**West Suburban Swim Conference**

**2016 Rules for Competition**

**Updated 1/12/17**

**Rule 1 - Team Membership**

The West Suburban Swim Conference, through its member teams, seeks to offer the best combination of “summer fun” and “competitive swimming.” Member teams recognize that they serve a range of swimmers from those totally inexperienced in competitive swimming to year-round swimmers. To further this purpose, West Suburban Swim Conference will sponsor a full schedule of A and B meets, thus enhancing the quality swimming experience of all conference swimmers. We recognize the importance of both in these membership rules:

1. A swimmer must meet membership requirements set by the individual conference member team.
2. A swimmer may swim for only one West Suburban Conference team during a summer whether or not a swimmer moves from one team to another during a summer (the period of the first Conference Meet to the Conference Championship Meet).
3. A swimmer may qualify for participation in the Conference Championship Meet by swimming in three or more dual/tri meets, either A or B, with a conference Team.
4. The meet results of each dual/tri meet must be made available to verify swimmer eligibility. Any swimmer may be challenged prior to the Conference Meet.
5. Any swimmer who swam for a “winter” team, such as USA swim club or “Y” may participate with that team in Summer USA events.
6. Team membership in West Suburban Swim Conference shall be limited to no more than eight (8) teams unless amended at an official conference meeting.
7. Each team is required to have a copy of Team Manager (Windows version). This must be used to provide entries for both A and B conference championship meets.
8. Team rosters for both A team and B team must be submitted to the Conference chair by June 15th.

**Rule 2 - Conference Representatives and Head Coaches**

1. Each conference team shall designate an official Conference Representative and Head Coach. Only the Conference Representative shall be entitled to vote at the annual Conference Meeting or at any other meeting convened during a summer season.
2. The Official Conference Meet Committee shall be comprised of the Official Representatives chaired by the Conference Chairperson. Fifty percent of the Official Representatives are required for a quorum. A majority of those present can vote to take any action.

**Rule 3 - Conference Meetings**

Conference Meetings (to include coaches and pool representatives) shall be held in August (the week immediately following A Conference). November and February meetings will be for the official representative of each team. The November/December meeting shall include the schedule of the next season. It is the responsibility of the Conference Chair to host all meetings starting with August. The Conference Chair will be in possession of the Conference signs. A coaches meeting will be held annually during the fourth week of May.

A representative from each club must attend each board meeting in order to remain in the conference. If you cannot attend a meeting you must send an alternate in your place. If someone is not present, the results will be: one missed meeting you are on probation and two missed meetings the club is dismissed from the conference.

It is also the responsibility of the chairperson to make a follow-up contact to anyone not responding to meeting invite. The chairperson will continue to contact and document correspondence with the club representative until there is a response. Type of contact attempted, date and number of times contact was attempted will be documented.

**Rule 4 - Conference Meet & Chairperson Assignments**

 **A Conference B Conference**

**Year Championship Championship Chairperson**

2016 Clarendon Hills Lisle Downers Grove

2017 Lisle Glen Ellyn Clarendon Hills

2018 Glen Ellyn Western Springs Lisle

2019 Western Springs Wheaton Glen Ellyn

2020 Wheaton Lemont Western Springs

2021 Lemont Hinsdale Wheaton

2022 Hinsdale Downers Grove Lemont

2023 Downer Grove Clarendon Hills Hinsdale

**Rule 5 - Age**

A swimmer’s age shall be determined by her/his age as of June 1st of the current year.

**Rule 6 - Age Group**

Swimmers may only swim in one age group during any one meet. Younger swimmers may “swim up” in competition - older swimmers cannot “swim down”.

**Rule 7 - Number of Team Entries**

1. In A conference dual meets, teams may enter no more than three swimmers per event. In A Conference three-way meets, teams may enter no more than two swimmers per event.
2. Exhibition swimming in dual meets will be permitted. There will be only one exhibition heat per event at A team dual meets. With prior notification, there can be up to two exhibition heats at a B team dual meets. Additional exhibition heats may be added if both the host and visiting teams agree 24 hours prior to a meet with a maximum of three. Exhibition swimmers may “swim up”. Swimmers are not eligible to place or score in any event in which they swim in an exhibition status; however, it will count towards conference swim requirements.
3. In B Conference dual and three-way meets, all swimmers shall compete for ribbons through 6th place in the non-exhibition heat. It is at each club’s discretion to determine the type of ribbons awarded for the exhibition heats. The host team will provide participation ribbons. Any other ribbons used for exhibition events must be provided by each team. In B team dual meets, all relay events shall be limited to one heat per event.
4. Mixed Relays are allowed at dual meets.

**Rule 8- Number of Individual Entries for All Meets**

Swimmers in each of the age groups (8 & under, 9-10, 11-12, 13-14 and 15-18) may swim two individual events and up to two relays in dual meets. This is also true for A and B Conference meets. Swimmers in the 15-18 year age group are allowed to participate in any B team dual meet.

Swimmers 8&under are allowed to swim the 50 free, 100 free, and 100 IM at the B meets. There will only be 1 heat of this event at the meets.

Swimmer participation is defined as a swimmer who swims 1 individual event in a dual/tri meet.

The coach needs to provide the times from 3 meets of a swimmer who is entered in a Conference with a NT Time to the Chairperson/Swimming Official.

**Rule 9 - “B” Meet Schedule**

The Conference shall conduct a B Meet Schedule. The specific rules for the season are:

1. Meets will generally be hosted on Thursday evenings and Saturday mornings.
2. Tuesday/Thursday Start times are between 6:45-7:00 pm; the hosting team may cancel the meet at 5:15pm. Saturday meets start at 8:00am; the host team may cancel at 6:30am. Meets may be canceled due to inclement weather or if the air temperature is under 60 degrees.
3. Dual Meets: Tuesday and Thursdays - Entries are due to the host club by 10:00 pm the day before the meet from Meet Manager export. Saturday – Entries are due to the host club by 3:00 pm the day before the meet from a Team Manager Export.
4. Five (5) age groups may swim - 8 & under, 9-10, 11-12, 13-14 and 15-18.
5. Lane assignments for dual meets shall be as follows:

1. Home Team Lanes: Lanes 2, 4 and 6

 Visiting Team Lanes: Lanes 1, 3 and 5

 2. Lane assignments for any three-way meets shall be as follows:

 Home Team: Lanes 1 and 4

 First Listed Visitor Team: Lanes 2 and 5

 Second Listed Visitor Team: Lanes 3 and 6

**Clarendon Hills and Hinsdale teams are not to be scheduled to have a home meet on the same weekday** These teams can both have meets on Saturdays.

1. Scheduling is the responsibility of the Conference Chairperson. The Conference Chairperson shall use reasonable efforts to resolve known scheduling conflicts of any team in making the season schedule. Additionally, the Conference Chairperson shall attempt to equally divide the number of home and away meets for each team during the season (as nearly as may be practical).

**Rule 10 - “A” Meet Schedule**

The Conference shall conduct an A Meet Schedule. The specific rules for the season are:

1. Meets will generally be hosted on Tuesday evenings and Saturday mornings.
2. Dual meets – Tuesday/Thursday. Start times are between 6:45-7:00 pm; the hosting team may cancel the meet at 5:15 pm. Saturday meets start at 8:15 am; the host team may cancel at 6:30 am. Meets may be canceled due to inclement weather or if the air temperature is under 60 degrees.

Dual Meets: Tuesday and Thursday Saturday

Home Warm-up: 6:15-6:30 pm 7:30-7:45 am

Away Warm-up: 6:30-6:45 pm 7:45-8:00 am

Meet starts: 6:45-7:00 pm 8:00 am

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 Home Team: Lanes 1 and 4

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**week day.** These teams can both have meets on Saturdays.

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**Rule 11 - Judging**

1. Current USA Swimming rules apply – unless specifically covered in these Conference Rules. Girls are odd, Boys are even. A current USA Rule Book must be present at all meets, provided by the home team. Swimmer’s times take precedent over finish judge picks.
2. A team Meets
3. Officials are mandatory at dual and A team Championship meets.
4. 8 & Under Swimming in A Meets:

The Conference recognized that young swimmers must be taught proper stroke technique with the exception that, with competitive practice, they will execute their strokes properly.

1. All USA stroke rules shall apply to all ages.
2. The first false start is charged to the field for 8 and under swimmers only. There will be no recall for swimmers age 9 and up.
3. Mixed relays are allowed.
4. B team Meets
5. Judging of all swimmers in B Meets shall be conducted to teach them stroke technique and competitive practices without penalty for minor infractions.

Specifically, disqualification shall be only for:

* 1. Two false starts or an early take-off in a relay.
	2. Use of wrong stroke, in the individual events of back, breast, fly or medley or in any leg of the medley relays, in each case used to an unfair advantage.
	3. Improper finish or turn, with the exception of 8 and under.
1. First false start charged to the field.
2. All other infractions shall be reported to the coach for instruction of the swimmer, but shall not result in disqualification.
3. Mixed relays are allowed.
4. Uniformity

Other than as set forth herein, judging of 8 & under in both A and B Meets will be applied consistently in Dual, Three-Way and Conference Meets.

1. Specific Problems
	* 1. Relay Judging:

The starter and/or referee and the stroke judge shall be the sole take-off judges.

* + 1. Starting Deck:

The starting deck should be kept clear of coaches and non-participation swimmers.

* + 1. Quiet for Starter:

Respectful conduct by swimmers should be demanded.

* + 1. Starts need to be consistent and should happen as follows: **MANDATORY**
* Announce event
* 3 short beeps/whistles signaling to be prepared
* Announce event again
* 1 long beep/whistle signaling swimmer to step up
* If swimmers are on block before the long tone, then all will be called to step down
* Announce take your mark, then a beep/whistle to start
	+ 1. If something outside of the normal circumstances should occur, then the coaches, along with the meet referee, should agree on all decisions. Swimmers should not be allowed to question timer, judges, etc.
		2. Host Team:

Only the host team has jurisdiction to postpone or cancel a meet due to inclement weather or the air temperature is below 60 degrees. Tuesday/Thursday start times are 7:00 pm, the hosting team may cancel the meet at 5:15 pm. Saturday meets start at 8:15 am, the host team may cancel at 6:30 am. Every attempt should be made to reschedule all canceled or postponed dual meets for the first available open rain date (provided all teams involved have open rain dates).

* + 1. Interrupted Meets:

If a meet is called because of rain, cold or other extenuating circumstances, any swimmer who was in attendance at the meet and shown in the line-up, will be deemed to have swam that meet, whether or not that event was actually conducted. **All attempts should be made to reschedule when a meet was cancelled at or prior to event #30.**

**Rule 12 - Scoring**

1. A Dual: Individual Events (5-3-2-1-0-0)

 \*Relay Events (5-3-2)

1. There will be no scoring in B meets.
2. Results are due to the attending team within 24 hours of meet.

**Rule 13 - Awards**

1. The awards to be furnished by the home team for dual/tri meets are:

 A & B Meets: 1st through 6th place ribbons for all individual events.

 1st through 6th place ribbons for all relay events.

 Note: Exhibition Race awards must be provided by each team for own swimmers at all meets.

**Rule 14 - Conference Championship Meets**

1. Entry fee for Conference Championships will be shared equally by all teams in the conference. Fees for A and B Conference will be set by the Conference Committee at the spring meeting of each year. Fees are $350.00 for “A” and $350.00 for “B” Conference if held outdoors and $400 for each if held indoors to cover added rental expenses, payable to each conference host by the date of the hosts’ team conference.
2. The West Suburban Swim Conference will make every effort to sign an agreement with an indoor 8 lane facility. If another available facility is not available in any given year on any given date, the Conference assigned host will remain the site for the Conference Meet.
3. If a team is not able to secure an indoor facility and the Conference Meet is rained out (Saturday) it must be rescheduled to the next day (Sunday).
4. Meet hosts for A and B Conference Championship Meets must prepare and distribute clear detailed instructions regarding each meet. These instructions shall include usual information such as time, team area, warm-up time, special pool conditions and volunteers required.
5. In fairness to all swimmers, A and B level swimmers should be assigned Conference Championship positions appropriately. The intent is to have swimmers that swim a majority of their dual meets at the A level only be allowed to participate in the A Conference Championship. Any variances to this will need to be noted and presented along with the swimmers seed times at the B Conference Championship scratch meeting. A vote will be held at that meeting by the coaches with the host team coach as the chairperson. If approval is not given, the swimmer will not be allowed to participate in the B Conference Championship. The intent of the rule is to have only B level swimmers participating in the B Conference Championship. It is also the intent to have each team self monitor the swimmers they are entering to compete in the B Conference Championship in the spirit of fairness.
6. Entries are due to the Entry Chairperson by 10a on the Wednesday prior to the meet.
7. Hosting team is required to provide a lanyard for each registered coach of attending teams. These will be assigned to ensure the correct coach is receiving the lanyard. Attending teams need to provide coaches names to hosting team.
8. Coaches are only allowed to swim exhibition.
9. Hosting team’s staff on duty and being compensated are not allowed to swim at the meet.
10. In A team Championship Meets, teams may enter no more than two swimmers per individual event. Two heats of relays will be allowed deeming one heat the “A” relay for that event and the other the “B” relay. “B” relays will not be scored, but will receive ribbons. Each swimmer at A Conference will be allowed to swim two individual events.
	* 1. Exhibition swims are allowed at the meet**.**
		2. Mixed relays are not allowed.
		3. Ribbons awarded as follows: Relay events 1st through 8th Place

