaces), coaches (24 spaces), VBSL Governing Board (5 spaces), Division Chairpersons (4 spaces), key officials (3-4 spaces), USA Swim Team Reps (3-4 spaces) and the press (2-3 spaces). The host team should provide some type of parking pass to those who are approved for reserved parking, and coordinate traffic control into the reserved parking area, drop off area and general parking areas.
  - d. The host team should coordinate the design of the All-Star T-Shirt and include the names of all swimmers (plus alternates) on the back of the shirt. Names will be provided by the VBSL All-Star POC by Wednesday morning. It is recommended that the host team provide details on the design, cost, available sizes, pre-order procedures, team distribution and information on what items will be available for sale at the meet as soon as possible to all Team Reps. Offering the following sizes of shirts will help boost sales – YM, YL, AS, AM, AL, AXL, A2XL and A3XL.
  - e. The host team can make a substantial amount of money if concession sales are well organized. For teams that have not hosted an All-Star Meet, they should contact the team that hosted the previous year to determine the

approximate quantities of drinks and food that should be available to support the size of a crowd that normally attends the All-Star meet.

2. The following general procedures for running and setting up the meet are provided:
  - a. The meet normally starts at 8:30 AM. Warm-up times should be: 7:30-7:45 for 6&U and 8&U, 7:45-8:00 for 10&U and 12&U and 8:00-8:15 for 14&U and 18&U. The officials meeting should be held at 8:00 and time should be allotted at half-time (weather/time permitting) to include Divisional Championship Meet award presentations and a 10 minute warm-up (30 minutes total for half-time).
  - b. The following warm-up procedures are recommended:
    - i. Designate one end of the pool for all swimmers to enter the water.
    - ii. Lanes 1&6 should be one-way sprints from a dive. All swimmers immediately exit the pool and walk back to the starting end.
    - iii. Lanes 2-5 should be for general warm-up – swum in counterclockwise circles.
    - iv. Turns should be practiced in the general warm-up lanes as part of the counterclockwise swim pattern. Traffic flow should not be interrupted for turn practice.
    - v. Warm-ups should be marshaled and all procedures should be strictly enforced for everyone's safety.
  - c. The VBSL Governing Board will coordinate selection of the following volunteers: Referee, Starter, Head Timer, Stroke & Turn Judges, Announcer, Scorers, Awards Coordinators and Head Clerk of Course. The Board will also let each team know how many timers they will need to provide (if any).

## **SECTION 11 – INSURANCE COVERAGE**

Article III of the VBSL By-Laws states that “Each team must submit, to the VBSL Treasurer, prior to the first practice, a copy of a Certificate of Liability Insurance that lists the VBSL as an Additional Insured organization.” All VBSL teams must ensure that the league is listed as an “Additional Insured (AI)” on their liability policy for the 2014 season.

NOTE – Policies that show the VBSL as a Certificate Holder (CH) only do not provide liability coverage for the VBSL. Being listed as a CI only indicates that the team is affiliated with the VBSL. It does not convey any fiscal protection to the VBSL.

Organizations, like the VBSL, that are governing bodies for subordinate organizations such as the teams in the VBSL can be covered for liability if they are listed as an AI. There should not be an increase in the coverage rate to have the VBSL listed as an AI. Teams may have to make a certification to their insurance company that a legitimate link exists between both organizations.

All VBSL teams are required to carry liability insurance to protect their swimmers, their swim staffs, their pool facilities and the VBSL. The following information is provided as a guideline for teams to use when arranging for insurance coverage.

Generally, this type of liability insurance has been specifically designed for teams, leagues, clubs and associations conducting youth or adult amateur sports activities. Coverage provided under these programs typically includes important liability protection for the organization, including its employees and volunteers, for liability claims arising out of its operations. Covered operations normally consist of your scheduled, sanctioned, approved, organized and supervised practices, try-outs, clinics, games, play-offs and tournaments in which you participate. In addition, coverage may be provided for your concession stand operations, parades in which you participate, picnics, award banquets and ceremonies and incidental fund-raising activities involving the sale of products, coupons, raffle tickets and services, such as; car washes, bake sales, etc. Teams should verify the specific areas covered when selecting their insurer, including the deductible levels and other information concerning claims.

All of the VBSL teams will carry liability insurance coverage that specifically covers the summer swim season. Teams may be covered under annual liability insurance coverage provided by their sponsoring facility/club that covers activities (meets, practices, etc) at their home pool, but that insurance may not cover activities at other pools, and may not provide AI coverage for the VBSL. If a team believes that the liability insurance coverage provided by their sponsoring facility/club is sufficient and includes the VBSL as an AI organization, that Team Representative should review that coverage with the VBSL Executive Board to get approval for not having to carry additional insurance.

A copy of the Certificate of Insurance documenting active team coverage MUST be provided by each team to the VBSL Treasurer. This documentation MUST include a copy of the insurance endorsement that lists the Virginia Beach Swim League as an AI organization. Teams failing to provide proof of full coverage may be excluded from participating in VBSL activities.

The VBSL does not endorse any particular insurer, agent or broker. The following companies and/or insurance brokers are used by teams within the league for coverage:

1. K&K Insurance Group, Inc., Amateur Sports Insurance Plan for Teams, Leagues and Associations – <http://www.kandkinsurance.com/> , 1-800-637-4757
2. Booterbaugh Agency Inc, an agent for Nationwide Insurance, 757-428-2000

3. Taylor Johnson Group, provides risk management services including insurance - <http://www.taylorjohnsongroup.com/> , 757-468-9917
4. All Risks, Ltd., regional office in Richmond, VA, <http://www.allrisks.com> , 800-366-7475
5. WT Jennings Insurance Agency, an agent for Nationwide Insurance, 757-549-2447
6. USI Insurance Services, 888-661-3938
7. Chesapeake Insurance Services, <http://www.chesapeakeinsuranceservices.com> , 757-436-4366
8. Willis North America, Inc, <http://www.willis.com> , 877-945-7378
9. Gail C. Settle, an agent for Nationwide Insurance, 757-490-1244