



Paradise Coast Swim Conference
General Policy
Last Modified – March 15, 2019

Freestyle

- Freestyle can consist of anything the swimmer wants to do as long as they touch the wall at the turn and/or finish.
- Freestyle in a medley relay cannot be a “legal” version of any stroke previously done.

Backstroke

- The swimmer cannot go past horizontal during backstroke.
 - The exception is only during a flip turn during a 50 (fifty) yard event.
- The swimmer must start in the water.
- The swimmer not be past horizontal immediately after the push off the wall at the start or turn.
- The swimmer is allowed one (1) stroke on their stomach during a flip turn.
- Generally if the swimmer’s nose is in the water, they are past horizontal.
 - This may not always be true but is true most of the time.

Butterfly

- The swimmer will be on their stomach when they are off the wall through the whole event.
- The swimmers’ arms must move from above their heads to down and elbows out of the water.
- The swimmers’ arms do have to be in near perfect sync and touch the wall at the same time.
 - Near perfect means that the swimmer is visibly attempting to have his or her arms do the same thing at the same time. This is left to the discretion of the Certified Observer.
 - This is a change from the USA Swimming Rules where they call for perfect sync at all times.
- The swimmers’ legs must move in a connected up and down motion (Dolphin Kick).
- The swimmers body will have a line of symmetry down their spine.
- The head is exempt from this rule and can go anywhere.

Breaststroke

- The swimmer must perform a legal breaststroke kick.
 - The kick must involve the heels coming up going around and coming back together.
 - The kick will not be an up or down motion like a dolphin or a flutter kick.
 - The kick will involve the hips being level, the knees being level, and the feet being level.
- The arms will not come below the chest.
 - The exception to this rule is the pullout.
- The swimmer is allowed one (1) pullout during each 25 yard length.
 - A pull out consists of one (1) arm pull down motion, one (1) Breaststroke kick, and one (1) dolphin kick.
 - A full pullout doesn’t need to be completed but no more than one can be
- The swimmer’s head must come up every stroke.
- There should be one kick after every pull.
- The hands must move in the same motion at the same time and touch the wall at the same time.
- There is a line of symmetry down the center (spine) of the body.

Relays

General Relay Rules

- Every relay consists of 4 people.
- A swimmer can swim up in age but not down.

- A swimmer can only swim in one (1) relay of each type.
 - Example: One (1) Freestyle Relay, One (1) Medley Relay.
- A swimmer cannot leave the wall/block until the swimmer ahead of them touches the wall.
 - Swimmers can start in the water or out of the water.

Rules of the Freestyle Relay

- Every swimmer can perform anything they want.
 - Previous swimmers' strokes do not matter.

Rules of the Medley Relay

- The order of strokes is: Back, Breast, Fly, Free.
- Every stroke must be done legally as defined above.
- Freestyle must be different than the previous strokes.
- Backstroke must start in the water.

ORDER OF EVENTS

1	12 & Under	100 IM	2
3	13 & Over	100 IM	4
5	6 & Under	100 Freestyle Relay	6
7	8 & Under	100 Freestyle Relay	8
9	10 & Under	100 Freestyle Relay	10
11	12 & Under	200 Freestyle Relay	12
13	Open	200 Freestyle Relay	14
15	6 & Under	25 Freestyle	16
17	7-8	25 Freestyle	18
19	9-10	50 Freestyle	20
21	11-12	50 Freestyle	22
23	13-14	50 Freestyle	24
25	15 & Over	50 Freestyle	26
27	6 & Under	25 Backstroke	28
29	7-8	25 Backstroke	30
31	9-10	50 Backstroke	32
33	11-12	50 Backstroke	34
35	13-14	50 Backstroke	36
37	15 & Over	50 Backstroke	38
39	8 & Under	25 Butterfly	40
41	9-10	25 Butterfly	42
43	11-12	50 Butterfly	44
45	13-14	50 Butterfly	46
47	15 & Over	50 Butterfly	48
49	8 & Under	25 Breaststroke	50
51	9-10	25 Breaststroke	52
53	11-12	50 Breaststroke	54
55	13-14	50 Breaststroke	56
57	15 & Over	50 Breaststroke	58
59	8 & Under	100 Medley Relay	60
61	10 & Under	100 Medley Relay	62
63	Open	200 Medley Relay	64

ENTRIES – GENERAL RULES

Dual Meets

- A uniform time for dual meets is as follows.
 - 9:00 Home Team Warm Up
 - 9:30 Visiting Team Warm Up
 - 10:00 Swimming Competition Begins
- In a 6-lane pool, a team may enter three (3) swimmers/relays per event. In a 4 or 5-lane pool, a team may enter two (2) swimmers/relays per event.
- Each team may enter more than one relay, limited to one heat; all relays entered are considered 'scoring'.
- The following pre-meet process for entries shall be used:
 - The visiting team will send their Team Manager Entry File to the home team by 8:00pm the Thursday before the meet.
 - Using the Meet Manager template provided by the PCSC, the home team will import the entries for its own team and those of the visiting team.
 - The home team will seed the meet. After seeding the meet, the home team will create a preliminary meet program to send to the visiting team by 12:00pm on the Friday prior to the meet.
 - The visiting team should email scratches and changes to the home team. After changes are made, the home team prints meet programs for all meet workers and both team's coaches. The home team shall prepare timer sheets for each lane.
 - Deck entries are permitted.
- 6 & Under participants may compete in individual events marked 8 & Under but not events marked as 7-8.
- In the scoring heat (heat 1) of individual events, all lanes will be designated as scoring and strict lane assignments must be adhered to.
- A dual meet is considered a complete meet at the end of backstroke events.
- A Swimmer is limited to 6 events. 2 relays and 4 individual. (*Added 8-9-16*)

Conference Championship Meet

- Each team is allowed to enter as many individuals per event as desired; however, only one (1) medley relay and one (1) freestyle relay will be eligible for scoring. The scoring relay must be declared to meet management prior to the meet. By default, the 'A' relay from Team Manager Entries will be the scoring relay unless otherwise specified. All other relays will be marked as 'exhibition' and are not eligible for scoring.
- First and last name of the competing relay team members, their ages, and the relay order shall be listed on the relay card. After a relay card has been delivered to the Clerk of Course manager, no changes may be made.
- 6 & Under participants may compete in individual events marked 8 & Under but not events marked as 7-8.

- Coaches are responsible for entering their swimmers. Deadline for the conference championship meet entries: entries are to be e-mailed to the meet director by 8:00pm the Monday preceding the championship meet.
 - All entries must be submitted by e-mail using Team Manager by Hy-Tek. Birthdates of swimmers must be included in the entry file.
 - Additional entries will be accepted until 8:00pm the Tuesday preceding the championship meet. After this time, no entries will be accepted.
 - A swimmer must swim in an individual event (modified 8-16-17) at least one Dual Meet prior to the Championship meet. (*Added 8-9-16*)
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LANE ASSIGNMENTS – SEEDING

Dual Meets

- The home team will always be assigned even-numbered lanes. The visiting team will always be assigned odd-numbered lanes.

Conference Championship

- In order to assure seeded positions, the best competitive times of all entries must be submitted. These times will be seeded with the slowest swimmer first and the fastest swimmer last. Swimmers must have an entry time to be entered in an event.
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AWARDS

Dual Meets

- For each event, awards are given per heat immediately following the conclusion of the race.
- The order of finish is determined by the designated finish judge. Ribbon runners must follow the direction of the finish judge when delivering place ribbons.

Conference Championship

The following awards will be provided by the PCSC:

- Individual Awards
 - Ribbons 1st-8th place by final event time
 - Participation ribbons for swimmers who receive no place ribbons in any event for the duration of the meet.
- Overall Team Awards
 - Awards will be provided to the top 5 teams in the conference, based on overall final score. The final score will be combined boys and girls.
- Individual High Point
 - These are given to the swimmer who scores the most individual points in his/her age group. It is to be decided by individual events only.

SCORING

Dual Meets

- For individual events, only the first three (3) places score. One team may not sweep an event (i.e., receive first, second, and third place points), as long as the opponent has a participant in the event. A team with at least one swimmer in an event is guaranteed, at minimum, the third place point. A team must have a swimmer in the event to receive the third place point.
- For relay events, only the first two (2) places score. One team may not sweep an event (i.e., receive first, and second place points), as long as the opponent has a participant in the event. A team with at least one relay in an event is guaranteed, at minimum, the second place points. A team must have a relay in the event to receive the second place points.
- Scoring shall be as follows:
 - Individual Events: 5-3-1
 - Relays: 7-3
- Computer Table Process
 - The meet will be set up in Meet Manager by the home team prior to the meet start.
- The 'Computer Operators'
 - There will be 2 computer operators. One will read the times from the timer sheets; one will enter the said results into the computer.
- Scoring Process
 - Swimmers may be added to a meet at any time. They do not have to be entered in the computer in order to compete in an event. Deck entries should be written on blank space on the timer sheet, or on a blank yellow pad.
- Home team must send meet results via e-mail to the PCSC by noon the Monday immediately following the meet.

Conference Championship

- Scoring is limited to the top 16 finishers overall.
- Scoring shall be as follows:
 - 20-17-16-15-14-13-12-11-9-7-6-5-4-3-2-1

POSTPONEMENT OR CANCELLATION

Dual Meets

- Safety is of utmost importance; if bad weather conditions occur, a dual meet may be rescheduled.
- Cancellation or postponement due to inclement weather must follow the below:
 - If the meet warm up cannot begin by 11:00am due to storms, the meet will be postponed to a make-up date.
 - If the swimmers have already been able to begin warm up, or if the meet has started, delays will be at the discretion of the coaches but the delayed meet must end at 12:30pm.

- If breaststroke hasn't been started by 12:15, the meet will conclude at the conclusion of breaststroke events
- When delayed, a meet is considered 'complete' for scoring purposes if all backstroke events have concluded (after event 34).

Championship Meet

The championship meet may be delayed indefinitely due to inclement weather at the discretion of the PCSC and may not be rescheduled.

SCHEDULING

- The PCSC shall set the conference schedule prior to the first meeting of the season. The schedule shall be determined based around pool availability and team requests when possible.
 - All meets, including the championship, must occur during the Collier County School calendar 'summer break'
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OBSERVERS

Certification

- Each team shall provide no fewer than one volunteer to become a certified observer.
- Teams are responsible for certifying observers prior to competitions.

Dual Meets

- Individual Events
 - There shall be two certified volunteers observing the meet at all times, one from each team.
 - Certified volunteer observers shall be spaced properly, so as to provide fair and adequate coverage of all racing lanes. Where possible, zones shall be assigned in advance. For example, in a six-lane pool, one certified volunteer shall observe lanes one, two, and three, while the second certified volunteer shall observe lanes four, five, and six.
 - Observers shall maintain location equity with one another. For example, in six lanes of competition, if one observer is able to walk along lane 1 without interruption, and the second observer is unable to walk alongside lane 6, the observer in lane 1 must remain stationary in the equivalent location of the second observer.
 - False starts shall only be reported by the starter.
 - When a stroke/turn/finish violation is observed by a certified volunteer in their zone, appropriate PCSC form shall be filled out describing the violation. This form shall be picked up by the runner and delivered to the scorer's table. All forms shall be provided to the coaches upon the conclusion of the meet.

- Relay Events
 - Relay observation shall follow the procedures for individual events with the following exceptions:
 - False starts by swimmer 1 in each relay shall only be reported by the starter.
 - False starts by swimmers 2, 3, or 4 must be “dual confirmed” by the starter and one of the certified volunteers.
 - One certified volunteer shall observe opposite the starter. Both the starter and this certified volunteer must observe a false start and independently confirm the false start upon conclusion of the race. Both the starter and the certified volunteer shall observe all racing lanes.
 - The second certified volunteer shall observe all racing lanes at the end of the pool farthest from the start end and shall have no impact on any false start observation.

Championship Meet

- All procedures from dual meets remain in effect for the PCSC championship meet.
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CONFERENCE FUNDS

Preseason Funds

Amount

- At the pre-season coaches meeting each year, each team is expected to “buy in” for the season with the agreed amount. The current agreed upon amount is \$200 per team.
- The agreed amount will be arranged and voted on at the post-season meeting after reviewing the Conference Expenses.

Penalty

- Penalties for lack of Preseason payment has yet to be discussed and voted on by the conference.

Conference Championship Meet Fee

- There is a \$5 fee per swimmer for the conference meet to be paid by the swimmer’s team.

Use and Storage of Funds

- The use of funds is at the discretion of the conference officials; however, the use will benefit all teams not only one.
- The storage of funds will be independent from all other organizations and surplus of funds will carry over from one year to the next.

Requests For Coaches

For smooth meet flow, fun for everyone, and prompt conclusion of the meet, please follow these requests:

Planning

- Try to see heats fastest to slowest.
- Both head coaches must communicate to determine who will have odd/even lanes prior to the meet. The largest team should have the most lanes if the pool has an odd number.
- Ensure that everyone knows when warm up begins/ends and when the meet begins.

Entries

- Only enter kids in events that they can successfully complete with low chance of disqualification.
- If you cannot assemble a legal medley relay, do not enter that relay. You *can* 'swim up' a kid to assemble a relay in an older age group (i.e.- a 6 year-old in the 10 & Under relay), but you *cannot* 'swim up' a kid in an individual event (i.e. – a 9 year-old in the 11-12 age group). They must compete in their age group.
- There is no entry limit per-swimmer or per-event.