 Individual Events 1st through 8th Place

1. In B team Championship Meets, no more than three relay teams may swim per event. Each swimmer at B Conference will be allowed to swim two individual events.
2. Exhibition swims are allowed at the meet.
3. Teams may enter no more than five individuals per event and all are eligible for awards.
4. All B Conference participants will receive place or participant ribbons.

 Ribbons awarded as follows: Relay Events - 1st through 8th

 Individual Events - 1st through 16th

1. Any swimmer who participates in individual events in the B Conference Championship Meet may not swim individual events in the A Conference Championship Meet and vice versa, but swimmers may swim in relays for both A and B Conference Championship Meets.
2. Each team must submit results from A and B Championship Meets by 6:00 pm the Wednesday before the meet.
3. Entries for both the A and B Conference Championship Meets are to be emailed to the host team by 6:00 pm the Wednesday prior to each championship meet. Each team will be required to list the name of relay team members and alternates for each relay entered. This will be the final entry. No substitutions will be allowed including on the day of the meet.
4. Heat sheets must be made available to all coaches by noon on Thursday prior to the Championship meet.
5. Any errors to the heat sheet must be corrected and submitted to the host of the applicable Conference Championship. The host of the Conference Championship shall make such corrections and shall then generate heat sheets (specifying the heat and lane assignments for each event), to be available at the start of the applicable Conference Championship Meet. Errors in the heat sheet relating to the identity of a swimmer in a particular event will be dealt with at the discretion of the Meet Referee, provided that the Meet Referee determines that such an error has been made, the seeding will not be adjusted, but the swimmer who should have been in the event will be put in place of the incorrect swimmer or placed in an open lane, at the discretion of the Meet Referee.
6. Additions to fill vacancies will only be permitted with the approval of the meet director.
7. The host team will prepare the Heat Sheets to be used for A and B Conference Championship Meets and will make the same available for purchase by the spectators.

 1. The coaching staff of each team will be entitled to ten (10) free copies of the Heat Sheet.

**Rule 15 - “A” Conference Championship Meet Protests/Technical Jury**

1. A Conference Championship Meets must have Officials and a Technical Jury. If the hosting team cannot obtain an official Meet Referee, the host team must email all teams to obtain a meet official. If one cannot be obtained, one will be hired and paid for by the host team out of Conference meet dues. Protests against the judgment decision of starter, stroke, turn, place and relay take-off judges may only be considered by the Meet Referee and such Referee’s decision shall be final.
2. All other protests shall be decided by a Technical Jury, which shall be appointed by the Meet Referee prior to the start of the Meet. The Technical Jury shall consist of at least three (3) people and not more than five (5), at least one of whom shall be a coach and one an athlete. The Meet Referee may not be a member of the Jury. Any person appointed to the Technical Jury who has a conflict of interest in any decision to be made by such Jury shall excuse himself or herself from such matter and the Meet Referee shall appoint a replacement in connection with such matter.
3. Protests must be in writing, signed by a coach, and submitted to the Meet Referee along with a $20 protest fee, which shall be refunded only in the event that such protest is upheld. All non-refunded protest fees shall be kept by the Conference meet host team.
4. Protests made prior to the race concerning the eligibility of a swimmer to compete or to represent a team, if not resolved prior to the race, shall be resolved in due course, and with the swimmer being allowed to compete under protest and the protest shall be announced before the race.
5. All other competition-related protests, including eligibility related protests, must be made to the Referee in writing within thirty (30) minutes after the race in which the alleged infraction occurred.
6. The decision of the Referee and/or the Technical Jury may not be appealed and is final.
7. The official results of any protested race shall not be announced, the affected awards shall not be given and points scored shall not be allocated until the protest is resolved or is withdrawn in writing.
8. If there is any question as to whether a protest should be submitted to the Technical Jury, such protests shall be heard by the Technical Jury.

**Rule 16 - Conference Scoring**

1. A Championships: Individual Events (16-13-12-11-10-9-7-5-4-3-2-1)

 Relay Events (32-26-24-22-20-18-14-10)

**Rule 17 - Conference Championship Meet Results**

1. Conference Championship Meet results will be made available by the hosting team within two weeks of the completion of each A and B Conference Championship Meets.
	1. A Conference results should include new conference records set at the A Conference

 Championship Meet.

