

HARFORD SWIM LEAGUE, INC.

RULES AND REGULATIONS

Approved by Harford Swim League, Inc. (A Maryland non-stock corporation)

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HARFORD SWIM LEAGUE

RULES & REGULATIONS

Except as otherwise noted, all provisions under the HSL Rules & Regulations, are effective beginning June, 2017 and until changed.

All competitive swimming events held within the Harford Swim League (HSL) shall be conducted in accordance with the following rules that are designed to provide fair and equitable conditions of competition.

It is not the purpose of the rules and regulations of the contained herein to set standards of care for the safety of the swimmer. The swimmer, the swim coach, the swim club and the local public entity or pool owner should address safety considerations where events are held. Each team will follow the safety procedures designated by the host pool.

All rules, as listed below, have been agreed upon by the member pools and will not be open for change, unless deemed necessary by a majority vote of the HSL Board. Any infractions of rules regarding a decision as to possible disciplinary action will be handled in accordance with the League's Protest Procedures as listed in **HSL Rules and Regulations para 102.10 Protests**.

The Rules and Regulations shall be reviewed and revised as appropriate by the League Board. Changes should be submitted to the League Board prior to the March meeting for approval at the March meeting.

➤ **Index at end of document**

➤ **Appendixes:**

- A. Meet Timeline Procedures
- B. Meet Protest Form
- C. Order of Events

➤ **Revisions:**

- Revised by League Representatives April 6, 2009
- Revised by League Representatives November 23, 2008
- Revised by League Representatives February 18, 2004
- Revised by League Representatives January 15, 2015
- **Revised and Approved by the HSL Board May 4, 2017**

ARTICLE 10

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POOL TYPES

10.1 Pool Types. The following are the HSL member pool types. All are 6 lanes except as noted.

- .1 **25-Yard Pools:** Aberdeen, Bel Air, North Harford (5 lanes), Magnolia Middle School (Joppatowne), Conowingo (Aqua Culture) and Valleybrook.
- .2 **25-Meter Pools:** Arena Club, Fallston (7 lanes), Fountain Green (8 lanes), Maryland Golf, and Rock Spring.
- .3 **Non-Conforming Course Factor.** Hy-Tek Team Manager program supports 25 Yard, 25 Meter, and 50 Meter pool sizes. All teams must use the pool specific templates provided by the HSL Statistician. If your club is swimming at Belcamp, 86 feet 3 inch (Meter) pool, you must enter a specific conversion factor (.95) so that when you enter a meet result, Team Manager will apply this factor to what you key in and display and store the resulting computed time.
- .4 **Pool Dimensions.**

LENGTH									
Pool	Course	Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6	Lane 7	Lane 8
AB	Yards	74'-11"	74'-10 3/4"	74'-10 1/2"	74'-10 3/4"	74'-10 3/4"	74'-11"	NA	NA
AQ	Yards	75'-1"	75'-05/8"	75'-1"	75'-1"	75'-07/8"	75'-1"	NA	NA
AR	Meters	See JT							
BA	Yards	75'-1 3/8"	75'-1 3/8"	75'-0 3/4"	75'-0 1/2"	75'-0 3/8"	75'-0 1/4"	NA	NA
BP	Meters	86'-3"	86'-3 1/4"	86'-2 5/8"	86'-2 5/8"	86'-3 1/4"	86'-3 1/4"	NA	NA
EM	Yards	See Belcamp Pool							
FC	Meters	82'-3 1/4"	82'-3 3/8"	82'-3 5/8"	82'-3 3/4"	82'-4 1/2"	82'-4 3/4"	82'-5 3/8"	NA
FG	Meters	82'-5"	82'-5 1/8"	82'-5 1/8"	82'-5 1/4"	82'-5 1/4"	82'-4 7/8"	82'-5"	82'-5 1/8"
JT	Yards	Used for USA Meets – meets HSL pool guidelines						NA	NA
MG	Meters	82'-0 1/8"	82'-0 1/4"	82'-0 3/8"	82'-0 1/4"	82'-0 1/8"	81'-11 3/4"	NA	NA
NH	Yards	74'-11 1/2"	74'-11"	74'-11 1/8"	74'-10 5/8"	74'-10 1/2"	NA	NA	NA
RS	Meters	82'-4"	82'-4"	82'-4 1/8"	82'-3 7/8"	82'-4 3/8"	82'-4 3/8"	NA	NA
VB	Yards	75'-1"	75'-0 5/8"	75'-0 5/8"	75'-0 1/2"	75'-0 1/2"	75'-0 1/4"	NA	NA

WATER DEPTH					
Pool	Course	Start End (1)	Center	Turn End	Blocks Ht.
AB	Yards	10'	10'	4'-7"	2'-0 5/8"
AQ	Yards	4'-0"	4'-7"	4'-10"	2'-0"
AR	Meters	See Above			
BA	Yards	4'-10 1/2"	4'-11 1/2"	3'-8 7/8"	2'-5 1/4"
BP	Meters	4'-11 1/4"	4'-11 1/2"	3'-0"	(Note 2)
EM	Meters	Per Belcamp Pool			
FC	Meters	4'-10"	4'-9"	3'-4 1/2"	(Note 2)
FG	Meters	4'-6 1/2"	4'-5 1/8"	3'-6"	2'-6 1/4"
JT	Yards	See Above			
MG	Meters	4'-10"	4'-8 3/8"	3'-7"	(Note 2)
NH	Yards	5'-0 7/8"	5'-1"	3'-2 1/4"	(Note 2)
RS	Meters	5'-2 1/2"	5'-3 1/8"	3'-8 3/4"	1'-7"
VB	Yards	5'-0"	5'-2 1/4"	3'-2 3/8"	1'-10 1/4"

ALL DEPTHS ARE THE LOWEST MEASUREMENT RECORDED.

(Note 1) See USA Swimming Rule Book para 103 for Water Depth Requirements.

(Note 2) The Platforms were not installed at the time of Measurement.

ARTICLE 20

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Reserved

ARTICLE 30 TEAM RESPONSIBILITIES

30.1 Communication.

- .1 Be considerate of deadlines
- .2 Note, where the rules and regulations use the word *Notify* always send an email via the team HSL email name even if you speak on the phone
- .3 Use the teams HSL.org email (teamname@HarfordSwimLeague.org) for all meet communication and copy Statistician@HarfordSwimLeague.org and Secretary@HarfordSwimLeague.org.
- .4 Table of HSL email group addresses

HSL Board (Executive Committee and all Team Email Groups)	Board@HarfordSwimLeague.org
Executive Committee	Executive_Committee@HarfordSwimLeague.org
President	President@HarfordSwimLeague.org
Secretary	Secretary@HarfordSwimLeague.org
Statistician	Statistician@HarfordSwimLeague.org
Treasurer	Treasurer@HarfordSwimLeague.org
Head Official	HeadOfficial@HarfordSwimLeague.org
Team Emails	
Aberdeen (AB)	Aberdeen@HarfordSwimLeague.org
Aqua Culture (AQ)	AquaCulture@HarfordSwimLeague.org
Arena Club (AR)	ArenaClub@HarfordSwimLeague.org
BAAC (BA)	BelAir@HarfordSwimLeague.org
Belcamp (BP)	Belcamp@HarfordSwimLeague.org
Emmorton (EM)	Emmorton@HarfordSwimLeague.org
Fallston Club (FC)	Fallston@HarfordSwimLeague.org
Fountain Green (FG)	FountainGreen@HarfordSwimLeague.org
Joppatowne (JT)	Joppatowne@HarfordSwimLeague.org
Maryland Golf (MG)	MarylandGolf@HarfordSwimLeague.org
North Harford (NH)	NorthHarford@HarfordSwimLeague.org
Rock Spring (RS)	RockSpring@HarfordSwimLeague.org
Valleybrook (VB)	Valleybrook@HarfordSwimLeague.org
Other HSL Emails	
HSL Entries	Entries@HarfordSwimLeague.org
HSL Results	Results@HarfordSwimLeague.org
Equipment Manager: All inquiries concerning HSL Dolphin system rental pick up or drop off	Equip_Manager@HarfordSwimLeague.org

30.2 Meet Entries. The visiting Team Coach and the home Team Coach or their representatives must provide an electronic version of their meet line-up (Hy-Tek Team Manager Meet Entries Zip File or equivalent file format approved by HSL Statistician) by the following deadlines. **HSL Rules and Regulations** paras **102.2 ENTRIES - GENERAL RULES** and **102.3 RELAYS** govern entries. If there are extenuating circumstances in meeting the submission deadline, there should be an immediate courtesy email to the opposing team; copied Statistician@HarfordSwimLeague.org and Secretary@HarfordSwimLeague.org.

- .1 Entries deadlines:
 - a. Monday by 5 pm for Wednesday meets

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- b. Thursday by 5 pm for Saturday meets
 - .2 All Meet entry files named according to HSL naming convention;
 - a. *meetdate-MM-DD-YYYY_team-abbreviation_Entries_visiting-team@host_team*
 - b. For example: 06-20-2016_AR_Entries_AR@BA
 - .3 All entries will be emailed to Entries@HarfordSwimLeague.org and copied Statistician@HarfordSwimLeague.org prior to the entry deadlines. The entry files will be submitted to a secure folder and released after the deadline. All entry files not posted by the deadline will be considered late and the responsible team will be assessed a penalty (points and/or fines).
 - .4 First and last names of eligible relay swimmers, their ages and order of swimming should be submitted to the Computer Operator prior to the start of the meet. Any changes in names of the competing swimmers or their order of swimming must be declared to the Computer Operator prior to the start of Event #56. No changes will be permitted thereafter.
 - .5 Penalties/Fines: Failure to provide electronic documents to the HSL shall result in a penalty assessed by the HSL Board, after an initial warning, in accordance with the following range of \$25 for the second occurrence and \$50 for each additional occurrence. Failure to meet deadlines may result in a point penalty of up to 100 points.
- 30.3 Meet Set Up.** The Home Team Coach or team computer operator is responsible for:
- .1 Set up meet using pool specific HSL meet template and run a meet timeline once all entries are submitted. Email timeline to visiting team with timeline settings and interval report.
 - .2 Notify the visiting team if the meet timeline exceeds 3 hours (3.5 hours for meets where the combined teams swimmers entered in the meet are 250 or more) and follow Appendix A – Meet Timeline Adjustment Procedures for reducing the entries to achieve the specified time limit.
 - a. For Wednesday meets, the visiting team shall be notified by 9:30 pm on Monday. The visiting team shall respond by 11 pm on Monday with line-ups fixed and final psych sheet emailed to visiting team by 9 am on Tuesday.
 - b. For Saturday meets, the visiting team shall be notified by 9:30 pm on Thursday. The visiting team shall respond by 11 pm on Thursday with line-ups fixed and final psych sheet emailed to visiting team by 9 am on Friday.
 - c. Entry changes after 9 am on Tuesday or Friday respectively will be entered as exhibition as long as they do not affect the meet timeline. Unless there is consensus by both teams.
 - .3 As soon as the meet has been seeded and the timeline met, notify the opposing team if there are empty lanes available and send Psych sheet.
- 30.4 Meet Results.** The Home Team Coach or Representative is responsible for electronically communicating the meet results (Hy-Tek Meet Manager Meet Results Zip File or equivalent file format approved by the HSL Statistician) to the HSL portal. Communications must adhere to the following schedule:
- .1 If at all possible submit meet results via email at the end of the meet to Results@HarfordSwimLeague.org and copied to Board@HarfordSwimLeague.org. If it is impossible to submit results at the end of the meet all results must be submitted by the following deadlines.
 - a. Sunday 9 am for Saturday meets
 - b. Thursday 9 am for Wednesday
 - c. Files not submitted by the deadline or with incorrect formats will be considered late and the responsible team will be assessed a penalty (points and/or fines).
 - .2 Required Meet Files
 - a. A PDF of the results report including Team Scores which will be posted for Parents and Swimmers. No team scores should be reported or posted for out of division meets.
 - b. The Meet Manager Meet Results File [zip file that includes the .cl2 and .hy3 file formats or sd3 - or equivalent file formats approved by the HSL Statistician]

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- c. The Meet Backup File [zip file that includes a .mdb file and a hyback.txt file or equivalent file formats approved by the HSL Statistician]
- d. All Meet result files named according to HSL naming convention;
 - i. *meetdate-MM-DD-YYYY_Final_Results_visiting-team@host_team*
 - ii. For example: "06-20-2016_Final_Results_AR@BA"
- e. The Home Team must submit valid files and a pdf of results that includes team totals.
- f. Meet results shall include the following information:
 - i. Meet name, date, location, and the pool length (25Y or 25M).
 - ii. Team scores.
 - iii. For each individual event, the order of finish listing the swimmer's first and last name, age, club affiliation and official time; disqualified swimmers shall be listed last and indicated "DQ", with no times listed. If the meet is computerized and connected directly to or interfaced with the automatic timing system then all available initial distance times shall be provided upon request.
 - iv. For relays, in addition to the order of finish, affiliation, and official time, the swimmers' first and last names, ages, the order in which they swam, shall be included.

