

## 2021 OPERATING PLAN - MIDLAKES SWIM LEAGUE

### A. Dues, Assessments, Entry and Insurance Fees

1. \$185.00 swimming fee per club due at spring meeting.
2. \$12.00 per swimmer fee for League insurance and championship entry fees.
3. All Midlakes fees should be paid by check, made payable to the Midlakes Swim League.

### B. Club Requirements

1. Proof of Insurance (see article VIII of By-Laws)
2. Proof of all coaches certifications in First Aid, CPR, Coaches Safety, and SafeSport Training must be submitted before the season begins. At all times when there is a swimmer in the water, a Lifeguard Training certified coach or life guard must be on duty.
  1. For example, new coaches must take Safety Training for Swim Coaches online and at least the First Aid/CPR class. They could not be the Lifeguard-certified coach on-deck, unless certified separately. Another Lifeguard-certified coach or Lifeguard must be on-deck.
  2. Copies of the above certification for all coaches must be submitted by providing the information on the Midlakes Swim League Club Compliance Acknowledgement Form before the first practice. Contact information for all coaches must be included in this information.
3. Failure to provide proof of certification will result in exclusion of the club from Midlakes insurance benefits, forfeiture of the meet(s) and a \$250.00 fine.
4. Each club will ensure that a Hold Harmless Agreement is signed by each swimmer's guardian. These forms will be controlled and held on file at each club and a signed Midlakes Swim League Club Compliance Acknowledgement Form turned in to the League Treasurer.
5. Each club will ensure that all participating swimmers are listed on the official team roster submitted to the Midlakes Swim League prior to participation in any meet. At any time during the season, when there are additions to a team's roster, an updated roster in TM format must be submitted by email to the Midlakes Bookkeeper. If an updated roster is submitted on the day of a meet, the email must be received no later than 5:00 p.m.
6. Attendance at the coaches meeting (see article IV of By Laws). Failure to attend the coaches meeting will result in a \$150.00 fine per club, per year.
7. No club may schedule a Midlakes practice or event prior to May 1 of any year. Violation of this rule will result in exclusion of the club from Midlakes insurance benefits.
8. Every 5 years, beginning retroactively in 2010, each club will provide a representative to serve on the Board of Governors for a term of two years. Failure to volunteer to serve on the Board will result in a \$250.00 fine per club, per year. If there is no vacancy on the Board in a given year, a club's volunteer service will be deferred to the following year. [should be in Bylaws]

### C. Division Alignments

1. There should be five divisions. The Board of Governors will determine the division alignments prior to each Spring meeting.
  - a. The primary criteria for division alignment will be the results of the previous dual meet season.
  - b. As secondary criteria, they may also consider Championship Meet results and requests by member clubs for changes.

2. Division 5 would consist of those teams in the past who have requested swimming only one meet per week and would have to agree to the following:
  - a. Only one scheduled meet per week with the option to swim more if agreed upon.
  - b. Only to swim those teams in Division 5, there will be no cross divisional meets.
  - c. Remain in Division 5 and could only move up by petitioning the Midlakes Board
  - d. If a petition is granted the move would take place the following season.
  - e. Division 5 winners would have to be determined strictly by win/loss record even though each team may not swim each other twice
  - f. Division Champs would follow the standard Midlakes rules.

**D. Meets**

1. Division Dual Meets
2. All-League Championship Meets. These will include the League Championships, Junior Girls Prelims, Junior Boys Prelims and Senior Prelims.
3. Div. Championship Meet for each division.
4. Dual Meet Scheduling
  - a. All teams shall be required to swim every "A" team in their division.
  - b. All teams in Divisions I-IV shall be required to swim every "B" team in their division. A team may be excluded from this requirement, if on written request this is approved by the Midlakes Board prior to the first meet. All swimmers must compete in at least two dual meets during the season in order to be eligible for post season meets (including Division championships, league prelims and league finals).
  - c. The Board shall schedule dual meets by seed based on prior year results and updated division alignment.
  - d. Host team set by alternating from prior year home/away between two teams
  - e. Teams alternate between 3 home and 2 away meets each year, where practical
    - i. Note – this refers to “A” meets; “B” meets alternate location from “A” meets each week
  - f. Division IV and V may need separate rotation for cross-and intra-division meets
  - g. Schedule:
 

| <u>Week</u> | <u>Meets by Seed</u> |     |     |
|-------------|----------------------|-----|-----|
| Week 1      | 1-6                  | 2-5 | 3-4 |
| Week 2      | 1-5                  | 2-4 | 3-6 |
| Week 3      | 1-4                  | 2-3 | 5-6 |
| Week 4      | 1-3                  | 2-6 | 4-5 |
| Week 5      | 1-2                  | 3-5 | 4-6 |
  - h. Schedule changes will be submitted to the division rep prior to the start of the dual meet season.

5. Additional Sanctioned Meets
  - a. All members in good standing have the ability to add meets to their league approved schedule. IF a member club would like for athletes to be able to meet the minimum two meet requirement at these additional meets, the meets MUST be approved by the Board prior to the beginning of the competitive season.
    - i. In order for a meet to be approved, a club needs to send the meet information to their Division Rep in order to have the information reviewed and approved by the Board.

### E. Competitive Regulations

1. Current United States Swimming Rules will be followed in all league meets except the following and those noted in Appendix A
  - a. Where they conflict with League rules
  - b. Copies of the USS Swimming rule book will be allotted to each pool – one for stroke & turn officials and one for the coaches. Additional copies can be purchased
2. Competitor's age for the League season is the age on June 15 of that season.
3. A Stroke & Turn briefing will be held with all judges prior to each meet.
  - a. The board believes that in order to create equity across the league that ALL officials MUST attend a training session prior to the start of the competition portion of the season. The board believes the additional trainings, even for veteran officials are necessary in order to create consistent application of our mission statement.
  - b. A lack of Midlakes certified officials at a meet will nullify any Midlakes records set during that competition.
4. All clubs should be in compliance and using the current seasons approved version of HyTek software. All Dual Meet entries must be submitted using Meet Manager software via disk or jump drive in compliance with League standards.
  - a. For the 2019 season, teams should run TM 8.0 and MM 7.0. For future seasons, the version of TM and MM will be determined and announced at the annual Spring Meeting.
5. Total team scores shall be kept to determine placement for League Championship Meets and Dual Meets.
6. All record times must have been timed by at least three watches, or two watches and an electronic timing system, and recorded to the 100th of a second. Records must be submitted on the League approved form to the Midlakes Officials/Records Rep.
  - a. Records are recorded by the event swum, not the age of the swimmer. If a swimmer swims in a higher age group, he/she will only be eligible for a record in the age group in which he/she swam.
  - b. Any record set during any session of the League Championships or at a Division Championship Meet will be recorded after submission of official results from the host club to the Midlakes Officials/Records Rep. No additional forms are necessary.
7. In all League Meets, a swimmer may not swim in the same individual event(s) which differ only by distance, in more than one age group.
8. Each club is to provide a list of all "A" swimmers and their season best times in yards in each individual event, and best relay times using HyTek software. These shall be delivered through email to the address of the individual designated by the board to compile these times. All clubs will be able to view this information which will be posted on the league website. Any club submitting times later than 1/2 hour beyond the specified time will be assessed a fine of \$100.00. Late clubs and "no shows" will be disqualified from championship meets until the fine is paid. The fine must be paid prior to the time that Championships take place.
9. Warm-up Procedures:
  - a. No diving or backstroke starts allowed from the blocks or edge of pool. Swimmers must enter pool

feet first in a cautious manner.

- b. One or more lanes may be designated by the meet referee for racing starts from the blocks.
  - i. Coaches shall actively supervise their swimmers swimming this lane. All swimming in this lane shall be in one direction, with the swimmers exiting the pool at the completion of one length. The meet referee has the authority to remove from the deck, for the remainder of the warm-up session, any swimmer or coach who is in violation of the warm-up procedures.
10. No logos for school or club teams other than Midlakes shall be allowed on caps or meet suits.
11. There shall be no alcohol in the “zone of competition” which is defined as a distance at least 10 feet away from the edge of the pool.
12. Protests shall be handled in the following manner:
  - a. The coach or club representative should fill out a Protest Form...
  - b. The form must be sent electronically to the appropriate Division Rep within 4 days (96 hours) of the meet.
  - c. The Division Rep will contact the opposing team to inform them of the protest, attempt to settle the conflict, and notify the Board President.
  - d. If it cannot be settled, the protest will be heard by the Board of Governors within one week. The hearing will be conducted by a minimum of three Board members or appointed representatives.
  - e. The presiding officers will be guided by the Midlakes Operating Plan and US Swimming rules in their decisions.
  - f. If a member of the Board is associated with a team involved in the protest, he/she will be disqualified as a member of the hearing board.
  - g. All protests and rationale will be made public at the Fall meeting.
  - h. All decisions are final.

#### **F. Dual Meets**

1. Once scheduled, a meet may not be canceled or rescheduled without the approval of both clubs. In the absence of mutual consent, the Board, at its discretion, may penalize the offending team with forfeiture of the meet.
2. For the purpose of establishing official time or to give swimmers equal opportunity to participate, additional heats or events may be added in a dual meet with the agreement of both coaches. Coaches are to limit the number of Exhibition heats to:
  - a. 10 per team per meet in six lane pools,
  - b. 12 per team in five lane pools and
  - c. 15 per team in four lane pools.
    - i. Exhibition events, i.e., events or heats of events that will not be scored as part of the meet, will be scheduled as best accommodated.
    - ii. As a usual rule, all exhibition heats of a dual meet event will be run before the scored heat of that event, with the visiting team's exhibition heats swimming first.
    - iii. With the mutual consent of the coaches involved in a particular dual meet, exhibition heats may be swum out of usual dual meet event order.
  - iv. Coaches must notify the starter and the scorekeeper of such an order change prior to the start of the meet.
  - v. In the interest of time, if exhibition event or heat swimmers swim concurrent with the scored heat, they should be identified to the judges as such prior to the start, and placed in the

outside lanes. This information should then be disseminated to the scorekeeper.

3. Coaches should strive for equality of competition, particularly when a stronger team is swimming against an obviously weaker team.
  - a. Each team is limited to a maximum number of 120 swimmers entered in any particular dual meet (A or B).
  - b. Coaches must converse prior to each meet to communicate entry submission, along with how this standard (equality of competition) will be met during the competition.
  - c. Meet entries and team roster must be submitted by the visiting team no later than 1:00 p.m. on the day of the meet
4. In dual meets, all individuals are limited to a total of four events, inclusive of relays. An individual may swim a maximum of three individual and one relay, or two individual and two relays (one medley and one freestyle relay). The first four races swum will be counted. If a swimmer is disqualified for any reason, that event is counted. Exhibition must be clearly indicated in the Meet Manager entries file or it will be counted as an event swum.
5. In dual meets, once a swimmer has achieved a “B” disqualifying time in a given stroke, they may not swim that same event (individual or as part of a relay) in a "B" dual meet. This shall not disallow swimming up an age group or penalize the swimmer first achieving their “B” disqualifying time at a "B" Dual Meet.

**Note:** *the intent of this rule is to ensure athletes do not lose the ability to participate in relays if an age group is small*

1. *i.e. A team only has three 11-12 year olds in an age group that cannot make up a relay - they have the opportunity to swim up in a 13-14 relay or have a 9-10 year old athlete fill their relay, provided the movement meets eligibility criteria.*
  - a. In ‘A’ or ‘B’ dual meets, swimmers may swim up only one age group.
    - i. Athletes are not able to swim up an age group if they have bettered a B DQ Time throughout the remaining time they have in the age group
      1. *i.e. if a 9 year old betters B DQ times, they will not be able to participate in B meets the following season as a 10 year old.*

#### **Situations - #8**

- i. *Situation 1: Athlete ‘A’, a 9 year old met the B Disqualification Standards for ALL 9-10 events. The times were also faster than the 11-12 B Disqualification Standards. At the beginning of the NEXT season, coach enters Athlete ‘A’ in the 11-12 50 free in the first ‘B’ meet.*
    - a. *INCORRECT Procedure. The athlete bettered the ‘B’ Disqualification standards for the 9-10 and 11-12 age group prior, so is no longer eligible to swim in a ‘B’ meet in either age group.*
  - ii. *Situation 2: Athlete ‘A’, a 9 year old met the B Disqualification Standards for ALL 9-10 events. The times were also faster than the 11-12 B Disqualification Standards. At the beginning of the NEXT season, coach enters Athlete ‘A’ in the 13-14 50 free in the first ‘B’ meet.*
    - a. *INCORRECT Procedure. The athlete may only swim up ONE age group, only if they have not bettered the B Disqualification standard previously.*
6. The home team scorekeeper shall enter all results into Meet Manager in compliance with League standards. At the conclusion of the meet the home team will provide the visiting team with a backup of the meet, meet results and any other requested Meet Manager file via floppy disk or thumb drive provided by the visiting team.
  7. Results for ALL MEETS, including out of division, shall be submitted to the Midlakes website. The Home club is

responsible for this task. Results should be submitted with 24 hours of the conclusion of the meet.

- a. If a club fails to submit completed results, it may forfeit the right to participate in the League and Division Championships. Action will be at the discretion of the Board of Governors.

8. The Awards and Records Administrator summarizes results from all “A” and “B” meets at the end of the season.

**G. Championship Meets**

1. League preliminaries will be open to all League members. Division Championship participation is subject to “B” disqualifying times established by the League each year.

2. In order to swim in the Championships, a swimmer must participate in at least two dual meets. Exceptions may be granted upon written appeal to the Board.

3. Number of Events allowed

- a. **Number of Events for Champs:** Individuals are limited to a maximum of three events between the League and Division Championships combined, with one exception.

- i. Swimmers who swim three events in the Division Champs may participate, either as a swimmer or an alternate, in one League Champs relay event.

- 1. No other combination of four events qualifies as an exception. In other words, swimming in two Div. and two League or one Div. and three League Champs is not allowed. If a swimmer’s entries exceed the allowable number of events, the events will be counted as follows: First, relays and second, individual events, starting with the lowest numbered event.

- 2. Listing as an alternate will not be included in this total until the event is actually swum.

- b. **Type of Events for Champs:** Individuals who swim in three Division Champs events may swim in any combination of relay and individual events and also may swim in one relay event at League Champs, as outlined in Section (a) above.

- i. However, individuals who swim in three League Champs events, or who swim in some combination of three events split between Div. and League Champs, may swim no more than two individual events.

- ii. The only swimmers who may be entered in three individual events during the Div. and League Champs are participants who swim in three Division Champs events.

| Number of Events in Division Championships |       | Number of Events in League Championships |       |
|--|-------|--|-------|
| Individual                                 | Relay | Individual                               | Relay |
| 3  | 0     | 0  | 1     |
| 2  | 1     | 0  | 1     |
| 2  | 0     | 0  | 1     |
| 2  | 0     | 0  | 0     |
| 1  | 0     | 0  | 1     |
| 1  | 0     | 1  | 0     |
| 1  | 2     | 0  | 1     |
| 1  | 1     | 1  | 0     |
| 1  | 1     | 0  | 1     |

|   |   |   |   |
|---|---|---|---|
| 1 | 0 | 1 | 1 |
| 1 | 0 | 0 | 2 |
| 0 | 2 | 0 | 1 |
| 0 | 2 | 1 | 0 |
| 0 | 1 | 2 | 0 |
| 0 | 1 | 1 | 1 |
| 0 | 1 | 0 | 2 |
| 0 | 0 | 2 | 0 |
| 0 | 0 | 2 | 1 |
| 0 | 0 | 1 | 2 |

4. Entries and a master list for League Preliminaries and Div. Championships shall be submitted according to the schedule voted upon at the Fall meeting. All entries must be submitted with a League approved hard copy printout from HyTek software along with the associated entry file exported from TM. All entries must be submitted in yard times.
  - a. Complaints will be resolved by the Board of Governors prior to the start of the meet. Complaints must be in writing and submitted by the coach or official team representative only.
  - b. Changes will not be permitted after the psych sheet is sent to the Midlakes Communication Director for posting (defined by the time stamp at the top of the psych sheet) except for clerical errors (defined as a discrepancy between a team’s hard copy of their TM entries and the team’s electronic file from TM). Empty lanes resulting from insufficient entries will not be filled.
  - c. Any club showing up later than the specified time to enter the League Championships will be assessed a fine of \$250.00 in order to submit entries into the League Championships. Any club missing the entry deadline MUST submit entries prior to the posting of the psych sheet or NO athletes from that club will be able to compete in the League Championships. Late clubs and “no shows” must pay the fine prior to the beginning of the Championship meet. If the fine is not paid, athletes will be withheld from the meet.
5. Substitutions may be made in relays for injury or illness. When a substitution is made, the swimmer who is deleted may not swim in any events. The substitute swimmer must be listed as an alternate on the entry sheet. Regulation #3 under Championship Meets still applies to the new swimmer regarding number of events entered.

**H. Div. Championship Regulations**

1. No swimmer may swim in the Div. Championships in an event (individual or that event in a relay) for which they have achieved a “B” disqualification time during the dual meet season. From the summary sheets submitted to the League divisional representatives, a roster will be maintained of all swimmers achieving “B” disqualification times, including those achieved in exhibition heats. This roster will include all divisional or inter-divisional meets swum prior to the Div. Championship entry deadline.
  - a. If a swimmer makes a “B” disqualification time after the Division entries deadline, that swimmer may still swim in the Div. Championships in that event.
2. To be properly seeded, Div. Championship entries must contain a verifiable time and the Team Manager document or TM file verifying when such time was made.

- a. A verifiable time is one swum during a regular dual meet (which could include exhibition heats) and recorded in the official meet results.
  - b. Entries not verifiable, such as due to a missing date or times from a time trial, will be seeded in the slowest heats, while entries with "no time" will not be accepted.
  - c. Times from USS meets are not acceptable.
3. