# Purpose

The purpose of the *Greater South Jersey Swim League (Winter Season)* and the *Summer Streamline Swim League (Summer Season)* is to provide the opportunity to all swimmers to be part of an organized athletic team and to experience the thrill of competing with others of comparable ability and interests. Each League Team Member will help their athletes develop swimming skills, strength, physical fitness, self-discipline, social poise, good sportsmanship, and spiritual well-being in a fun learning environment.

These enhanced by-laws are based on those written and approved during the *2016-2017 Greater South Jersey Swim League (Winter Season)*. The addition of the *Summer Streamline Swim League* was adopted in August 2017. The *Summer Streamline Swim League* will follow the same by-laws as the *Greater South Jersey Swim League (Winter Season)* unless otherwise stated within this document.

The ***League***refers to both the *Greater South Jersey Swim League (Winter Season)* and the *Summer Streamline Swim League (Summer Season)* from this point forward unless otherwise specified.

# Membership

The ***League***is made up of the League Team Members, Board Members, Athlete Members, and Web Master. This section describes the responsibilities of each member type.

## League

The ***League*** shall:

* Host a pre-season, early-season, and post-season meeting to go over the by-laws and any issues that arose during the previous season.
* Provide ribbons, the team sportsmanship award, and championship banner.
* Maintain the ***League*** Website.

The ***League*** is not responsible for:

* Membership, pool rental, program, swim meet, or individual athlete fees
* League Team Member’s Fundraising

## League Team Membership

The current League Team Members must “vote in” the addition of any team wishing to join the ***League***. League Team Members are welcomed and encouraged to join both ***Leagues***; however it is not required.

The League Team Member shall:

* Be a full active member of their respective Swim Organization (e.g. YMCA, Aquatic Center, etc.).
* Maintain their own membership, pool rental, and program fees. These fees are set by and payable to each individual Swim Organization.
* Provide contact information for the Voting Board Member, Head Coach, Assistant Coach (*where applicable*), and Team Manager (*where applicable*). Contact information will consist of Name, Phone Number, and email address.
* Provide the physical address and directions to their facility.
* Provide insurance certificates for the ***League*** and Championship Meet. This requires two separate insurance certificates and will be discussed at the pre-season meeting.
* Send one representative, voting Board Member, to each ***League*** meeting.
* Pay the associated ***League*** dues, which will be set at the pre-season meeting. The dues will be payable by the early-season meeting.
* Provide a copy of the preliminary and final team roster.
* Use the ***League’s*** Website for all pertinent ***League*** information.
* Provide all ***League*** invitational information to the ***League’s*** Web Master for posting on the ***League*** Website a minimum of three weeks prior to the event.
* Provide a determined number of timers for the ***League*** Championship Meet.
* Email all results to the ***League’s*** Web Master for posting to the ***League’s*** Website.

## Board Members

The ***League*** Board Members will be appointed each season during the pre-season meeting. A current board member, listed below, may continue in their position from season to season provided there is agreement of the board during the pre-season meeting. All Board Members will be posted on the ***League***’s Website after the pre-season meeting and will remain in that position throughout the current season.

Board Members are required to attend all ***League*** meetings and are allowed one vote per election decision.

| **Board Member Position** | **GSJSL** | **SSSL** |
| --- | --- | --- |
| President | Robin Taylor | Robin Taylor |
| Vice President | Alicia Fimple-Paccione | *TBD* |
| Secretary | Kristin Talbot | *TBD* |
| Treasurer | Jennifer Helm | Karen Bown |
| League Team Members | BCY | BGH | CMW | BGH | *TBD* | *TBD* |
| GCY | JCCS | MAR | *TBD* | *TBD* | *TBD* |
| MM | SCY | VINY | *TBD* | *TBD* | *TBD* |
| Championship Meet Director/Admin Official | Karen Bown | Karen Bown |
| Championship Meet Referee | Alan Rogers | *TBD* |
| League Web Master\* | Karen Bown | Karen Bown |

*\* Board member position does not have voting power; see “Web Master” section.*

## Athlete Membership

Athlete membership is the responsibility of each League Team Member based on the requirements of the Swim Organization.

## Web Master

The Web Master will host the League’s Website (<https://www.teamunify.com/TabGeneric.jsp?_tabid_=162200&team=mabac>) on the Brigantine Green Heads Website free of charge to the ***League***. This Website will contain the following information: Board Members, League Team Members Contact List, Team Rosters, By-Laws, Meeting Minutes, Meet Manager Database, Meet Schedule & Results, Invitational Meets, Championships, and Record Board. The ***League’s*** Web Master can be reached at usas.meetdirector@gmail.com.

# Season

The *Greater South Jersey Swim League (Winter Season)* will run from October 1st through February 28th and the *Summer Streamline Swim League (Summer Season)* will run from June 1st through the middle of August.

## Meetings

### Pre-Season

The Pre-Season meeting will be held prior to the season starts and will be coordinated with all current Board Members via email. All Board Members are required to attend or will veto their vote on all election decisions. Discussion/Election items may include:

* Board Member Election
* Review/Approval of By-Laws
* Scheduling of Dual/Tri Meets
* Approval/Scheduling of Championships
* Previous Season discussion
* Team Roster discussion
* Insurance certificate discussion
* Dues discussion

### Early-Season

The Early-Season meeting will be held at the beginning of the season and will be coordinated with all current Board Members via email. All Board Members are required to attend or will veto their vote on all election decisions. Discussion/Election items may include:

* Final approval of By-Laws, *if necessary*
* Final meet scheduling
* Insurance Certificates and ***League*** Dues payments due

### Post-Season

The Post-Season meeting will be held after the Championship Meet and will be coordinated with all current Board Members via email. All Board Members are required to attend or will veto their vote on all election decisions. Discussion/Election items may include:

* Board Members wishing to step down for next season
* Proposed By-Law changes for next season
* Post-Season discussion (what went well, what didn’t)
* Proposed new teams for next season

## Try-outs and Registration

It is recommended that team tryouts and registrations are completed by the end of the first month of the season. With that being said, the ***League*** understands that athletes may join the team at any time based on the Swim Organization’s own membership rules. If an athlete joins mid-season, the League Team Member is required to inform the ***League*** that a new athlete has joined. *See the “Team Size and Rosters” section for more information.*

## Team Size and Rosters

The size of each Team Roster is at the discretion of the League Team Member’s Swim Organization. Each League Team Member will submit a preliminary and final team roster to be posted on the ***League’s*** Website. The team roster will include the athlete’s name, gender, age, and birthdate, sorted in alphabetical order by the athlete’s last name. The athlete’s birthdate will be blacked out before posting the roster to our Website. The original file will be kept by the ***League’s*** President and Meet Director/Admin Official.

Any changes to the final roster before it is frozen must be sent to all League Team Members and the ***League’s*** Web Master. Any changes to the frozen roster must to be approved by the ***League*** President. The ***League*** President will notify the League Team Members and the ***League’s*** Web Master when the change is approved. A League Team Member will automatically forfeit a Dual/Tri/Championship Meet if an athlete competes that is not listed on the frozen roster.

|  |  |  |  |
| --- | --- | --- | --- |
| **League** | **Preliminary Roster Due** | **Final Roster Due** | **Rosters Frozen** |
| GSJSL | November 1st | December 1st | December 31st |
| SSSL | July 1st | July 15th | July 31st |

## Practice

All team tryouts, practices, workouts, and clinics are at the discretion of the Swim Organization. The ***League*** recommends that a team practices a minimum of 7 ½ hours per week.

## Fundraising

Fundraising is permissible with approval of the Swim Organization’s governing body.

## Swim Meets

The ***League*** requires that all athletes participate in a minimum of two dual meets (or one Tri Meet) during the season to be eligible for the season’s championship meet. All meets will be scheduled by the Early-Season meeting and will not conflict with that season’s National, State, or LSC post season meets. All ***League*** swim meets will be posted on the ***League***’s Website. See the “*Dual/Tri Meets*” section for complete details of our swim meets.

The **typical** dates of the New Jersey Swimming, Middle Atlantic Swimming, and YMCA Short-Course post-season meets are as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Championship Meet** | **NJ Swimming** | **MA Swimming** | **YMCA** |
| State |  |  | 8&U FEB 1st Week12&U FEB 4th Week13&O MAR 2nd Week |
| Bronze | 12&U FEB 3rd & 4th Week13&O MAR 1st Week | MAR 2nd Week | FEB 2nd Week |
| Silver | MAR 3rd Week | FEB 3rd Week |
| Senior | MAR 2nd Week | MAR 4th Week |  |
| Junior Olympics | MAR 3rd Week | MAR 1st Week |  |
| Sectionals | MAR 4th Week into APR | MAR 4th Week into APR |  |

The **typical** dates of the New Jersey Swimming, Middle Atlantic Swimming, and YMCA Long-Course post-season meets are as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Championship Meet** | **NJ Swimming** | **MA Swimming** | **YMCA** |
| State |  |  |  |
| Bronze | JUL 2nd & 3rd Week |  |  |
| Silver | JUL 2nd Week |  |
| Senior |  | JUL 2nd Week |  |
| Junior Olympics | JUL 4th Week | JUL 3rd Week |  |
| Sectionals |  |  |  |

## Championships

A championship meet will be held at the Atlantic City High School (ACHS) pool at the end of each season. The date of the championship meet will be dependent on the availability of the ACHS and the needs of the ***League***. The date of championships will be discussed and voted upon at the pre-season meeting. *See the “League Championships” section for complete details.*

# Meet Manager Database and Events

## Meet Manager Database

The ***League*** requests that all host teams use the Meet Manager software to run their meets. If the Host Team does not have this software, the ***League*** requests that the Visiting Team volunteer to help run the meet. The ***League*** shall provide the Meet Manager Database to all League Team Members. It will be posted on the ***League***’s Website and will ensure that all League Team Members are using the same rules and regulations.

The database will include all the rules defined in the “*Dual/Tri Meets*” section with minimal changes required from the Host Team. All required changes by the host team will be defined within these by-laws. Any questions regarding the Meet Manager Database shall be directed to the ***League’s*** Meet Director/Admin Official at usas.meetdirector@gmail.com.

By using Meet Manager, League Team Members will no longer have to write cards, ribbons, or calculate results. The software does all of this for us. It also eliminates the need to mark athletes as exhibition or ensure certain athletes are in the “fastest heat”. The “fastest heat” is no longer a necessity and will not be used. All athletes, regardless of seeded heat, will have an equal chance to place in the event and score for their team.

## Age Ups & Age Groups for Awards/Scoring and Events

### Age Ups

Athletes in the *Greater South Jersey Swim League (Winter Season)* will swim in the age group based on their age as of December 1st. Athletes in the *Summer Streamline Swim League (Summer Season)* will swim in the age group based on their age as of July 1st.

Athletes must compete in their current age group and may ONLY swim up if there is NO eligible athlete in that age group AND they have not participates in the same stroke for their age group.

Example of an **acceptable** swim up:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Athlete** | **Age** | **Freestyle** | **Backstroke** | **Breaststroke** | **Butterfly** |
| Janet Brown | 10 | 9 – 10 | 9 – 10 | 9 – 10 |  |
| Jane Doe | 11 | 11 – 12 |  | 11 – 12 | 11 – 12 |
| JoAnn Smith | 12 | 11 – 12 | 11 – 12 | 11 – 12 |  |
| Jenny Jones | 13 | 13 – 14 |  | 13 – 14 | 15 – 18 |
| Jasmine Leon | 15 | 15 – 18 | 15 – 18 | 15 – 18 |  |

Jenny Jones, 13, is allowed to swim up to the 15 -18 Butterfly event because:

* There is no other female 15 – 18 swimmer available to swim the event.
* Jenny is not seeded to swim the 13 – 14 Butterfly.
* Jenny is abiding by the three individual event limit.

Example of an **unacceptable** swim up:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Athlete** | **Age** | **Freestyle** | **Backstroke** | **Breaststroke** | **Butterfly** |
| Janet Brown | 10 |  |  | 11 – 12 |  |
| Jane Doe | 11 | 11 – 12 | 11 – 12 |  |  |
| JoAnn Smith | 12 | 11 – 12 | 11 – 12 | 11 – 12 |  |
| Jenny Jones | 13 | 13 – 14 |  | 13 – 14 | 13 – 14 |
| Jasmine Leon | 15 | 15 – 18 | 15 – 18 | 15 – 18 |  |

Janet Brown, 10, is NOT allowed to swim up to the 11 – 12 Breaststroke event because Jane Doe is an available female in that age group.

### Age Groups

Athletes must swim within their age group unless following the ***League’s*** swim up policy with the exception of Disabled Athletes. Athletes with disabilities shall swim as “Exhibition” in the age group their coach deems appropriate.

Awards/Scoring is defined within the Meet Manager Database and will be as follows:

| **Awards/Scoring** | **Individual** | **Relay** |
| --- | --- | --- |
| 6 & Under | X |  |
| 7 & 8 | X |  |
| 8 & Under |  | X |
| 9 & 10 | X | X |
| 10 & Under | X |  |
| 11 & 12 | X | X |
| 13 & Over | X | X |
| 13 & 14 | X |  |
| 15 & 18 | X |  |

## Events

The following events will be defined within the Meet Manager Database and will be used for all Dual/Tri and Championships Meets. The order of the events will not change from meet to meet; however, if coaches have agreed to only swim certain events, the file can be modified to eliminate the events not needed. If the Meet Manager Database is modified, the ***League*** requests that the event numbers not be changed. Any League Team Member requiring help with this modified can email the ***League’s*** Meet Director/Admin Official at usas.meetdirector@gmail.com.

By using the events listed it allows athletes of different ages and abilities to swim events they may not normally get to participate in. In addition to the types of events, the ***League*** has moved the Freestyle Relay to the middle of the event list. This allows those athletes that only swim Freestyle, Backstroke, and the Freestyle Relay to leave after their events are over rather than leaving before their relay which has traditionally been at the end of the meet.

During the Championship Meet the events will be assigned to the appropriate session. They will be presented in numerical order; however, not in consecutive order.

| **Girls** | **Event** | **Boys** |
| --- | --- | --- |
| 1 | 8 & Under 100 Medley Relay | 2 |
| 3 | 9 & 10 200 Medley Relay | 4 |
| 5 | 11 & 12 200 Medley Relay | 6 |
| 7 | 13 & Over 200 Medley Relay | 8 |
| 9 | 10 & Under 100 IM | 10 |
| 11 | 11 & 12 200 IM | 12 |
| 13 | 13 & 14 200 IM | 14 |
| 15 | 15 – 18 200 IM | 16 |
| 17 | 6 & Under 25 Freestyle | 18 |
| 19 | 7 & 8 25 Freestyle | 20 |
| 21 | 9 & 10 50 Freestyle | 22 |
| 23 | 11 & 12 50 Freestyle | 24 |
| 25 | 13 & Over 100 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 & 14 100 Backstroke | 36 |
| 37 | 15 – 18 100 Backstroke | 38 |
| 39 | 8 & Under 100 Freestyle Relay | 40 |
| 41 | 9 & 10 200 Freestyle Relay | 42 |
| 43 | 11 & 12 200 Freestyle Relay | 44 |
| 45 | 13 & Over 200 Freestyle Relay | 46 |
| 47 | 8 & Under 25 Breaststroke | 48 |
| 49 | 9 & 10 50 Breaststroke | 50 |
| 51 | 11 & 12 50 Breaststroke | 52 |
| 53 | 13 & Over 100 Breaststroke | 54 |
| 55 | 8 & Under 25 Butterfly | 56 |
| 57 | 9 & 10 25 Butterfly | 58 |
| 59 | 11 & 12 50 Butterfly | 60 |
| 61 | 13 & Over 100 Butterfly | 62 |
| 63 | OPEN 400 Freestyle Relay | 64 |
| 65 | OPEN 100 Freestyle | 66 |
| 67 | OPEN 200 Freestyle | 68 |
| 69 | OPEN 100 Backstroke | 70 |
| 71 | OPEN 200 Backstroke | 72 |
| 73 | OPEN 100 Breaststroke | 74 |
| 75 | OPEN 200 Breaststroke | 76 |
| 77 | OPEN 100 Butterfly | 78 |
| 79 | OPEN 200 Butterfly | 80 |

## Meet Manager – Meet Set-Up

The Meet Set-Up information will be modified by each host team. The specific fields to modify are:

* Meet Name – This is name that will be displayed at the top of all reports and in Meet Mobile. It should be something that is easily understood by all parties.
	+ Recommended format: MMDDYY – Visiting Team @ Host Team
	+ Dual Meet Example: 071217 – JCCS @ BGH
	+ Tri Meet Example: 070517 – JCCS/VINY @ BGH
* Facility Name and Address
* Start Date and End Date – These are the dates of the meet.
* Entry Deadline
* Meet Style
	+ Dual Meet: 2 Team Dual
	+ Tri Meet: 3+ Team Dbl Dual
* Course – SC Meters or Yards

## Meet Manager – Meet Mobile Publishing

It is recommended that all teams utilize Meet Mobile for all meets. This allows the League Team Members to reduce the cost of printing programs and provides the full program and scores to anyone with the Meet Mobile App. League Team Members are permitted to charge for the full meet data; however, the ***League*** requests that this information be provided for free.

Setting up Meet Mobile Publishing is at the discretion of the Host Team. It requires the Host Team to obtain a free Active.com account. Once this is done Meet Mobile Publishing can be set up for any meet.

## Meet Manager – Athlete/Relay Preferences

Athlete/Relay Preferences will be set up within the ***League’s*** Meet Manager Database with the following selections made:

* Enter ages
* Enter birth dates
* Enter Century in birth dates

The ***League*** requests that no other modifications be made to this setting.

## Meet Manager – Seeding Preferences

The ***League*** requests that the seeding preferences are not modified. This will allow all athletes to be seeded by time and will not stipulate which lane a particular team is required to use. By not modifying this section it allows the meet to reduce the number of heats per event.

However, Lane Assignments can be made at the discretion of the Meet Director/Admin Official (or Meet Manager operator).

## Meet Manager – Report Preferences

The ***League*** requests that the “Report Formats” be left as is; however all other tabs are at the discretion of the Meet Director/Admin Official or Meet Manager Operator running the Dual/Tri Meet.

## Meet Manager – Entry/Scoring Preferences

The ***League*** requires that the “2 or 3+ Double Dual” tab be the only tab that is modified for each Dual/Tri and Championship Meets. All other tabs are either not necessary or require no changes from the ***League*** Meet Manager Database.

### Scoring/Awards

The Scoring/Awards tab allows the ***League*** to dictate the maximum scorers per team per event for individual and relay events. It also allows the ***League*** to specify the number of award labels per age group.

All relay teams will be eligible to score for their team.

In order to prevent a team from sweeping an event each team may score twice per individual event and once per relay as specified in the ***League’s*** Meet Manager Database. No team will be able to score more than eight points per event.

The top three award labels per Age Group will be created for individual and relay events.

### Entries/Entry Limits

The Entries/Entry Limits tab is set up in the ***League’s*** Meet Manager Database to have:

* Maximum entries per athlete including relays: 5
* Maximum individual entries per athlete: 3
* Maximum relay entries per athlete: 2
* Warn if entry limits exceeded: checked

### 2 or 3+ Double Dual

Once all League Team Members participating in the meet are imported the Meet Director/Admin Official or Meet Manager Operator will select all team pairings to have posted in the Results/Scores and uploaded to Meet Mobile.

The ***League’s*** recommendation is to choose the “Select All Female”, “Select All Male”, and “Select All Combined” options at the top of the window before selecting “Save”.

## Meet Manager – Scoring Setup

The ***League*** requires that all League Team Members utilize the scoring system defined in the ***League’s*** Meet Manager Database. The “Standard Scoring System” and “Alternative Scoring System” will be set to the same values.

| **Place** | **Individual Points** | **Relay Points** |
| --- | --- | --- |
| 1 | 5 | 7 |
| 2 | 3 | 0 |
| 3 | 1 | 0 |

Team scores are based on these values for each age group and are used with Meet Manager and Meet Mobile. It is imperative that both scoring systems are set to the same values to ensure all Meet Manager reports and Meet Mobile have the same values.

## Meet Manager – Importing Entries

The Meet Director/Admin Official or Meet Manager Operator will import the entries from all League Team Members participating in the meet. Once this is completed an entries report must be sent to each League Team Member so they may verify the entries.

## Meet Manager – Seeding

Seeding of the meet is at the discretion of the Meet Director/Admin Official (or Meet Manager operator); however, the ***League*** recommends that the meet be seeded 48 hours, minimum, prior to the Dual/Tri meet. The 48 hour minimum is at the discretion of each League Team Member and must be agreed upon during the scheduling process.

## Meet Manager – Deck Entries and Scratches

The ***League*** requires that all deck entries and scratches be reported to the Meet Director/Admin Official or Meet Manager Operator no later than 45 minutes prior to the start of the Dual/Tri meet via the Deck Entry/Scratches form. The Deck Entry/Scratches form can be found on the ***League’s*** website. Any athlete scratching an event after the start of the meet will be noted as “NS” on the Timer Sheets.

As all meets are pre-seeded the Meet Director/Admin Official or Meet Manager Operator will make the final decision to add the athlete to an event.

If Meet Programs/Heat Sheets and/or Timer Sheets have been printed prior to deck entries and scratches, the changes will be hand written on the Timer Sheets only. The updated Meet Programs/Heat Sheets will be provided to the Coaches, Starter, and Officials.

## Meet Manager – Meet Program/Heat Sheet

The format of the Meet Program/Heat Sheet is at the discretion of the Meet Director/Admin Official or Meet Manager Operator; however, the ***League*** recommends using the following options and printing double-sided:

* Columns/Format:
	+ Column: Triple
	+ Format: <None selected>
	+ Athlete ID: None
	+ Time Stamp: Date and Time
* Include in Meet Program:
	+ Records (if using them)
	+ Event Comments (if using them)
	+ Entry Times
	+ Heat Start Times
	+ Empty Lanes

## Meet Manager – Timer Sheets

The format of the Timer Sheets is at the discretion of the Meet Director/Admin Official or Meet Manager Operator; however, the ***League*** recommends that Timer Sheets are printed one or two events per page. Yes, this means more paper; however, it will allow each event to be reconciled faster which means the award labels are available faster.

If the Continuous Timer Sheet is used, please ensure that the same events are printed on each sheet.

## Meet Manager – Relay Names

The ***League*** requests that all Relay Names be provided in the entries file. When this cannot be done, the ***League*** requires that all Relay Names be provided on the “Relay Names” form to the Meet Director/Admin Official or Meet Manager Operator before the start of the meet for entry into the database. The “Relay Names” form can be found on the ***League’s*** website.

## Meet Manager – Run Screen

All final and backup times will be entered on the Meet Manager “Run” screen either electronically or manually. The ***League*** will follow USA swimming’s guidelines on calculating times.

### Electronic Times & Time Calculations

All electronic times shall be compared to the backup times (stop watches) to ensure validity. Time calculations will follow the USAS Technical Rules, blue pages in the USAS Rulebook.

### Disqualifications

All Officials are required to use the USA Swimming Disqualification form; see the ***League’s*** Website for a PDF. All disqualifications will be noted within the Meet Manager Database. This information will be reported in the results ZIP, PDF, and on Meet Mobile. Disqualifications are based on USAS Technical Rules, blue pages in the USAS Rulebook.

### List vs. Score

Non-scored events will be “Listed” from the Meet Manager Run screen, while scored events will be “Scored” from the Meet Manager Run screen.

### Meet Mobile

The ***League*** requests that all teams utilize Meet Mobile; however, it is not required. To upload results during the meet to Meet Mobile select the “Meet Mobile” menu at the top of the Run screen.

# Dual/Tri Meets

The ***League*** requires that each team attend four dual or tri meets during the season. It is recommended that each team host a minimum of two of these four meets.

## Athlete Eligibility and Participation

An athlete’s eligibility will be at the discretion of the Swim Organization. The ***League*** requests the Swim Organization to take practice attendance records, membership status and a clean discipline record into consideration. Athletes may participate in other meets at their Coach’s discretion such as USAS, High School, Open Water, etc.

Each athlete present on the day of the Dual/Tri or Championship Meet is required to participate in at least one event.

## Host Team Responsibilities

The Host Team is responsible for obtaining the Meet Manager Database from the ***League***’s Website, making modifications if necessary, sending out the events file to the Visiting Team, setting the safety guidelines for the meet, running the meet, and submitting the results to the Visiting Team and the ***League*** for posting on the ***League***’s Website.

The Host Team shall provide the following officials/volunteers for each Dual/Tri Meet:

* Starter/Referee – one minimum; can be the same person
* Lane Timers – one per lane
* Certified Stroke & Turn Judge\* – one minimum; two preferred.

\* *Coaches may agree prior to the meet not to use Stroke & Turn Judges during the Dual/Tri Meet.*

* Runner
* Head/Relief Timer – one minimum; two preferred
* Meet Director/Admin Official – USAS Certified preferred; however, not required

If the Host Team does not have the required number of officials/volunteers the Visiting Team may fill those positions with parents/guests that are interested in helping.

The Host Team can optionally have the following volunteers for each Dual/Tri Meet:

* Snack Bar
* Awards/Ribbons
* Lane Stagers/Marshalls
* Parent Stagers
* Starter Assistant/Colorado Operator – if using an electronic timing system
* Setup/Cleanup Assistance

The Host Team is responsible for contacting the visiting team(s) with all Dual/Tri Meet information a minimum of two weeks prior to scheduled meet. This communication shall include:

* The events ZIP file from Meet Manager.
* The entries due date; no later than three days before the Dual/Tri Meet.
* The agreement of Stroke & Turn Judges\*.

*\* Coaches may agree prior to the meet not to use Stroke & Turn Judges during the Dual/Tri Meet.*

* The agreement of age groups participating in the Dual/Tri Meet\*. For example, 15 – 18 age group will not be participating.

*\* Coaches should agree to the age group participation when scheduling the meet.*

* The agreement to use Meet Mobile; recommend this be FREE.
* The agreement to use meet programs (electronic or printed) for parents/guests.
* The agreement of when ribbons/awards will be done\*.

*\* It is recommended that each team do their own ribbons/awards after the meet on their own time. Coaches should agree to this when scheduling the meet.*

* Advisement of any disabled athletes or those requiring an exhibition swim in a different age group.

If agreed upon between the Host and Visiting Team(s), Meet Programs/Heat Sheets will either:

* Posted electronically to the Host Team’s website for all parties to download.
* Email to the Visiting Team, all teams responsible for printing their own Meet Programs/Heat Sheets. Must be emailed to the Head Coach 24 hours prior to the Dual/Tri Meet.
* No Meet Programs/Heat Sheets, using Meet Mobile for all parents/guests; Meet Programs/Heat Sheets provided to coaches only.

The Host Team is responsible for contacting the visiting team(s) and the ***League’s*** WebMaster with all Dual/Tri Meet results a minimum of two days after the completed meet. This communication shall include:

* The results ZIP file from Meet Manager.
* The results PDF file from Meet Manager.
* The award labels PDF file from Meet Manager.

## Visiting Team Responsibilities

The Visiting Team is responsible for obtaining the Meet Manager Database from the ***League***’s Website, making modifications if necessary, sending out the events file to the Visiting Team, running the meet, and submitting the results to the Visiting Team and the ***League*** for posting on the ***League***’s Website.

The Visiting Team shall provide the following officials/volunteers for each Dual/Tri meet:

* Lane Timers – one per lane
* Certified Stroke & Turn Judge\* – one minimum; two preferred.

\* *Coaches may agree prior to the meet not to use Stroke & Turn Judges during the Dual/Tri Meet.*

If the Host Team does not have the required number of officials/volunteers the Visiting Team may fill those positions with parents/guests that are interested in helping.

The Visiting Team can optionally have the following volunteers for each Dual/Tri Meet:

* Lane Stagers/Marshalls
* Parent Stagers

The Visiting Team is responsible for responding to the Host Team with all requested Dual/Tri Meet information by the due date specified in the Host Team’s correspondence. This communication shall include:

* Your team’s entries.
* The agreement of Stroke & Turn Judges\*.

*\* Coaches may agree prior to the meet not to use Stroke & Turn Judges during the Dual/Tri Meet.*

* The agreement of age groups participating in the Dual/Tri Meet\*. For example, 15 – 18 age group will not be participating.

*\* Coaches should agree to the age group participation when scheduling the meet.*

* The agreement of using Meet Mobile or meet programs.
* The agreement of when ribbons/awards will be done\*.

*\* It is recommended that each team do their own ribbons/awards after the meet on their own time. Coaches should agree to this when scheduling the meet.*

* Advisement of any disabled athletes or those requiring an exhibition swim in a different age group.

## Entries

By using the ***League’s*** Meet manager Database there is no need to specify athletes as “Exhibition” unless they truly are swimming an “Exhibition”.

## Stroke & Turn

It is recommended that each League Team Member have a minimum of one Stroke & Turn official with certification through their own Local Swim Club (LSC) (e.g. New Jersey Swim, Middle Atlantic Swimming, YMCA, etc.) to participate in each swim meet and our league championships; two Stroke & Turn officials is preferred.

USA Swimming technical rules apply.

## Timers

Each League Team Member is required to provide an equal number of timers for each Dual/Tri Meet. The number of required timers must be agreed upon during the first communication to the Visiting Team(s) from the Host Team.

The ***League*** requires there to be a minimum of two timers per lane with a minimum of three timing devices. Timing devices consists of an electronic timing system (Dolphin, Colorado, etc) and two stop watches.

Some League Team Members may request that there be a timer from each team per lane; however, the ***League*** does not require this.

Timers are responsible for:

* Verifying the athlete in their lane; writing the athlete’s name if necessary.
* Providing times for each athlete’s event; two to three times depending on type of electronic system being used.
* Writing the times legibly on the Timer Sheet.
* Indicating if the athlete did not swim with “NS” or did not finish the event with “DNF”.

## Runner

The “Runner” will collect the Timer Sheets from each lane and provide them to the Meet Director/Admin Official or Meet Manager Operator. The Timer Sheets must be in lane order.

## Rescheduling Swim Meets

If a Dual/Tri Meet needs to be rescheduled for any reason, the coaches of each team will agree on a new date. This information will be sent to the ***League’s*** President and Web Master.

## Awards

The ***League*** requires that first, second, and third place be awarded for each event by the Host Team. Each League Team Member may choose to provide additional places to their respective teams.

Award labels may be printed during or at the conclusion of the Dual/Tri Meet, or they may be provided in a PDF file. This is to be agreed upon during the initial communication between League Team Members for each Dual/Tri Meet.

## Protests

Protests shall be made to the Host Team’s Head Coach, Visiting Team’s Head Coach, League’s Meet Director/Admin Official, League’s Vice President, and the League’s President within one week from the completion of the protested meet. Protests will be reviewed by the League’s President, Vice President, and Meet Director/Admin Official with a decision emailed to both teams within one week from the date the protest was received. In the case where one of the presiding individuals is the Head Coach of either team a Coach from another League Team Member will be contacted to help with the protest resolution.

# League Championships

The ***League*** requires that a Championship meet be held at the end of the season. The League Championship Meet will be a Middle Atlantic Approved Meet and held at the Atlantic City High School unless otherwise noted in the League’s Championship Meet Announcement.

## Athlete Eligibility and Participation

The ***League*** requires that any athlete wishing to participate in the League Championship Meet have participated in at least one event in two Dual Meets or one Tri Meet during the current season.

Each athlete present on the day of the Championship Meet is required to participate in at least one event in their age group; see the “Age-Ups” section for details on aging up an athlete.

Any League Team Member questioning the eligibility of an athlete shall do so in writing (i.e. email) to the League’s President and Meet Director/Admin Official. The Dual/Tri Meet Results for the athlete in question will be investigated. An email response will be sent to the questioning League Team Member. Any negative findings will also be sent to the athlete’s Head Coach informing them of the athlete’s ineligibility to participate in the League’s Championship Meet.