Meet Flow

- Ensure kids are aware of the order of events and what heat/lane they are in for each event.
- Provide a copy of your heat sheet to all assistants/helpers

Problems

- If a swimmer misses their race, they can swim in outside their age group with permission from the starter. A coach must notify the timer of that lane, for recording purposes, that the swimmer is actually from a different event.
- Home team head coach is the ultimate director at any meet and decides when/if to cancel the meet due to weather and/or darkness.

Equipment Needed For Meet Operations (Provided by Home Team):

- Starting horn or bullhorn with whistle
- One clipboard per lane
- Plenty of pencils and a pencil sharpener
- One stopwatch per lane plus a few backups
- Ribbons for each event
- Programs for Lanes, Coaches, Computer Operators, Observers, Starter

Volunteers Needed For Meet Operations:

- Starter (1) – 1 Home
- Finish Judges/Awards (2-6 based on # of lanes) – Provided by Home Team
- Observers (2) – 1 Home, 1 Away
- Computer Operator (2) – 2 Home *May be done after the meet is over.
- Timer To Computer Runner (1) – 1 Home *May be done after the meet is over.

- Timer/Recorders (10-16 based on # of lanes). 2 each lane. Home and Visiting teams each provide half.

Starter Instructions:

Purpose: Serve as the starter, referee, and head official. Control the flow of the meet by communicating with both head coaches, adjust speed/flow as needed.

What you need

- Starting horn/bullhorn
- Program

What to do

- Hold a timer meeting 10 minutes prior to the start of the meet and ask if they have any questions (each lane should have a Program, Clipboard, Pencil, Stopwatch)

What to say before each race

- "Event (#), Boys 8 & Under 100 Medley Relay, Heat (#)"
- If Medley Relay or Backstroke
- "Backstrokers in the water."
- "Swimmers, place your feet."
- "Timers ready?"
- "Take your mark."
- Once all swimmers are 'set', sound horn/blow whistle

All other events

- "Timers ready?"
- "Take your mark."
- Once all swimmers are 'set', sound horn/blow whistle

In the event of a false start, notify the stroke and turn judge. Do not attempt to stop the race.

Watch the order of finish. Assist and verify what the finish judge announces. You have the final say in the order of finish in the event of dispute.

Problems & "On-the-fly" Adjustments

- Each team is required to enter their swimmers in their assigned lanes (odd or even lanes).
 - Teams may "Fill In" lanes to consolidate heats once a team has used all of their swimmers.
 - If a swimmer misses their race, the coach may ask if that swimmer can swim in a later age group. This is your call.
 - Remember, many of these kids are new to the sport and this may be their first time. Please be patient and understanding for swimmers who may not be in the right place, while at the same time keeping a reasonable pace for the meet.
 - Ideally, a meet completed in two hours (under good weather conditions) is a highly successful event.
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Computer Operator:

Computer Operator Instructions: Before the meet

Step 1:

- Import Events to Team Manager, Do entries for all athletes, File/Export/Meet Entries and email file to host team.

Step 2

- Open Meet Manager and the meet you are about to work on
- If you don't have the meet and have only downloaded the backup copy, open Meet Manager, click File > Open/New. Name the meet, go to the folder where you want it saved, and click 'Open'. You'll have to fill out all of the info on the 'Meet Setup' screen that follows, but it will all be overwritten when you restore the backup.
- After completing the 'Meet Setup' options, click File > Restore. Click OK through to the end to overwrite the new file you just created and begin using the backup you just downloaded.
Important - be sure you don't 'Restore' over an actual meet. Create a new, fake meet first!
- Import entries from both teams (File > Import > Entries)
- Click Setup > Meet Setup and confirm the details. Change any errors.
- Click Setup > Seeding Preferences > Dual Meets (tab)
- Drag a team to each lane you want to assign. Home team: even lanes. Visiting team: odd lanes.
- Check the boxes "Strict Assignment Fastest Heat Only" AND "Use Lane Assignments Above" Click OK
- Click Setup > Entry/Scoring Preferences. Click the tab '2 or 3+ Double Dual' and click the red button to select teams. Ensure that all lines are checked and are highlighted in yellow (the only score that counts is the 'Combined' score, but it's okay to highlight them all) Click OK
- Click Setup > Scoring Set-up > Standard. Ensure that the column 'Individual Points' is 5-3-1-0-0... and 'Relay Points' is 7-3-0-0-....
- Click OK
- Click Seeding
- Click 'Select All', then click 'Start Seeding'. All events that have entries will turn light blue. If there are no entries from either team, the event will remain white. Click the yellow arrow to get out.
- Click 'Run'
- Start with Event 1, click the button labeled 'Adjust'
- Drag and drop to re-order swimmers and lower the number of heats, but do your best to keep to the lane assignment. Some teams may have many more swimmers than others and this will condense the meet and make it run faster and smoother.
- To add or remove heats, simply click the button at the top that says 'Add Heat' or 'Delete Empty Heats'
- Once the event looks good, click the yellow arrow to get out. Repeat this step for each event.

- Once the meet is set to your liking, get out of the Run menu.
- Click Reports > Meet Program
- At the top of the new screen, click "Select All"
- At the bottom, use the tabs to make the heat sheet look the way you want
- *Note: Timers, Observers, and Coaches will need Double Column heat sheets with the boxes labeled "Events with No Entries" and "Empty Lanes" checked (under the tab 'Include in Meet Program'). To save paper, you can sell parents heat sheets that are triple column and without those two boxes checked.
- Click "Create Report" at the top of the little screen.
- You can print from this page or use the other button to create a PDF of the heat sheet.
- Exit the report using the red 'X' in the top right corner. Use the yellow arrow to exit the next window and return back to the main screen that says "MEET MANAGER"
- Backup the file. Click File > Backup. Save the copy wherever you want. Email the backup to another person if someone else will be running the meet from another computer. If you're using the computer that will also be running the meet, still backup the file, but you can close Meet Manager at this point. When you re-open the program on meet day, this meet will be re-loaded exactly as you left it (as long as it is saved locally on the same computer).

Step 3

- Follow the instructions on the page titled "Computer Operator Instructions: During the Meet"

Step 4

- After the meet, make a backup of the meet file by clicking File > Backup

Computer Operator Instructions: During the meet

To Enter Results In Meet Manager:

- Open meet in MM.
- Click "Run"
- From this screen you can select the event (Towards the top left of the screen), the heat (middle on the right), and athlete/lane (bottom left).
- Type the time in "Finals Time" section. The time can be typed 12345 or 123.45 or 1:23.45
- If the athlete is not there you can type "NS" for no shows.
- If the athlete is disqualified you can type "DQ".
- After each event you can click "Score" from the middle menu bar.
 - Notes: If you need to move swimmers to different lanes or heats, click on the **Adjust** button in the center. You can move swimmers by clicking and dragging to the new location.
 - Notes: If you need to enter another swimmer in a given event, click "Show Eligible Swimmers". You can then click and drag any eligible swimmer from the list to any heat/lane.
 - Notes: If you need to add an athlete to the meet you can do that from the main "Athletes" page.

To Create Result File For Team Manager Import:

- After the meet is complete, from the main menu you can click "File/Export/Meet Results for Swim Manager (top selection). Coaches can import this file into Team Manager for result tracking. Teams should email this to all teams in the meet.

To Create Result PDF File For Viewing:

- After the meet is complete you can also make a PDF of the results. From the main menu you can click Reports/Results and select all events and any options that you wish.

Timer to Computer Runner Instructions

- Optional – You could score during the meet or afterwards. If you do it after the meet, you would not need a runner.
- Collect the programs of each race and deliver to the scorer. If you have extra programs this can be done after each heat/event/or at other appropriate times.

Timer Instructions

- Prior to each race, ensure the stopwatch is clear
- Start your watch at the sight/sound of the starting signal.
- At the end of the race, stop the watch when *any part* of the swimmer's body touches the wall.
- Report the time to the recorder to the 1/100 of a second (i.e.- 45.62)
- Even if you have nobody in your lane for a particular race, start your watch anyways as a backup for another lane, or in case a swimmer "suddenly appears" in your lane!
- If you get behind or don't hear the starter – make a scene and let him/her know!

Recorder Instructions

What you need

- Clipboard
- Pencil
- Meet Program

Purpose

- Create a record of the race that is taking place in your lane

What to do

- Prior to the race, listen to the Starter for the Event # and Heat # (a "heat" is any single race within an event).
- *At the conclusion* of the race, ask the swimmer their Name (first and last) and Team to verify.
- Do not let the swimmer(s) leave the area until the ribbon has arrived!
- Record the Time based on the timer's watch. Record to the 1/100 of a second (i.e.- 45.62). If the timer reports an error, write NT (no time). *Do not make up a time!*

Problems

- If you get behind or don't hear the starter – make a scene and let him/her know!
- If a swimmer missed their race, they may be placed in another event by the starter. Only the starter can approve a swimmer to swim in another age group. Mark on the program the swimmers name and intended event number for the athlete so that the time can be properly recorded.

Ribbon Runner Instructions

- Provide a ribbon to each recorder immediately upon conclusion of their race. The recorder gives the ribbon to the athlete. Relays get 4 ribbons.