Note: First names may be abbreviated within the limitations of the printing or computer program.

- .3 Penalties/Fines: Failure to provide electronic documents properly formatted prior to the deadlines to the HSL shall result in a penalty assessed by the HSL Board, after an initial warning, in accordance with the following range of \$25 for the second occurrence and \$50 for each additional occurrence. Failure to meet deadlines may result in a point penalty of up to 100 points.

30.5 Team Conduct. Ensure sportsmanlike conduct of the team.

ARTICLE 40

MEET OPERATIONS

40.1 Meet Start Times. Unless otherwise approved by the HSL Board, meets must start promptly on Saturdays at 8:00AM and on Wednesdays at 6:00PM.

40.2 Meet Cancellation Procedures. The person in charge of the pool facility will determine the ultimate decision regarding the pool use. If a decision to cancel cannot be firmly decided and communicated by 3:00PM for evening meets and 6:00AM for morning meets, then the meet is considered to be on.

40.3 Meet Programs Distribution. Meet Programs are distributed as follows:

- | | |
|--|--|
| .1 Announcer - 1 Copy | .5 Clerk of Course - 2 Copies (1 to each team) |
| .2 Starter/Referee - 2 Copies | .6 Team Coaches - 4 Copies (2 to each team) |
| .3 Scoring Table - 1 Copy | |
| .4 Stroke/Turn - 4 Copies (2 to each team) | |

40.4 The Home Team Will Provide The Following:

- .1 The host team is responsible for providing safe and functioning meet environment; including, but not limited to, clear access on sides of pool, adequate space for timers and judges and a staging area for the visiting team.
- .2 Provide lane lines.
- .3 Provide clip boards (or other backing for writing) and sharpened pens/pencils to the Recording Timer in each lane along with watches for home team Timers.
- .4 Provide a table for the Meet Manager (or equivalent) system and the results coordinators.
- .5 Provide electronic starting equipment. No whistle starts allowed.
- .6 Allow the visiting team a 30 minutes warm-up period. In the situation of meet delay for inclement weather or any other reason warm up periods may be reduced equally for each team.
- .7 An announcement system that is easily heard from all areas of the pool where coaches, swimmers and spectators are located.
- .8 Provide an assembly area for the Clerk of Course.

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- .9 Provide two designated lifeguards on deck during the entire swim meet, including warm-ups to allow for breaks, water testing without interruption, and ability to handle other swimmer and/or spectator situations such as medical emergencies, etc.
 - .10 Provide a certified pool operator (CPO) to comply with Maryland COMAR
 - .11 A copy of the current Harford Swim League Rules and Regulations
 - .12 Meet Protest Forms (**HSL Rules and Regulations - Appendix B**) – 5 copies
- 40.5 Warm-Ups.** No diving is permitted during warm-ups except during the last ten (10) minutes of each warm-up session. Teams may choose to divide their designated warm up period into more than one warm-up session.
- 40.6 National Anthem.** The following procedure is to be followed at all meets. After warm-ups and prior to the start of the meet, teams will stand for the playing of the national anthem.
- 40.7 Interrupted Meets.** Unless a different agreement is reached by the Coaches, Starter/Referee, and the League Representatives prior to the meet, postponed meets are to be rescheduled according to rain dates. Rain dates for all meets are the following Monday for Saturday meets and the following Thursday for Wednesday meets. If there are extenuating circumstances or if the rain date is rained out, then the two Coaches will mutually agree on a make-up date in consultation with the facility manager. If a meet is interrupted after the completion of the first event, the line-up will remain frozen for the rescheduled meet. Other swimmers may be added into the meet as exhibition only. Unfinished dual meets postponed for any reason will continue from the last completed event. After a delay of one hour or sooner if agreed to by both Team Representatives, or as determined by the pool manager, rescheduling of the unfinished meet will be held in accordance with **HSL Rules and Regulations para 102.7**, or, the meet can be considered complete if both teams agree. When the Meet is completed, the home team must electronically submit the final results to the HSL Statistician, all Coaches, and Team Representatives.
- 40.8 Protest Procedures.** The protest must be made in writing on an official HSL Protest Form within 30 minutes of the end of the meet to the meet Starter Referee and the Admin Referee. The Starter Referee and Admin Referee are required to stay at the meet venue until it is resolved that there will not be protest. If the protest is not resolved by the end of the meet, the protest procedures will be followed as listed below:
- .1 The protest will be made to the HSL President or any HSL Officer by phone and followed in writing to the HSL Executive Board. (see **HSL Rules and Regulations - Appendix B Protest Form**)
 - .2 A meeting will be called of the HSL Representatives by the HSL President.
 - .3 If the League President's team is involved in the protest; he/she will remove them self and appoint another officer to preside at the hearing in the order of Secretary, Treasurer and Head Official. If all current officers are involved in the protest then a chairman will be drawn by lot.

ARTICLE 50

EVENTS, HEATS & OFFICIAL TIMES

- 50.1 Event Order.** The order of the events will follow the HSL format. (Appendix C)
- 50.2 Pre-Seeded Meets.** HSL meets are considered to be pre-seeded meets.
- 50.3 Scratches.** A scratched event is considered an entry.
- 50.4 Eligibility.**
- .1 **Swimmer's Age.** A swimmer's age on June 1st determines the age group in which he/she will compete. A swimmer will only be allowed to compete in his/her age group, up to age 18.
 - .2 **Ineligible Swimmers.** If a swimmer is not properly registered or is found to be ineligible, any points awarded to the swimmer in question will be awarded to the opposing team.
 - .3 **Unofficial Swimmers.** Unofficial swimmers may swim in any event in which lanes are available. Unofficial entries must be clearly identified in Meet Manager and on the Timer Sheets.
- 50.5 Entries.** A swimmer is limited to competing in only four (4) events, including relays. He/she is further limited to three (3) individual events. Two (2) individual events and two (2) relays are permissible.
- 50.6 Official Times.** The achieved individual event times for each swimmer from regular season and any HSL Board approved meet count toward the submitted times for the HSL Championship Meet and qualify

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toward any HSL Records. Swim-off's, relay lead-off leg's, split times, time trials or record attempts will not be recognized as an official League time.

50.7 Lane Assignments. The home team is assigned to the EVEN lanes and the visiting team to the ODD lanes unless prior arrangements are agreed between the two Coaches. Lane assignments are assigned by Meet Manager. See **HSL Rules and Regulations para 102.4.**

50.8 Heats are numbered with the slowest heat being #1 progressing to the fastest.

ARTICLE 60
Reserved.

ARTICLE 70
Reserved.

ARTICLE 80
Reserved.

ARTICLE 90
Reserved.

ARTICLE 100
Reserved

ARTICLE 101 **INDIVIDUAL STROKES AND RELAYS**

Article 101 - All USA Swimming Rule Book will be in affect except for where exceptions are noted by section. Any discrepancies or questions about the rules or the exceptions should be directed to the HSL Head Official.

101.1 STARTS

The Start

HSL does not use the standard USA Referee and Starter combination with whistle commands. For starting, all signals and directions are given by the Starter Referee. The Administrative Referee and Starter Referee are responsible for dual confirmation of False Starts.

Dive-Over

Dive over starts are allowed when starting from a block, for age groups 11 and over (11-12, 13-14, 15-18).

The determination to use dive over starts will be a joint decision between the two coaches prior to the meet and confirmed with the starter prior to starting the meet.

101.4 BACKSTROKE

Turn

The wording of immediate continuous arm-pull is not in use – there will be no disqualification for non-continuous turn, or delay in initiating arm pull or delay in initiation turn.

101.7 RELAYS

Step Up Relays. Step-Up Relays will be swum in age group order beginning with 9-10, then 11-12, followed by 13-14 and finally 15-18.

ARTICLE 102

CONDUCT AND OFFICIATING OF ALL SWIMMING COMPETITION

102.1 Events. Meets should be planned to terminate within a maximum period of three and a half (3.5) hours of competition per **HSL Rules and Regulations para 30.3 Meet Set Up**

.1 Championship Events. The following events for the All-Star and Championship are recognized by the HSL. Eligibility for the championship shall be determined by the HSL. Swimmer eligibility for the All Star and Championship Meet will vary each year depending on the schedule. If the season has competing teams

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where the overall number of dual meets is an odd number (example 7 meets - then the swimmers throughout the HSL must participate in three (3) dual meets to qualify). If all the teams have 8 meets, then the swimmers must have competed in four (4) dual meets to be eligible for the Championship Meet. Any exceptions must be approved by the HSL Board.

- | | |
|--|--|
| Freestyle 25, 50, 100 yards and meters | Individual Medley 100 yards and meters |
| Backstroke 25, 50 yards and meters | Freestyle Relay 200 yards and meters |
| Breaststroke 25, 50 yards and meters | Medley Relay 100, 200 yards and meters |
| Butterfly 25, 50 yards and meters | |

- .2 Dual Meet Events.** Competitions will be composed of events selected from the following recognized list of events as sanctioned by the League. See **Appendix C, ORDER OF EVENTS.**

- | | |
|--|--|
| Freestyle 25, 50, 100 yards and meters | Individual Medley 100 yards and meters |
| Backstroke 25, 50 yards and meters | Freestyle Relay 200 yards and meters |
| Breaststroke 25, 50 yards and meters | Medley Relay 100, 200 yards and meters |
| Butterfly 25, 50 yards and meters | |

102.2 ENTRIES - GENERAL RULES

- .1 In order to compete in a meet a swimmer must be entered in compliance with the event entry requirements stated in this section and in accordance with **HSL Rules and Regulations Article 30 - Team Responsibilities.**
- .2 A swimmer may compete in not more than four (4) events, including relays. He/she is further limited to three (3) individual events. Two (2) individual events and two (2) relays are permissible.

102.3 RELAYS

- .1 Relays will be conducted on a timed final basis.
- .2 Clubs entering two or more relay teams in an event shall designate them as Relay A, Relay B, etc.
- .3 The best time of each relay team shall be entered for seeding purposes.
- .4 A draft of the relay entries with the first and last names of eligible relay swimmers, their ages, and order of swimming shall be submitted to the Computer Operator prior to the beginning of the meet. Any changes in names of the competing swimmers or their order of swimming must be declared to the Computer Operator prior to the start of **Event #56.** No changes will be permitted thereafter.
- .5 The competing teams, first and last names of members, must be listed in the meet results.

102.4 LANE ASSIGNMENTS. SEEDING. COUNTERS. ORDER OF HEATS

- .1 In order to assure seeded positions, the best competitive times of all entries must be submitted. These times shall be assembled (listed) with the fastest swimmer first and the slowest swimmer last. Swimmers whose submitted times are identical should be assigned places in the list by draw. Swimmers with no submitted times shall be considered the slowest and shall be placed at the end of the list by draw. Swimmers shall be seeded in lanes under the procedure outlined in **HSL Rules and Regulations para 102.4.4 Seeding.**
- .2 **Swim-Offs.** A swim-off is considered to be part of the total preliminary process of qualifying for the finals. In no case will there be swim-offs allowed in the League.
- .3 **Lane assignments.** Lane assignments shall be made in descending order of qualifying times by placing the fastest swimmer or team in the center lane in a pool with an odd number of lanes, or in lanes 3, 4, or 5 respectively in pools having 5, 6, 7 or 8 lanes. The swimmer having the next fastest time is to be placed in the lane to the left, then alternating the other swimmer(s) to the right and left in accordance with the submitted times. (See chart below)

							Lanes in Pool	
			4	2	1	3	5	5
		6	4	2	1	3	5	6
6	4	2	1	3	5	7	7	

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8	6	4	2	1	3	5	7	8
8	7	6	5	4	3	2	1	< Lane #

.4 Seeding.