## League’s Meet Director/Admin Official Responsibilities

The League’s Meet Director/Admin Official is responsible to:

* Work with the Host Team in planning the League’s Championship Meet.
* Work with Middle Atlantic Swimming to obtain the Approved Meet status.
* Obtain a USAS Certified Meet Referee, Starter, and Stroke & Turn Judges.
* Work with the League’s WebMaster to post all Championship Meet information, before and after, to the League’s Website.
* Perform all USAS Meet Director/Admin Official duties during and after the Championship Meet.

The League’s Meet Director/Admin Official is responsible for contacting the League Team Members with all Championship Meet information a minimum of four weeks prior to the scheduled meet. This communication shall include:

* Championship Meet Website Location (includes Meet Announcement, Events ZIP file, Warm-up Schedule, Timing Assignments, etc.)
* The entries due date; no later than two weeks before the Dual/Tri Meet.
* Use of Meet Mobile vs Meet Program/Heat Sheet.

## Host Team Responsibilities

The Host Team is responsible for working with the League’s Meet Director/Admin Official in the planning of the League’s Championship Meet.

The Host Team shall provide the following volunteers:

* Runner
* Head/Relief Timer – one minimum; two preferred
* Hospitality for all Officials, Coaches, and Volunteers
* Snack Bar
* Awards/Ribbons
* Starter Assistant/Colorado Operator – if using an electronic timing system
* Setup/Cleanup Assistance

## League Team Member Responsibilities

Each League Team Member is responsible for:

* Lane Timers
* Lane Stager/Marshall
* Parent Stager, if necessary

Each League Team Member is responsible to provide the following information to the League’s Meet Director/Admin Official no later than two weeks prior to the Championship Meet unless otherwise defined in the Championship Meet Announcement:

* Team entries compatible with hy-tek “Meet Manager” software
* Team entries by swimmer PDF
* Team Contact Information and Summary Forms PDF
* List of USA Swimmers and their IDs.
* T-shirt or Hoodie Pre-Order Form(s)
* Team Insurance Certification to Atlantic City Board of Education (if not sent already)

## Entries

By using the ***League’s*** Meet Manager Database there is no need to specify athletes as “Exhibition” unless they truly are swimming an “Exhibition”.

## USAS Swimming Rules

All USAS technical rules apply.

## Timers

Each League Team Member is required to provide an equal number of timers for each Dual/Tri Meet. The number of required timers must be agreed upon during the first communication to the Visiting Team(s) from the Host Team.

The ***League*** requires there to be a minimum of two timers per lane with a minimum of three timing devices. Timing devices consists of an electronic timing system (Dolphin, Colorado, etc) and two stop watches.

Some League Team Members may request that there be a timer from each team per lane; however, the ***League*** does not require this.

Timers are responsible for:

* Verifying the athlete in their lane; writing the athlete’s name if necessary.
* Providing times for each athlete’s event; two to three times depending on type of electronic system being used.
* Writing the times legibly on the Timer Sheet.
* Indicating if the athlete did not swim with “NS” or did not finish the event with “DNF”.

## Runner

The “Runner” will collect the Timer Sheets from each lane and provide them to the Meet Director/Admin Official or Meet Manager Operator. The Timer Sheets must be in lane order.

## Awards

All award information will be defined in the League’s Championship Meet Announcement. At a minimum the ***League*** requires the Championship Meet Host Team provide 1st, 2nd, and 3rd place ribbons for all events/age groups. If there is a tie, each athlete will receive a ribbon for that place. Additional athlete awards are at the discretion of the Championship Host Team and will be defined in the Championship Meet Announcement.

The ***League*** shall provide a 1st, 2nd, and 3rd place team trophies to be handed out at the conclusion of the Championship Meet. If there is a tie the ***League*** will supply another trophy to the additional League Team Member.

In addition, the League shall provide a Team Sportsmanship trophy to the League Team Member with the most votes. All ballots will be received in the Head Coach’s packet during the 1st session of the Championship Meet. Each League Team Member will have one vote and shall not vote for their own team. The ballots will be returned to the Meet Director/Admin Official, who will announce the Team Sportsmanship winner at the conclusion of the Championship Meet. In the case of a tie, the League President will appoint a committee to break the tie and finalize the decision.

## Protests

Protests shall be made to the Host Team’s Head Coach, Visiting Team’s Head Coach, League’s Meet Director/Admin Official, League’s Vice President, and the League’s President within one week from the completion of the protested meet. Protests will be reviewed by the League’s President, Vice President, and Meet Director/Admin Official with a decision emailed to both teams within one week from the date the protest was received. In the case where one of the presiding individuals is the Head Coach of either team a Coach from another League Team Member will be contacted to help with the protest resolution.