

2020-19 ECSL

East Cooper Swim League Policy and Regulation Manual

Teams

Creekside
Hamlin Plantation
Hobcaw Creek Plantation
Rivertowne on the Wando
Park West
Wild Dunes
Mt. Pleasant Rec.
Rivertowne Country Club
Brickyard
I'On Club

Purpose

Promote the sport of summer swimming to children of East Cooper
in a fun and competitive manner

ECSL Board:

ECSL's governing board will be appointed each year at the ECSL wrap up meeting for the following year i.e. 2019 Aug wrap up meeting will appoint governing board for 2020.

Adding additional teams to ECSL: Additional teams will be admitted based on a majority vote of the governing board.

League Director, Vice President, Secretary and Treasurer to be voted upon at preseason board meeting to last for 1 year term unless stated differently. Please refer to Appendix II for position descriptions

All Teams must sign a contact at the start of each season to participate, please refer to appendix III

ECSL Communication Pathway and Distribution List (See Attachment #4)

- League communications will be sent to all Team Presidents/Back-ups (not all people listed on the ECSL list), Team presidents will then cascade communications to head coaches, parents, etc. as needed

ECSL Escalation Pathway:

- In the even a team has a concern/issue with another team then this should be addressed with the team during the meet in an attempt to sort out the issue. If necessary, a follow-up with that team after the meet via phone call and/or email to express concerns should occur if necessary. Only come to the league (President and VP) for guidance in issue resolution when there is a major issue to handle and a rule is not followed, etc

Meetings: Please refer to Appendix I for Example Agendas

- Winter Kick-Off Meeting (Feb)
- Spring Prep-Meeting (Apr)
- Summer Wrap-up Meeting (Jul)

ECSL decisions:

All decisions pertaining to ECSL will be finalized by majority vote. In the case of a tie vote, final decision will be made by the ECSL board President and Vice President.

Each season schedule will be formulated before the end of the previous year i.e. Dec 2019 for the 2020 season and will rotate among the teams year to year.

Home team promo: facility information/limitations/parking/etc. Please refer to Appendix IV

- To be sent to visiting team the day prior to the meet with the heat sheets, etc.
- Please note address, parking, facility info, etc. concession information
- Clarify if you are swimming Rivertown on the Wando verse Rivertown Country Club

Clarify if you are swimming Park West Pirates (outdoor PW pool) or Rec Department in Park West (indoor pool)

Team Information:

Creekside Crocodiles – 25 Yards / 6 lanes

Hamlin Plantation Hammerheads– 25 Meters / 7 lanes

Hobcaw Creek Plantation Dolphins –25 Meters / 5 lanes

Mount Pleasant Rec – 25 Yards/ 6 lanes (no diving in shallow side) Has diving blocks

Park West Pirates – 25 Meters / 6 lanes

Rivertowne on the Wando Sting Rays – 25 Meters / 5 lanes

Wild Dunes Dolphins– Location of the pool to be communicated by WD to the visiting team prior to the meet

Rivertowne Country Club Redfish – 24.5 Yards/6 lanes

Brickyard Barracudas - 25 Meters/8 lanes

I'On Summer Storms - 25 Yards /8 lanes Has diving blocks

All ECSL pertinent/helping documents, planning tools, and documentation are posted to:

<https://drive.google.com/drive/mobile/folders/1FPZB7nxrectwaNxGUqiXrI8xp7oA5Io0>

ECSL Events

- | | |
|-------------------------------|-----------------------------|
| 1. 6 & under Girls Free Relay | 10. 13-14 Boys Free Relay |
| 2. 6 & under Boys Free Relay | 11. 15-18 Girls Free Relay |
| 3. 7-8 Girls Free Relay | 12. 15-18 Boys Free Relay |
| 4. 7-8 Boys Free Relay | 13. 6 & under Girls 25 Free |
| 5. 9-10 Girls Free Relay | 14. 6 & under Boys 25 Free |
| 6. 9-10 Boys Free Relay | 15. 7-8 Girls 25 Free |
| 7. 11-12 Girls Free Relay | 16. 7-8 Boys 25 Free |
| 8. 11-12 Boys Free Relay | 17. 9-10 Girls 50 Free |
| 9. 13 -14 Girls Free Relay | 18. 9-10 Boys 50 Free |
| | 19. 11-12 Girls 50 Free |
| | 20. 11-12 Boys 50 Free |