- a. **Heats.** In order to assure seeded positions, the best competitive times of all entries must be submitted. The last heat shall be composed of the swimmers with the fastest submitted times, the next to last heat composed of the next fastest swimmers, etc. Lanes shall be assigned in descending order of submitted times within each heat, in accordance with the pattern outlined in .3 above. When there are two or more heats there shall be a minimum of three swimmers or relay teams seeded into the first heat. The last heat should be a full heat, but the requirement of seeding three swimmers or relay teams into the first heat may result in failure to fill the last heat.
- b. **Places.** All places shall be determined on a time basis, subject to the order of finish within each heat and based upon the ranking system used for the League. Any ties resulting from the procedure used shall be declared officially tied for awards and points, with no further attempt at resolution.

.5 Order of Heats

- a. The normal order of heats will be swimming the fastest heats last.
- b. In the event of scratches, the empty lanes may be filled by moving the swimmers up in order from the slower heats and by using the available alternates in the slowest heat without reseeding the heats.

102.5 AWARDS. When two or more swimmers tie for any place, duplicate awards shall be given to each of such tied swimmers. In such cases no awards shall be given for the place or places immediately following the tied positions. If two tie for 1st place, no award for 2nd place; if three tie for 1st place, no awards for 2nd or 3rd, and so on.

- .1 Each team is responsible for printing their award ribbon labels. Each team is responsible for managing their own award labeling of the ribbons distributed at the beginning of the season.
- .2 At the end of each season, each team will report its remaining quantities to the Ribbon Coordinator.
- .3 Ribbons shall be given to swimmers for 1st place through 6th place for individual events and 1st through 3rd place for relay events.

102.6 SCORING

- .1 Dual Meets Individual events: 5-3-1, no team shall be awarded more than two place points; Relays: 10-6-2, no team shall be awarded more than two place points.
- .2 **Ties.** Where two or more swimmers tie for any place in any event the points credited to such place or places, if any, next in order shall be equally divided between such swimmers; i.e., if two tie for first place, the points to be credited to first place and the points to be credited to second place shall be added and divided one-half and one-half. If three tie for first place, the points credited to first, second and third places shall be added and divided one-third, one-third and one-third, and so on for four or more tying for first place. The same is true for those tying for second place, third place, and whatever places there may be.
- .3 **Disqualifications.** When a relay team or individual swimmer is disqualified, the subsequent places will move up accordingly and points shall be awarded to conform to the new places.

102.7 CHANGE OF PROGRAM AND POSTPONEMENT

- .1 The order of events shall not be changed. The announced arrangement of heats in any event shall not be added to or altered, except by the authority of the Starter Referee, to the extent of consolidating the heats.
- .2 At the Starter Referee's discretion, events may be combined by age, gender, distance, and/or stroke provided there is at least one empty lane between such combined events.
- .3 The entry provisions and starting time of any event, meet or portion thereof shall stand and may not be changed to an earlier time or date unless notice of such change is delivered to the affected visiting club.

102.8 SWIMWEAR

See USA Swimming Rule Book para 102.8.

102.9 DISQUALIFICATIONS

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See USA Swimming Rule Book para 102.22

102.10 PROTESTS

- .1 Protests against the judgment decisions of Starter Referee, Admin Referee, Stroke, Turn or Relay Take-Off Judges can only be brought to the Starter Referee and the Admin Referee by the Head Coach or Team Representative. For judgement decisions the ruling of the Starter Referee and Admin Referee will be final.
- .2 All other competition-related protests, including protests concerning eligibility and representation, must be made to the Starter Referee and submitted in writing within 30 minutes after the race in which the alleged infraction occurred.
- .3 Except as provided in **HSL Rules and Regulations para 102.10.1**, the Starter Referee's ruling may be appealed as follows:
 - a. All Protests shall be submitted in writing within 24 hours to the HSL Executive Committee who shall issue a ruling within seven (7) days from the date of the receipt of such protest. This ruling shall be final and binding on all parties.
- .4 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.

102.11 OFFICIALS

- .1 All officials accepting an invitation to officiate at a swimming meet should arrive promptly and report immediately to the Starter Referee.
- .2 All officials acting in the capacity of Administrative Referee, Starter Referee, or Stroke and/or Turn Judge at a swimming meet shall be certified in such position by the League prior to being assigned to officiate in that capacity.
- .3 For all swim meets there should not be fewer than the following officiating positions filled. Officials other than the Starter Referee may act in more than one officiating capacity only when sufficient qualified officials are not available, but no one may simultaneously time and judge Stroke and Turn.
- .4 Minimum Number of Officials Required for Dual Meets

The home and visiting team will supply the following personnel to run the meet.

Home Team Responsibility

- 1 Starter Referee
- 2 Stroke And Turn Judges
- 9 Timers for 6 Lanes, 11 for 7 Lanes, 12 for 8 Lanes
- 1 Back-Up Head Timer
- 1 Announcer
- 1 Clerk Of Course
- 1 Results Recorder
- 1 Computer Operator
- 1 Results Poster

Visiting Team Responsibility

- 1 Administrative Referee
- 2 Stroke And Turn Judges
- 9 Timers for 6 Lanes, 10 for 7 Lanes, 12 for 8 Lanes
- 1 Results Recorder
- 1 Results Reviewer

102.12 ADMINISTRATIVE REFEREE

- .1 The Administrative Referee has the authority to disqualify a swimmer(s) for any violation of the rules that the Referee personally observes and, except for false starts, shall at the same time raise one hand overhead. If the Administrative Referee does not make such a signal there shall be no penalty. The false start must be dual confirmed by the Starter Referee.
- .2 The Administrative Referee has the responsibility for providing support to the Starter Referee during the conduct of the meet.
- .3 The Administrative Referee should be a senior official from the visiting team. If the visiting team does not have a qualified individual to fill the Administrative Referee position, the position may be filled by a senior official from the home team.
- .4 The Administrative Referee may confirm a false start call that is made by the Starter Referee. Confirmation must be requested by the Starter Referee for the false start call to be permitted.

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- .5 The Administrative Referee is to report the decisions made by Stroke and Turn Officials to the Starter for confirmation. The Administrative Referee can either support or decline the call if appropriate.
- .6 Along with the Starter Referee, the Administrative Referee is to assist in the continuous improvement of Stroke and Turn officials.
- .7 Along with the Starter Referee, the Administrative Referee is to act as Take-off Judge at the Start End of the pool for relays.
- .8 The Administrative Referee will assist all Stroke and Turn officials in reporting disqualifications to the appropriate swimmers.

102.13 STARTER REFEREE

- .1 **Preparation.** The Starter Referee shall stand within ten feet of the starting end of the pool shall assume control of swimmers until a fair start has been achieved.
- .2 **Optional Instructions.** The Starter Referee may:
 - a. Announce the event.
- .3 For backstroke starts, give the command, "Place your feet "Shall have full authority over all officials and shall assign and instruct them; shall enforce all applicable rules and shall decide all questions relating to the actual conduct of the meet, the final settlement of which is not otherwise assigned by said rules; can overrule any meet official on a point of rule interpretation, or on a judgment decision pertaining to an action which the Starter Referee has personally observed. The Starter Referee may accept Stroke/Turn Officials from only one club and may act as a Stroke/Turn Official if necessary.
- .4 The Starter Referee is the only one who can determine a false start. The false start must be dual confirmed by the Administrative Referee.
- .5 Shall give a decision on any point where the opinions of the judges differ; shall have authority to intercede in a competition at any stage, to ensure that the racing conditions are observed. The Starter Referee has the authority to settle all disagreements pertaining to the actual swimming of the meet. The Starter Referee's decision is final unless a formal protest is submitted to the League.
- .6 May prohibit the use of any device that disrupts or interferes with the meet, such as a laser pointing device or artificial noisemaker.
- .7 The Starter Referee may only adjust the number of heats to reduce the number of heats in an event. The official may not re-seed an event to balance the number of participants in an event.
- .8 May modify any rule for a competitive swimmer who has a disability. Such modification shall be in accordance with Article 105 of the League Rules and Regulations.
- .9 He/she has the responsibility to call the meet when instructed to do so by the person in charge of the pool facility.
- .10 The Starter Referee must arrive at the meet 30 minutes prior to the start. At least 15 minutes prior to the start of the meet, the Starter Referee instructs the Timers as follows:
 - a. Ensure that analog watches are not used.
 - b. Insures there is a Recording Timer for each lane.
 - c. Walks Timers through a practice timing session to make sure all Timers know how to work and read watches accurately.
 - d. Instructs the Recording Timer for each lane to verify lane number on each sheet and last name of each swimmer.
 - e. Verify that there are three (3) Timers per lane as well as a Back-Up Head Timer supplied by the Home Team. Home lane Timers will consist of two (2) Visiting Timers and one (1) Home Team Timer and vice versa. Timers must be at least 13 years of age. Note: If on the day of the meet either team fails to comply with the above, a penalty of \$50 will be assessed by the League Treasurer after notification.

102.14 JUDGES. Shall have jurisdiction over the swimmers immediately after the race has begun.

- .1 **Chief Judge.** The league does not utilize a separate Chief Judge. For dual meets the Starter Referee fulfills the responsibilities of the Chief Judge.
- .2 **Place Judge.** The League does not utilize place judges to record the order of finish of swimmers.
- .3 **Stroke Judge.** Shall operate on both sides of the pool, preferably walking abreast of the swimmers during all strokes except freestyle, during which events they may leave poolside, at the Starter Referee's

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discretion; shall ensure that the rules relating to the style of swimming designated for the event are being observed. The HSL does not utilize separate Stroke Judges during dual meets.

- .4 **Turn Judge.** Shall operate on both ends of the pool; shall ensure that when turning or finishing the swimmer complies with the turning and finishing rules applicable to the stroke used. The HSL does not utilize separate Turn Judges during dual meets.
- .5 **Jurisdiction of Stroke and Turn Judges.** For HSL dual meets separate Stroke Judges and Turn Judges will not be utilized. The Turn Judge shall also perform the duties of Stroke Judge. Before the competition begins the Starter Referee and/or Admin Referee shall determine the respective areas of stroke and turn responsibility and jurisdiction, which may include joint, concurrent, and coordinated responsibility and jurisdiction. The Starter shall insure that all swimmers shall have fair, equitable, and uniform conditions of judging.
 - a. At each meet there should be a minimum of four (4) Stroke/Turn Officials available (two from each club).
 - b. At no time will two officials have jurisdiction over any one section of a lane (except during relays).
- .6 **Relay Take-Off Judges—**
 - a. Relay take-off judges shall be assigned by the Admin Referee and shall stand so that they can clearly see both the feet of the departing swimmer(s) as they leave the starting platform and the touch of the incoming swimmer(s), and shall judge whether the swimmer is in contact with the platform when the incoming swimmer touches the end of the pool.
 - b. If dual relay take-off judging is used, the lane and side take-off judges shall independently report infractions in writing without the use of the infraction hand signal. A relay will be disqualified only if the lane take-off judge has reported an infraction and the assigned side take-off judge has confirmed the same infraction.
- .7 **Infraction Signal.** See **USA Swimming Rule Book para 102.10.1 DISQUALIFICATIONS** for the infraction signal.
- .8 **Qualifications.** A qualified Stroke/Turn Official is one who has: Attended a Stroke/Turn Clinic conducted by the HSL prior to the start of the current season and/or obtained certification from the HSL Head Official or has active certification by a National Swimming Organization. A qualified Starter Referee/Admin Referee is one who is qualified as a Stroke/Turn Official and has attended the HSL Starter Referee/Admin Referee training conducted by the HSL prior to the start of the current season.
- .9 **Starter Referee, Admin Referee and Stroke/Turn Officials Requirements.** By June 1st of each year, each team is required to have or have made provisions with other teams/ organizations to fulfill HSL obligations by providing at least one (1) Starter/Referee and two (2) certified Stroke/Turn Officials for the summer swim season. The HSL Head Official will prepare a list of certified Stroke/Turn Officials prior to the first meet. This list of certified Officials will be distributed to all starters prior to the first meet. If an individual is not on the approved list, the individual will not be allowed to officiate.