**Rule 18 – Conference Awards**

1. A and B Conference Championship Meet awards shall be purchased by the Conference Chair with the cost shared (prepaid if so desired by the Conference Chair) by all teams equally.
2. B Conference Championship Meet awards are:
	1. Individual Events: Medals to 1st, 2nd, 3rd
		* + 1. Rosette flat ribbons to 4th - 8th
				2. Custom flat ribbons to 9th - 16th
	2. Relay Events: Medals to 1st, 2nd, 3rd
		* + 1. Rosette ribbons to 4th - 8th
3. A Conference Championship Meet awards are:

 Individual Events: Medals to 1st, 2nd and 3rd

 Rosette flat ribbons to 4th - 8th

 Relay Events: Medals to 1st, 2nd, 3rd

 Rosette ribbons to 4th - 8th

 Team: Trophy to 1st, 2nd, 3rd

**Rule 19- Conference Record Board**

The Conference Championship Records were established by consolidating the results from the year 1994 and updating the Records with the fastest results following each A Conference Championship Meet.

A new Conference Championship Record can be set only at the A Conference Championship Meet. New records shall be added to the Conference records before the start of the next summer season.

Conference Meet heat sheets and final results must show conference record times. The Conference records will be attached to the rules.

It is required to send the results of the A Conference meet to the Conference Chairperson 24 hours after the meet in order to update the Record Board by the August meeting.

**Rule 20 - Officials/Hosting Dual Meets**

1. Home Team to be responsible for enough capable officials to run an efficient meet:
	1. Starter/Referee or Starter and Referee (does not need to be ISI Certified).
	2. A minimum of 2 Stroke and Turn judges should be on deck (or any combination) for the
		1. entire meet; does not need to be ISI Certified at dual meets. DQ cards go to the scoring table and the coaches to review.
	3. Scorer is required only at A Meets
	4. A computer with Meet Manager must be supplied at all home meets by the host team.
	5. One runner
	6. Ribbon writer
	7. Bull pen organizer
2. Visiting Team shall furnish:
3. One stroke & turn judge (does not need to be ISI certified at dual meets)
4. One timer per lane with watches
5. One finish judge
6. Ribbon writer
7. Bull pen organizer
8. It is the responsibility of the visiting team coach to provide the host official with the names of their workers upon arrival at the meet. If there are not enough timers, then the team will forfeit a lane. If there are not enough workers, then the team will forfeit a lane. However, the stroke judge and finish judges are more important than timers are.
9. A complete set of results, signed by the referee, shall be held by the host team representative.
10. The host team will provide clipboards for each lane judge.
11. Head officials for championship meets should be selected by the Conference and Official Team Representatives. Three (3) officials are required to run A Conference Championships and the Meet Referee should be an independent paid official.
12. The Conference urges a careful schooling of officials. Officials are MANDATORY at A Meets and A Conference Meets.

**Rule 21 - Standing Rules of Meet Courtesy**

1. Please exit the swim facilities within 10 minutes of meet competition.
2. Please display good sportsmanship at all meets.

1. Please provide a courtesy call in the event of cancellation.
2. Teams must bring enough swimmers to fill at least 85% of the events or consider forfeiting the meet.
3. “A” level swimmers should swim Exhibition if swimming in a “B” meet.
4. Heat awards should be conducted at “B” Championships.
5. Volunteers must be available for the entire meet.

1. All disagreements are to be taken care of and discussed at the end of the meet. Decorum should be kept on deck at all times. Representatives and coaches need to be involved in all disagreements. To avoid any ugly situations the following steps need to be used:

 First: Swimmer should notify coach of concern

 Second: The coach should then take the concern to the appointed team representative

 (One from each team should be present at all meets.)

 Third: The representative from both teams will meet and discuss and try to resolve

the situation on site.

 Fourth: If a solution is not agreed upon then it is up to the effected team representative

 to call the chairperson of the board. The chairperson will then call the

board together to discuss the situation and come up with a resolution.

1. Make up “rain dates” can be done at the original visiting team’s pool if the home team cannot do it at their pool and if it is achievable and acceptable for both teams. Original swimming rosters will stand as a “Meet swam” for conference meet minimum requirements. Coaches will need to exchange line ups within 24 hours of cancelled meet.
2. All teams will use a “feet first” entry for circle swim warm ups. Diving will be allowed during sprint warm ups.