- | | |
|-----------------------------|------------------------------|
| 21. 13-14 Girls 50 Free | 45. 15-18 Girls 50 Back |
| 22. 13-14 Boys 50 Free | 46. 15-18 Boys 50 Back |
| 23. 15-18 Girls 50 Free | 47. 7-8 Girls 25 Fly |
| 24. 15-18 Boys 50 Free | 48. 7-8 Boys 25 Fly |
| 25. 7-8 Girls 25 Breast | 49. 9-10 Girls 50 Fly |
| 26. 7-8 Boys 25 Breast | 50. 9-10 Boys 50 Fly |
| 27. 9-10 Girls 50 Breast | 51. 11-12 Girls 50 Fly |
| 28. 9-10 Boys 50 Breast | 52. 11-12 Boys 50 Fly |
| 29. 11-12 Girls 50 Breast | 53. 13-14 Girls 50 Fly |
| 30. 11-12 Boys 50 Breast | 54. 13-14 Boys 50 Fly |
| 31. 13-14 Girls 50 Breast | 55. 15-18 Girls 50 Fly |
| 32. 13-14 Boys 50 Breast | 56. 15-18 Boys 50 Fly |
| 33. 15-18 Girls 50 Breast | 57. 9-10 Girls 100 IM |
| 34. 15-18 Boys 50 Breast | 58. 9-10 Boys 100 IM |
| | 59. 11-12 Girls 100 IM |
| 35. 6 & under Girls 25 Back | 60. 11-12 Boys 100 IM |
| 36. 6 & under Boys 25 Back | 61. 13-14 Girls 100 IM |
| 37. 7-8 Girls 25 Back | 62. 13-14 Boys 100 IM |
| 38. 7-8 Boys 25 Back | 63. 15-18 Girls 100 IM |
| 39. 9-10 Girls 50 Back | 64. 15-18 Boys 100 IM |
| 40. 9-10 Boys 50 Back | 65. 7-8 Mixed Medley Relay |
| 41. 11-12 Girls 50 Back | 66. 9-10 Mixed Medley Relay |
| 42. 11-12 Boys 50 Back | 67. 11-12 Mixed Medley Relay |
| 43. 13-14 Girls 50 Back | 68. 13-14 Mixed Medley Relay |
| 44. 13-14 Boys 50 Back | 69. 15-18 Mixed Medley Relay |

Scoring and Awards

5-6 Age Group will not be disqualified (DQ'd) nor will they be scored. 5-6 will receive ribbons for swimmers that have placed 1-6. For all other age groups, individual events will be disqualified for infractions (any exceptions are determined pre-meet by the Meet Ref). ECSL member teams have all agreed that the league would follow the rules of USA Swimming as it is the nationally-recognized leader is keeping its 450,000+ swimmer members safe as well as providing a set of rules that keep swimming fair and competitive. ECSL has obligated itself to follow these rules for safety and fairness reasons while ensuring that our coaches can correct swim starts, turns, strokes, and poolside safety for our swimmers. All teams should abide by the rules regarding documenting disqualifications (DQ) for swimmers at meets. These DQ slips are the impetus for our coaches to address infractions by using them as a guide to help each swimmer correct what they are doing incorrectly. ~~and~~ Individual events are scored 1st thru 4th while relays are 1st thru 3rd place as follows:

Individual events

1. 8 pts. for first place
2. 4 pts. for second place
3. 2 pts. for third place

4. 1 pt. for fourth place

Relay

- 1. 8 pts. for first place
- 2. 4 pts for second place
- 3. 1 pt for third place

* In the case of a tie, each child gets a ribbon and we split the points

* Each team will order enough ribbons to cover their home meets and are responsible for providing ribbons for both teams during the meet.

* First through sixth place ribbons are awarded for individual events in all age groups.

* First through third place ribbons are awarded for relays in all age groups.

* 8 and unders will be given Heat winner ribbons awarded on the spot at the meet.

This excludes relays which will not receive Heat winner ribbons (unless the home team opts to provide relay heat ribbons)

* Participation and or Best Time ribbons for your team are considered an individual team choice.

Ribbon Count per Meet

Ribbon Count

Place	Medley	Freestyle *	Backstroke *	Breaststroke	Butterfly	IM	Freestyle Relay	Totals
1st	20	12	12	10	10	8	48	120
2nd	20	12	12	10	10	8	48	120
3rd	20	12	12	10	10	8	48	120
4th		12	12	10	10	8		52
5th		12	12	10	10	8		52
6th		12	12	10	10	8		<u>52</u>
Total Count per Meet								516

*Count higher since 5 & 6 year olds gets ribbons in these two events

Continued...

Relay Number

Medley Relays - 5 age groups, combined boys and girls, 4 per relay for 20 ribbons each place

Freestyle Relay - 6 age groups, boys and girls category, 4 per relay for 44 ribbons each place

Please Add 100 heat winner ribbons per home meet.(To be given out to 8 and under)

12 individual events for 8 and under swimmers times about 4 heats per event would equal about **96 participation ribbons per home meet (optional).**

Rules and regulations

All teams will submit a complete roster including name, gender and date of birth of swimmers to the league secretary when prompted via email, ~~this is generally~~ after 2 dual meets have occurred to account for drop outs. Each team will pay an entry fee of \$2/per swimmer (for ALL team registered swimmers to ECSL at this time as well.

All swimmers must wear their ECSL team caps (no other clubs suits or caps), this is to try and avoid non-year round swimmer intimidation and focus on the ECSL meets, etc. ; plain cap for swimmers with latex allergies may be worn.

Swimmers

1. All swimmers must be on a team roster and be registered with an ECSL team to compete and can **only compete on one summer league team regardless of the league the team participates in, i.e. ECSL or CCAA and must swim under their legal name.** This includes any coach of a team who meets eligibility to swim. Team swimmer eligibility is determined by the individual neighborhood's HOA/Club policy and may vary team to team.
2. The age group cut-off date is June 1 of the current year (the age of your child as of June 1 is the age group your child will swim with for the summer.) The age of eligible swimmers for ECSL is 5-18 years of age.
3. Each swimmer may swim a max of 3 individual and 2 relays. The exception is if you have only one swimmer in any particular age group. If so, they may swim all events.
4. Each team will submit entries for a maximum of **3 heats** for backstroke, breaststroke and butterfly. There will be **4 heats** of freestyle for all age groups except 5-6, they have **unlimited heats** of freestyle. There is a maximum of **2 heats** of IM and relays for each age group. The division of swimmers among heats: In an 8 lane pool with 3 heats there are 24 slots. Each team is allowed 12 entries. In a 7 lane pool with 3 heats there are 21 slots. Each team is allowed 10 entries. With a 6 lane pool there are 18 slots, and each team is allowed 9 entries. With a 5 lane pool there are 15 slots and each team is allowed 7 entries. At times there will be an empty lane.
5. Each swimmer must swim only in their age group for individual events. The exception is a 5-6 swimming up to 7/8 individual breaststroke or butterfly, or as part of a 7/8 relay or a 7/8 swimming up to the 9/10 IM. All swimmers will be DQ'd and scored accordingly, to the event age group. They may swim up **one age group in a relay** if they have not already competed in that relay..
6. Mixed medley relay will consist of 2 males and 2 females. There will be no exceptions.

7. All swimmers are subject to DQ's except 5-6's (any DQ exceptions are determined pre-meet by the meet Ref.).

Meet rules

1. **Home team provides:** 1 timer per lane with stopwatches (or timing/scoring software needed items, etc.) and head timer, 1 starter, 1 stroke and turn judge, 1 time sheet runner, Score table workers, 1 clerk of course worker, age group/coordinator wranglers for their team, 1 heat ribbon distributor, concession stand, heat sheets for clerk of course and timing/event sheets for each swimming lane. Home team score table is also responsible for supplying computer, printer, rubber bands, paper clips, calculators, labels, ALL place ribbons and Heat winner ribbons for both teams. Any team using another facilities pool but is considered home team will need to bring all volunteers and equipment as if the meet was taking place at their pool. The home team is responsible for running the score table (visiting team to provide a score table volunteer to assist in reading times for entry into the system if manually scoring utilizing Hytek), and clerk of course. Visiting team should provide a Clerk of Course volunteer to assist in ensuring their swimmers are organized for entry into benches, etc. to line up for the next event, etc. Home team prints the ribbons during the meet and each team is responsible for organizing their teams ribbons and filing them for later distribution, etc.
2. **Visiting team provides:** 1 stroke/turn judge, 1 timer for each lane and stopwatches (if manually scoring), 1 score table worker, 1 ribbon worker, age group/coordinator wranglers for their team and 1 Clerk of Course.
3. **All heat sheets will be labeled with heat and lane assignments for each event, lane assignments.. Heats will run from FASTEST to SLOWEST.**
4. **Timers will stand at all times and refrain from cell phone usage while timing (unless utilizing software timing system i.e. Swimmingly).** Timers will time all events despite whether there is a swimmer in their lane. If a timer watch malfunctions, the timer should raise their hand and have their watch replaced by the home team head timer. If swimming timing software/system is being utilized, i.e. Swimmingly, then the home team will explain proper process/procedure to the visiting team so all things run smoothly.
5. **Stroke judges must attend a training session and/or be signed off by league training official prior to judging a meet.** Shadowing a qualified judge is encouraged. Judge must stand and refrain from cell phone usage while judging. Judges should document DQs on DQ slips that would be made available after the meet to both team's coaches. ECSL member teams have all agreed that the league would follow the rules of USA Swimming as it is the nationally-recognized leader is keeping its 450,000+ swimmer members safe as well as providing a set of rules that keep swimming fair and competitive. ECSL has obligated itself to follow these rules for safety and fairness reasons while ensuring that our coaches can correct swim starts, turns, strokes, and poolside

safety for our swimmers. All teams should abide by the rules regarding documenting disqualifications (DQ) for swimmers at meets. These DQ slips are the impetus for our coaches to address infractions by using them as a guide to help each swimmer correct what they are doing incorrectly

6. **For inclement weather**, meets will continue at the discretion of lifeguards or in the event there is no lifeguard, at the discretion of the coaches and meet referee. All facility rules/policies must be followed. A meet cannot be called off before 30 minutes has passed (to give the weather time to clear) A meet is considered complete after event 56 or during bad weather after event 38. Make-ups will be scheduled at the discretion of the meet host. Parents should make decisions via their discretion based on safety of their swimmers. Swimmers that choose to leave the meet should check in with their coaches.
7. **Called meets** may be completed the following Monday or at a mutually agreed upon day and time and must be agreed upon by both teams.

Meet Procedure

All meet entries will be submitted to the home team by 8:00 pm on Mon. before the meet. Home team will then provide a heat sheet to the visiting team by 8:00 pm Tuesday. No deck entries or meet changes will be allowed with the exception of relays. Each team is responsible for providing heat sheets to their volunteers.

30-minute warm-ups per team max. The warm up time can be adjusted upon team agreement. Away team has second warm-up unless a change is agreed upon from both teams' coaches.

20 min. prior to the start of the meet, the meet referee will call a meeting with coaches, timers, judges and the starter. The meet referee will instruct the timers, the starter and confer with the stroke and turn judge(s) on how jurisdiction of the pool will be divided. Any DQ exceptions will need to be agreed upon at this time.

Coordinators/Herders/bull pen leaders should have all swimmers of event 1 and 2 report to the clerk of course **10 min.** prior to start of meet.

Clerk of course will start placing swimmers of events 1 (in advance) at the proper ends of the pool and in proper order so that the meet can begin at 6:00pm. Simultaneously, there should also be additional clerk of course workers organizing the heats and lane assignments for the following events. Clerk of course will line up the next event or two behind the blocks in advance so next heat will be ready to step up. Clerk of course must notify the starter when event 1 is ready to begin.

Clerk of course workers (both teams) will disperse swimmers in correct heat to appropriate lanes throughout the entire meet. This is not the job of the age group coordinators.

Home team heat sheet coordinator/distributor may combine events when applicable and must notify starter and timers in advance.

Starter will announce each event and heat. Call swimmers to: "Step Up", "Take your Mark" and signal the start with a whistle or horn. For Backstroke and Medley relay, calls shall be: "Swimmers in the Water", "Place your Feet", "Take your Mark", followed by whistle or horn.

Timers must have event number AND heat number on all time sheets regardless if they have someone swimming in their lane. Timers will get the swimmer's name and will record 2 times by that swimmer's name (unless the meet is being electronically scored in which case only 1 manual time will be used). **(Parents may want to write the swimmers name on the back between shoulder blades with a sharpie to help timers)** If there is a missed time or a large difference then timer signals the starter and meet referee for resolution.

When timing sheet is complete for the event (i.e. 7/8 girls breast stroke), timers will hold up sheets for runner to retrieve. **Please turn in all time sheets even if yours is blank.** (Score table will recycle). Timers should write NS (No Show) for swimmers that are not present to race in that lane. At this same time, stroke judges will hold up DQ slips that will go with the time sheets. DQ cards MUST have the event and heat, Lane and DQ code number on the card.

Runner will retrieve all time sheets and DQ cards for each individual event and turn these into score table together.

Score table will use the time sheets to average times highlighting place finishes (1-6). They then enter the times and numerical team scores. A ribbon label sheet is printed and ribbons distributed accordingly. **All home teams will keep paper scoring sheets for 48 hours AFTER the meet results are sent to the visiting team. The visit team has 48 hours to request/discuss any discrepancies/questions, etc. All DQ slips will be given to each team's coach.**

Forms:

All teams will utilize the same sheets for all meets. **Each team will be responsible for providing heat sheets to their individual team volunteers**

Heat sheets: 2 for the clerk of course, 12 for bullpen coordinators, and 1 for score table, 1 for ribbons coordinator, 1 stroke and turn judges, 1 for starter and however many for your coaches

Timing/Event sheets: One for each lane) per boy/girl event (girl and boy event on same page) plus clipboards.

Scores and Meet Results: Results will be e- mailed to visiting team on the day after the meet is completed.

Stroke and Turn rules:

~~01Mar2019-04Aug2019~~ Version Draft V2

Meets will be judged by a minimum of two qualified Stroke and Turn Judges (one from each team). Judges should meet before the competition begins to decide how best to position themselves and divide the pool, such that each judge understands the lanes or portion of the pool that they will be responsible for and that these areas of responsibility do not overlap. If required, an additional qualified judge or judges may be used, at the discretion of the Meet Referee.

Judging will be to the current USA Swimming rules, which can be found at:

<http://www.usaswimming.org>

In all cases, judges should give the benefit of the doubt to the swimmer and should be careful to insure that all lanes receive equal scrutiny. As a summer swim league, the goal of stroke judging in ECSL is to keep the meet fair, not to produce DQs. DQs should be called for infractions that are consistent (and need to be corrected to swim the stroke properly) or that give the swimmer an unfair advantage.

In the event of a disqualification, the judge should raise his/her arm above their head to indicate that a DQ has occurred, then record the infraction, lane, event and heat numbers on a DQ card. DQ cards will be collected at the end of each event (after both girls and boys of the age group have finished). These should be given to the coaches after the meet. Each team is to provide their own DQ slips.

ECSL member teams have all agreed that the league would follow the rules of USA Swimming as it is the nationally-recognized leader is keeping its 450,000+ swimmer members safe as well as providing a set of rules that keep swimming fair and competitive. ECSL has obligated itself to follow these rules for safety and fairness reasons while ensuring that our coaches can correct swim starts, turns, strokes, and poolside safety for our swimmers. All teams should abide by the rules regarding documenting disqualifications (DQ) for swimmers at meets. These DQ slips are the impetus for our coaches to address infractions by using them as a guide to help each swimmer correct what they are doing incorrectly

Championship Meet Rules and Regulations

Eligible swimmers must have swam in at least 2 ECSL dual meets in the same season as the championship meet.

Each swimmer can swim a max of 3 individual events and 2 relays. . The exception is if you have only one swimmer in any particular age group. If so, they may swim all events.

Each team will have only 2 relay team entries per relay event. Only one relay per team will score and only scoring teams will receive awards. In order to facilitate this for scoring, each team's A Relay should swim against the other teams A relays; there will be 2 A Relay Heats since there are 10 teams.

Each team will have only 4 entries for each individual event.

5-6 Year Old events will not be scored but will receive awards if that age group is participating in ECSL Champs that year which is TBD by the League at the start of the season.

No Times (NT) cannot occur at Championship meet. Teams should upload all result files from Team/Meet Manager to Champs File.

All USA Swimming rules apply.

ECSL Championship Events

1. 7-8 Girls Free Relay
2. 7-8 Boys Free Relay
3. 9-10 Girls Free Relay
4. 9-10 Boys Free Relay
5. 11-12 Girls Free Relay
6. 11-12 Boys Free Relay
7. 13-14 Girls Free Relay
8. 13-14 Boys Free Relay
9. 15-18 Girls Free Relay
10. 15-18 Boys Free Relay
11. 7-8 Girls 25 Free
12. 7-8 Boys 25 Free
13. 9-10 Girls 50 Free
14. 9-10 Boys 50 Free
15. 11-12 Girls 50 Free
16. 11-12 Boys 50 Free
17. 13-14 Girls 50 Free
18. 13-14 Boys 50 Free
19. 15-18 Girls 50 Free
20. 15-18 Boys 50 Free
21. 7-8 Girls 25 Breast
22. 7-8 Boys 25 Breast
23. 9-10 Girls 50 Breast
24. 9-10 Boys 50 Breast
25. 11-12 Girls 50 Breast
26. 11-12 Boys 50 Breast
27. 13-14 Girls 50 Breast
28. 13-14 Boys 50 Breast
29. 15-18 Girls 50 Breast
30. 15-18 Boys 50 Breast
31. 7-8 Girls 25 Back
32. 7-8 Boys 25 Back
33. 9-10 Girls 50 Back
34. 9-10 Boys 50 Back
35. 11-12 Girls 50 Back
36. 11-12 Boys 50 Back
37. 13-14 Girls 50 Back
38. 13-14 Boys 50 Back
39. 15-18 Girls 50 Back
40. 15-18 Boys 50 Back
41. 7-8 Girls 25 Fly
42. 7-8 Boys 25 Fly
43. 9-10 Girls 50 Fly
44. 9-10 Boys 50 Fly
45. 11-12 Girls 50 Fly
46. 11-12 Boys 50 Fly
47. 13-14 Girls 50 Fly
48. 13-14 Boys 50 Fly
49. 15-18 Girls 50 Fly
50. 15-18 Boys 50 Fly
51. 9-10 Girls 100 IM
52. 9-10 Boys 100 IM
53. 11-12 Girls 100 IM
54. 11-12 Boys 100 IM
55. 13-14 Girls 100 IM
56. 13-14 Boys 100 IM
57. 15-18 Girls 100 IM
58. 15-18 Boys 100 IM
59. 7-8 Mixed Medley Relay
60. 9-10 Mixed Medley Relay
61. 11-12 Mixed Medley Relay
62. 13-14 Mixed Medley Relay
63. 15-18 Mixed Medley Relay

5-6 Girls free relay and 5-6 Boys free relay

Scoring Individual events score up to 8th place as follows:

1st= 9pts.

2nd=7pts.

3rd=6pts.

6th=3pts.

4th=5pts.

7th=2pts.

5th=4pts.

8th=1

Relay events score up to 6th place as follows:

1st=18pts.

4th=10pts

2nd=14pts.

5th=8pts.

3rd=12pts.

6th=6pts.

Ribbons: this is the total number of ribbons needed for championships based on 63 events. Ribbons have to be ordered in 50's so round up when ordering.

1st place: need 108

5th place: need 108

2nd place: need 108

6th place: need 108

3rd place: need 108

7th place: need 48

4th place: need 108

8th place: need 48

Each team provides the following for the duration of the Championship meet:

Please refer to the Attachment #2 Champs Job list and Schedule .

Between the ECSL teams the job in Attachment #2 need to be distributed at season start:

All championship fees will be paid from the ECSL acct.

ECSL Meet Referee Checklist

1. At 5:40 (or 20 minutes before the agreed meet start time), call a pre-meet meeting with the Coaches, Stroke and Turn Judge(s) and Timers at the Scoretable. (The Starter can assist with calling if needed.)
2. Ask the coaches if any swimmers have a handicap that will require special assistance. i.e.; If a swimmer is deaf, a visual starting cue will be required.

3. Ask the coaches if there are any changes to their meet entries, these must be turned in immediately to the scorers, then release the coaches.
4. Speak with the timers, there should be a timer from each team for each lane, make sure all are present. Explain:
 - 4.1. Timers are to record the event number (if it is not already on their sheet).
 - 4.2. Two times are to be recorded for each swimmer as well as the heat number unless the meet is being electronically scored, in which case additional instructions will be given.
 - 4.3. Timing should begin at the sound of the horn or whistle, or optimally, at the flash of the start system strobe. Timing for a lane begins whether the swimmer reacts or not.
 - 4.4. Timing should end when any part of the swimmer's body touches the end of the pool (wall or railing); Timers are not to judge the legality of the touch.
 - 4.5. Timers should assist in keeping swimmers in the water until all swimmers have finished and the swimmers have been released to clear the pool.
 - 4.6. Instruct the timers to raise a hand if the meet is proceeding too quickly for them to keep up, and then release the timers.
5. Review the commands with the starter;
 - 5.1. Starters should announce the Event Number and Description.
 - 5.2. "Swimmers Step Up", "Take your Mark, "Horn/Whistle"
 - 5.3. For Backstroke and Medley: "Swimmers in the Water", "Place your Feet", "Take your Mark", "Horn/Whistle".
 - 5.4. Insure that the Starter knows how to handle a "False Start".
6. Confer with the Stroke and Turn Judge(s) and decide how to divide the pool so that jurisdiction does not overlap. Remind the Judge:
 - 6.1. Swimmers should always get the benefit of the doubt. It is better to miss a call than make one that shouldn't have been called at all.
 - 6.2. The Judges are present to keep the meet fair, not produce a quota of DQs. Judging is about making judgment calls; Younger swimmers should be granted significant leniency, and calls should not be made unless an infraction is consistent and produces an advantage.
 - 6.3. To judge fairly, do not give greater scrutiny to any one lane.
 - 6.4. A hand is to be raised and held for 2-3 seconds if a DQ is being called.
 - 6.5. Coaches cannot be Stroke and Turn Judges
 - 6.6. All stroke and turn judges from all ECSL Teams must have attended Head Official Training and/or have been signed off by the Head Official.
 - 6.7. All stroke and turn judges agree to judge all dual and championship meets according to the training set-forth by the ECSL Head Official.

The meet Referee has the "final call" on DQs, if questionable calls are being made, ask the Stroke and Turn Judge to explain the calls; i.e. If a "one-hand touch" during a turn is called; Which hand did touch? And, where was the other hand? Are questions a judge should be able to answer.

Attachments For Champs Planning Tools

- 1) Champs Jobs Schedule and List (Tab 1) and Warm Up Schedule Example (Tab 2)



ECSL 2018 Champs
Jobs_24May2018.xls:

- 2) Champs Rules and Reminders (to be customized and distributed each year)



2018 ECSL CHAMPS
RULES.docx

- 3) Champs Team Set-up Map (Template)



ECSL 2018 Champs
team Map.jpg

- 4) ECSL Contact List Template (to be customized and distributed each year)



ECSL Contact List
2018_22May2018_FII

Appendix I

Please refer to Appendix for Example Agendas

- **Winter Kick-Off Meeting (Feb)**
 - Establish ECSL Board members
 - Collect ECSL Contracts (attached in meeting minutes) for all ECSL teams
 - Collect needs/wants for Summer 2019 ECSL meet schedule
 - Confirmation WD will host meets at their facility (or make previous arrangements)
 - Set dates for Spring prep meeting, official/starter training/Hytek training, and Aug wrap up meeting
 - Set date for ECSL Upcoming Season Schedule
 - Set agenda for Spring prep meeting
 - Review Aug wrap-up agenda items
 - Review of Manual? (I know I have a lot to add to the manual, mostly Champs planning/organization tools)
 - Review of ECSL Budget
 - AOB

- **Spring Prep-Meeting (Apr)**
 - Introduction
 - Review of Action Items from Winter Kick-off Meeting
 - Set Board Positions for upcoming season
 - Initial Champs Planning/Review
 - Invite Media? If yes, need media release
 - Confirm prep dates for training
 - Review and finalize manual
 - ECSL Upcoming Season Scholarship
 - League records
 - Confirm ECSL Team dues due date
 - AOB

- **Summer Wrap-up Meeting (Jul)**
 - Champs recap/updated
 - ~~Update League records~~
 - Updated to ECSL 2019 Manual for 2020
 - 2020 ECSL Dual Meet Schedule
 - 2020 ECSL Meeting Schedule (3 meetings)
 - AOB

Appendix II

Position Role Descriptions:

League ~~Director~~President:

- Update and distribute manual for upcoming season
- Update and distribute ECSL Contact list
- Participate in the formulation and distribute season2019 schedule (schedule will rotate)
- Liaise with league VP, Secretary, Treasurer and Champs Coordinators s and Communications re: all functions/tasks, etc.

Vice President:

- Organize Official and starter training and distribute training materials
- Set-up Hytek/Meet Manager/Team Manager training and ensure all have software
- ~~• Organize and invite media (Post and Courier, Moultrie News, Island Eye News, etc.) and create facebook page for ECSL, post to social media, etc.~~
- ~~• Coordinate and upkeep and posting of league swimming records~~

Secretary:

- Formulate agenda (along with the League Director) and conduct Winter ECSL Kick-off Meeting, formulate and distribute meeting minutes (see template in manual appendix)
- Formulate agenda (along with the League Director) and conduct Spring ECSL Start-up Meeting, formulate and distribute meeting minutes (see template in manual appendix)
- Formulate agenda (along with the League Director) and conduct Summer ECSL Wrap-up Meeting, formulate and distribute meeting minutes (see template in manual appendix)
- Organize all aspects of ECSL scholarship, including distribution of materials and deadlines, ensuring the scholarship essays are read and winners are chosen and scholarship checks are accounted and distributed to the winners at Champs.

Treasurer:

- Manage and present ECSL Budget for Champs/Scholarship, etc.
- Pay all Invoices related to ECSL
- Collect League Rosters and League fees for all ECSL teams
- Ensure Order Championship Ribbons/Medals, etc. are ordered

Championship Meet Coordinator and Co-Coordinator (work together duties to be split):

- Book venue with MPRD and distribute Champs meet info and facility rules, etc.
- Book and liaise with Sports Timing Solutions (scorer, etc.) for Champs
- Distribute event submission process and event results information.
- Formulate and Distribute Champs Job list (see template in manual appendix)
- Liaise with MRPD re: warm up schedule, block practice schedule, etc.(see template in manual appendix)
- Distribute Champs location Map (see template in manual appendix) and facility rules and timeline
- Ensure all heat sheets, relay card labels, timing sheets, etc. are printed and distributed to appropriate parties.

Communication Chair:

- ~~• Organize and invite media (Post and Courier, Moultrie News, Island Eye News, etc.) and create facebook page for ECSL, post to social media, etc.~~
- ~~• Coordinate and upkeep and posting of league swimming records~~

- Solicit content and items from all teams for inclusion i.e. scholarships, dual meet results, pictures of the swimmers, etc.

Appendix III

ECSL ~~2019-XXXX~~ Contract

As a member of the East Cooper Swim League (ECSL), we, the **Insert Name of Summer League Team here**, agree to the following:

- Agree to host a minimum of two dual swim meets at a facility of their own provision
- Agree to pay ECSL League Fees after the second and before the third dual swim meet of the season
- Agree to have HYTEK (Team Manager and Meet Manager) software installed prior to season start and have team member trained
- Agree to send event files for import to visiting team prior to the dual meet according to the ECSL Manual specifics
- Agree to follow and abide by all of the rules/guidelines in the East Cooper Swim League Manual
- Agree to participate and take on assigned duties for Championship meet
- Agree to send a team representative to all ECSL team meeting, including but not limited to: Winter kick off meeting, Spring Prep Meeting and Summer Wrap Up meeting.
- Agree to send a Team Representative to all trainings or be signed off by Trainer i.e. stroke and turn judge and starter training, software training, etc.
- Agree to participate in and accept responsibility for all assigned duties/jobs, etc. pertaining to the Championship meet
- Agree to submit summer league team registration form to League Director

Print Name Team Representative

Signature Name Team Representative

Date

Team

Appendix IV

Meet Info Example (to be sent to Visiting Team from Host Team)

Park West Pirates vs Creekside Crocodiles 20Jun2018

- Host: Park West
- When: 20Jun2018 6pm Meet Start
 - 4:45 **Park West** Arrival Time (check in with Coach) **5:00-5:20 PWP Warm-ups**
 - 5:25-5:50 **Creekside warm ups**
- Address: 2702 Park West Blvd Pool #1
- Parking: Parking lot and on the grass next to the pool (in front to right of pond) Park Westers, please use golfcarts if possible.
- PWP Parent Seating same side as summer kitchen, Creekside Seating on side of pool closest to Road
- Concessions: Combo Meal (Pizza/Pasta/Hot Dog or Chick Fil A Combo meal with chips or candy and drink) water/sport drinks, snacks and Italian Ice
- Facility Rules: No glass on the pool deck/facility
- Other considerations: playground/baby pool on site, which is sometimes distracting for young swimmers, please try and ensure they are with their age group wranglers so no one misses their event
- PW Contact Michelle B OConnell Cormack 843-901-9732

Appendix V Sample Media Release

WAIVER OF PUBLICITY: I agree that images taken of my child or myself during this program may be used in any legal manner including publications on the **XX** Swim Team website and in other printed or electronic media promoting the **XX** Swim Team without payment to me. I have read and understand the terms of this document. I make this agreement and pay the program fee in exchange for the privilege of myself or my child participating under the conditions of the program.

Appendix V:

ECSL Championship Job Duties/Descriptions:

All ECSL teams are responsible for providing volunteers for their assigned day/time/job time slots.

Officials/Starting:

- Ensure officials are committed to participate in the ECSL Champs meet and are scheduled accordingly and entered into the champs duties schedule
- Ensure all officials have been briefed re: ECSL champs
- Conduct timing briefing, etc.

Clerk of Course:

- Ensure all swimmers are lined up according to event list. Swimmers should be 2 deep on deck, and 2 deep on bleachers.
- Head COC is responsible for ensure all ECSL team COC workers are aware of the procedure and have been trained appropriately, etc.

Head Timer:

- Ensure there are 2 timers present for each lane
- Assist with timer briefing from head official
- Stand with 2 stopwatches for each event in case lane stopwatch malfunctions
- Ensure all timer sheets have been printed and are present at each lane.

Concessions/Hospitality:

- Set up concessions area, purchase concession items, etc. (to be reimbursed by ECSL fund)
- Set up official hospitality area for officials only (order sandwiches, etc., and small snack items and drinks for both days of Champs for officials only)
- Coordinate with food/dessert trucks

DQ slips/time sheet runners:

- Order DQ slips (in duplicate from swimoutlet or similar) for all officials to use at champs (to be reimbursed by ECSL fund).
- Participate as needed in timer briefing
- Ensure volunteers are in place and are trained in collection of DQ slips and timing sheet collection and delivery.

Awards:

- Order awards (ribbons and medals) for ECSL champs
- Set up awards at table outside of ECSL score table
- Ensure all 10 teams have award representative collecting their team awards and affixing them to the correct medal and distributing to their teams. If any team is missing, please contact ECSL Champs Coordinator to ensure all team awards are being processed.

Appendix VI: Champs Facilities Rules Example (subject to be amended):

Friday July 12th, 2019 – Meet Starts at 6:00 PM/Timers Meeting at 5:40 PM

Saturday July 13th, 2019 – Meet Starts at 9:00 AM/Timers Meeting at 8:40 AM

Address: 1251 Park West Blvd Mount Pleasant SC 29466

2019 CHAMPS RULES:

- Please be mindful of the roped off sections. Only officials/coaches are allowed on the inside of the rope. Please also try and keep coaches to 4 or less and not have many junior coaches on deck as well.
- NO parents are allowed behind the starting blocks or in the clerk of course area (Unless volunteering)
- There will be NO chairs allowed on deck, chairs are for the outside patio areas only. Please see MPRD member if handicapped seating is needed.
- Teams will be allowed to come at 8:00 am on Friday 7/12 to set up tents in designated team area (Please refer to map Michelle OConnell Cormack has sent out previously.
- ALL 7/8 relays that take place on Friday (shallow end only) will start in the water with one hand on the wall for safety purposes (Swimmer #2 and Swimmer #4). 9/10 relays will start and end at the blocks.
- Bleachers on deck will be used for the Clerk of Course ONLY! ALL other bleachers will be removed from the deck for Fri and Sat champs sessions.
- Bathrooms are open in pool area and in building across the parking lot. Adults try and use the bathroom across the parking lot, so swimmers don't miss their events.
- Only South Carolina Swim Club (SCSC) may advertise in any way due to contractual agreement with the MPRD.
- NO alcohol or tobacco products are allowed in the pool area (on deck), or outside the facility
- Parking will only be allowed in spots designated by white lines, all other make shift spots will be ticketed
- The front parking lot in between the pool and program building is used only for food trucks, police officer parking, and MPRD Lifeguards

Appendix VII:

Champs Job list Example:

Saturday 13Jul2019		Shift 1 = 9-11:30	Shift 2 = 11:30-2:00							
	Officiating	Timing	Food Truck/ Hospitality	Clerk of Course	Wranglers/Ribbons	STARTING	Runners (Timing and DQ Slips)	Set-up	Clean-up	
PVP	Head	Lane 4 Shift 1 Lane 6 Shift 1	NA	NA	ALL	HEAD	NA	NA	NA	
RTCC	TBD Mike Healy will send out	Lane 1 Shift 1 Lane 1 Shift 2	NA	Shift 1 9:11:30 HEAD	ALL	NA	NA	NA	NA	
Hamlin	HEAD	Lane 3 Shift 1 Lane 3 Shift 2	NA	Shift 2: 11:30-2:00	ALL	HEAD	NA	NA	NA	
Creekside	TBD Mike Healy will send out	Lane 2 Shift 2 (HEAD) will need 2 stop watches for this	NA	NA	ALL	NA	NA	NA	NA	
RTOV	TBD Mike Healy will send out	Lane 1 Shift 1 Lane 1 Shift 2 Lane 6 Shift 2	NA	NA	ALL	NA	HEAD (and provider of DQ slips)	NA	NA	
ION	TBD Mike Healy will send out	Lane 5 Shift 1 Lane 5 Shift 2 Lane 4 Shift 2	NA	Shift 2: 11:30-2:00	ALL	NA	YES	NA	NA	
BYB	TBD Mike Healy will send out	Lane 4 Shift 1 Lane 6 Shift 1 Lane 4 Shift 2	HEAD	Shift 1 9:11:30	ALL	NA	NA	NA	NA	
WDD	TBD Mike Healy will send out	Lane 2 Shift 1 Lane 2 Shift 2 Lane 6 Shift 2	HEAD	NA	ALL	NA	YES	NA	NA	
Hobcaw	TBD Mike Healy will send out	Lane 3 Shift 1 Lane 3 Shift 2	NA	NA	ALL	NA	NA	NA	NA	
MPRD	TBD Mike Healy will send out	Lane 5 Shift 1 Lane 5 Shift 2	NA	NA	ALL	YES	NA	Yes	Yes	
HEAD of Champs Duties										
PVP	Officials/Starting/Coordination									
RTCC	Clerk of Course									
Hamlin	Officials/Starting									
Creekside	Timing (Sat)									
RTOV	DQ Slips/Time Sheet Runners									
ION	Timing (Friday)									
BYB	Concessions/Hospitality									
WDD	Concessions/Hospitality									
Hobcaw	Awards									
MPRD	Set-up/Clean-up/Coordination									