102.15 TIMING

See **USA Swimming Rule Book para 102.24.2**

Timing Personnel and Their Duties

See **USA Swimming Rule Book para 102.17** with the following HSL specific clarifications

Lane Timers. Timers will be provided by the home team and the visiting team. All Timers should arrive at least 20 minutes prior to the start of the meet. Timers must be at least 13 years of age. There shall be three (3) Timers per lane as well as a Back-Up Head Timer supplied by the Home Team. Home lane Timers will consist of two (2) Visiting Timers and one (1) Home Team Timer and vice versa. Note: If on the day of the meet either team fails to comply with the above, a penalty of \$50 will be assessed by the League Treasurer after notification.

- a. **Timing Equipment Operator.** The Timing Equipment Operator shall be responsible for the automatic or semi-automatic timing equipment, including the electronic starting system and scoreboard (if

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used), and shall advise the Starter of any system problems that might affect the accuracy of times or whenever the touchpad is observed to have failed to record the finish when the swimmer completed the race. The timing equipment should be placed so that the operator is able to observe the finish of each race.

- b. Results Reviewer.** The Results Review Coordinators will be provided by the home team and the visiting team. They receive the event time sheets from the Runner. They review each sheet and circle the official time for the swimmer prior to entry in Meet Manager. Each Results Review Coordinator will double-check the others circled time prior to submitting it to the Computer Operator. The official time is determined by one of the following ways:
- i. If the times of 2 of the 3 watches agree, that shall be the official time.
 - ii. If all 3 watches disagree, the time of the intermediate watch shall be the official time.
 - iii. If only 2 watch times are available, the times are averaged. The digits representing thousandths of a second shall be dropped with no rounding.
 - iv. If only 1 watch time is available, it is official time.
 - v. The official time shall be recorded to one one-hundredth ($1/100 = 0.01$) of a second.
 - vi. After the official time is determined, the sheets are then passed down to the Meet Manager Computer Operator.

.2 Requirements for Official Time

See USA Swimming Rule Book para 102.24.1 with the following HSL specific clarifications

a. Performance Requirements

- i. An official time can be achieved only in a League approved competition, or in an observed swim in accordance with all applicable rules. It can only be achieved in:
 - (a) A final event heat.
 - (b)-(e) Swim-off's, relay lead-off leg's, split times, time trials or record attempts will not be recognized as an official League time.
- ii. An official time for an event or a stroke can be achieved only in that event or stroke.

.3 Determination of Official Time

See USA Swimming Rule Book para 102.24.4.

.4 Determining Order of Finish —

- a. **Place and Ranking.** The order of finish shall be by integration of official times including those times adjusted in accordance with 102.18.5.
- b. **Ties.** Official times identical to the hundredths shall be ties.
- c. **Judging/Sweeps.** No Judging shall be used to change the order of finish produced by ranking the Official Times.

102.16 CLERK OF COURSE. The clerk of course shall be provided with a list of the names of all swimmers in all events including relay swimmers in the order in which they will swim. Reviews the meet line-up prepared by meet manager. The primary responsibility of the Clerk of Course is to stage the swimmers for their events and organize the swimmers into their heats and lane assignments.

102.17 ANNOUNCER. The announcer shall make any announcements requested by the referee, the clerk of course or the meet management. Announcements may include: event; number of heats; lane, name and club affiliation of competitors; and results. Provides a verbal assessment of the meet and announces each event and heat. The announcer may be from either team.

102.18 COMPUTER OPERATOR —The Computer Operator responsibilities include, but are not limited to: arranging equipment (including appropriate timing equipment), and supplies necessary for meet operation; processing of entries; printing of programs; preparing and distributing meet results to the League.

- .1 Record the Official Times and disqualifications;
- .2 Record the official Order of Finish;
- .3 Publish the results; and
- .4 Score of the meet.
- .5 The home team provides the Meet Manager System and the Computer unless other arrangements are agreed upon between the two Coaches. Results are entered into the computer for each event. Once an

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entire event is complete, the final results are printed for the event. This sheet is passed to the Results Reviewer to double-check the data entry. Any errors must be corrected and a new event sheet printed before posting the final results to the public. Results for each event should be printed, reviewed, and posted in a reasonable timeframe.

102.19 MEET RESULTS. Electronic meet results shall be provided, as directed by the League and specified in Article 30 – TEAM RESPONSIBILITIES.

102.20 TOBACCO PRODUCTS. Smoking and use of other tobacco products is prohibited on the pool deck, in the locker rooms, in spectator seating or standing areas, and in all areas used by swimmers, during the meet or during the warm-up periods in connection with the meet.

102.21 ALCOHOLIC BEVERAGES. Alcoholic beverages are prohibited in all areas of the meet venue, including, but not limited to, pool deck, locker rooms, spectator seating or standing areas, and in all areas used by swimmers. Exceptions to this provision can be made only with the approval of the League Board.

ARTICLE 103 FACILITIES STANDARDS

See USA Swimming Rule Book para 103

Existing facilities are grandfathered with this Article for dimensional purposes unless determination is made by the HSL Executive Board that changes are needed to certain pools to meet the standards.

ARTICLE 104 RULES FOR SWIMMING RECORDS

104.1 LEAGUE RECORDS

- .1 May be established only in 25 yard and 25 meter pools and shall conform to the recognized distance, stroke and other current effective governing regulations of the League. The League will only recognize times achieved by member swimmers in approved competition or in League observed swims.
- .2 All claims shall be sent by email transmission immediately following performance to the League Statistician. The Timer Sheet signed by the Starter Referee must be filed with the League Statistician, which must be in within 7 days following performance. Responsibility for this filing shall rest with the member team. Failure to do so may result in the swimmer(s) time(s) not being recognized by the League.
- .3 **General Requirements and Conditions for Records**
 - a. The official time for establishing specific records must be achieved and determined in accordance with 102. No swim-off's, relay lead-off leg's, split times, time trials or record attempts will be recognized as an official League time. Record times registered by automatic equipment shall be submitted in hundredths of a second (two decimal places). If first place times are tied to a hundredth of a second, the results shall be declared to be a tie and the record shall be shared by each swimmer.
 - b. **Recognized Distances and Strokes (Boys and Girls)**
 - i. **Short Course Yards and Meters**
 - Freestyle 25, 50, 100 yards and meters
 - Backstroke 25, 50 yards and meters
 - Breaststroke 25, 50 yards and meters
 - Butterfly 25, 50 yards and meters
 - Individual Medley 100 yards and meters
 - Freestyle Relay 200 yards and meters
 - Medley Relay 100, 200 yards and meters
 - c. **Special Requirements and Conditions**
 - i. When a record is claimed, the timer sheet will be signed by the designated officials, and transmitted to the League Statistician with all supporting data, including official meet results, within 7 days after the performance.
 - ii. **Pool Certification**

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- (a) Record applications will not be accepted unless certification of course length accompanies them or is on file with the League.
- (b) Pool certification shall be reported on the standard form available from the League Statistician.
- (c) Certification data need only be filed once unless structural changes have occurred since original certification.
- iii. **Pool Measurement**
 - (a) The exact length of the course, measured by a steel tape or other acceptable measuring device in feet and inches and fractions of an inch, or in meters and centimeters, must be attested to by an accredited surveyor or engineer.
 - (b) A statement of the conditions under which the course was measured must be included.
 - (c) Where a moveable bulkhead is used, course measurement of each lane must be confirmed at the conclusion of the session during which the time was achieved.
- iv. Pending record claims properly documented and approved by the League Statistician may be approved and declared effective immediately.
- v. League records established at the League Championships, shall, upon receipt of final results, proper completion of pool certification, and approval by the Statistician or designee, be declared effective immediately unless a faster claim is pending.
- vi. Record claims not previously accepted and declared effective under (5) above shall be considered by the League Statistician for recommendation and acceptance. Applications ruled incomplete may be reconsidered by and final action recommended to the League Board.
- vii. Swimmers who establish a record shall be presented with a certificate signed by the President of the League and the League Statistician or designee.
- d. **Reporting.** The League shall determine the method of reporting League records.
- e. **Recognition.** The League shall determine appropriate recognition for League records.

ARTICLE 105

GUIDELINES FOR OFFICIATING SWIMMERS WITH A DISABILITY

See USA Swimming Rule Book para 105

APPENDIX “A”

Meet Timeline Adjustment Procedures

MEET TIMELINE PROCEDURES

The maximum meet timeline of 3 hours (for both Wednesday and Saturday meets) shall be maintained unless agreed to extend by both teams. Meets where the combined teams swimmers entered in the meet are 250 or more will have a 3.5 hour timeline. There will be no restrictions on the number of heats for each age group except the 13-18 100 Free which is restricted to a single heat.

- Intervals
 - Timeline shall be set with 15 second intervals for all strokes except for backstroke. Backstroke shall use an interval of 30 seconds.
 - Timeline shall be set with a 2 minute break between strokes and a 5 minute break before relays.
- The meet timeline may be extended if both teams agree to extend.
- If the meet timeline extends beyond 3 hours (3.5 hours for meets where the combined teams swimmers entered in the meet are 250 or more) and both teams do not agree to extend, then entries shall be eliminated or changed based on the following:
 - The team with more entries shall eliminate entries first
 - The team with more entries may move swimmers to open lanes of other strokes if the other team agrees. This can only be done if indeed the meet timeline would then fall below 3 hours. The swimmers to be moved shall be those swimming in the slowest half of the event; not a swimmer in the top 3.
 - If the meet timeline still extends beyond 3 hours (3.5 hours for meets where the combined teams swimmers entered in the meet are 250 or more) and both teams have the same amount of entries, each team shall alternate removal of swimmers from events.
- Responsibilities of Home team are detailed in HSL Rules and Regulations Article 30.

APPENDIX “B”

Meet Protest Form

MEET PROTEST FORM

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1. This form must be filed with the referee within 30 minutes of the finish of the meet and will be used for rule infraction disputes only.
2. The protesting Coach, opposing Coach and referee must sign the form.
3. The completed form will be delivered by the protesting team to the Head League Official (and the Executive Committee) within 24 hours.
4. The head league official will investigate the protest and rule on the protest,
5. **This form is to be used in regular season meets only.**

Meet Date: _____

Meet Location: _____

Protesting Team: _____

Opposing Team: _____

Describe reason for protest (include event number, rule infraction, referee's ruling, etc.)

(Use back of form if necessary)

Protesting Coach Signature: _____ Print Name: _____

Opposing Coach Signature: _____ Print Name: _____

The referee's signature designates that the protest is submitted on time and is valid.

Referee Signature: _____ Print Name: _____

Print Stroke & Turn Officials Names: _____

APPENDIX “C”

Order of Events

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ORDER OF EVENTS

<u>GIRLS</u>		<u>BOYS</u>
<u>Event #</u>	<u>Event Name</u>	<u>Event #</u>
1	Mixed 8 & Under 100 Freestyle Relay**	1
2	9-10 100 IM (1 Heat)	3
4	11-12 100 IM (1 Heat)	5
6	13-14 100 IM (1 Heat)	7
8	15-18 100 IM (1 Heat)	9
10	6 & Under 25 Freestyle	11
12	7-8 25 Freestyle	13
14	9-10 50 Freestyle	15
16	11-12 50 Freestyle	17
18	13-14 50 Freestyle	19
20	15-18 50 Freestyle	21
22	13-18 100 Freestyle	23
24	8 & Under 25 Breaststroke (2 Heats)	25
26	9-10 25 Breaststroke (2 Heats)	27
28	11-12 50 Breaststroke (2 Heats)	29
30	13-14 50 Breaststroke (2 Heats)	31
32	15-18 50 Breaststroke (2 Heats)	33
34	6 & Under 25 Backstroke	35
36	7-8 25 Backstroke	37
38	9-10 25 Backstroke	39
40	11-12 50 Backstroke	41
42	13-14 50 Backstroke	43
44	15-18 50 Backstroke	45
46	8 & Under 25 Butterfly (2 Heats)	47
48	9-10 25 Butterfly (2 Heats)	49
50	11-12 50 Butterfly (2 Heats)	51
52	13-14 50 Butterfly (2 Heats)	53
54	15-18 50 Butterfly (2 Heats)	55
56	Mixed 9-10 100 Medley Relay**	56
57	Mixed 11-12 200 Medley Relay**	57
58	Mixed 13-14 200 Medley Relay**	58
59	Mixed 15-18 200 Medley Relay**	59
60	9-18 200 Step-Up Freestyle Relay	61

**Mixed Medley Relays must consist of two (2) girls and two (2) boys.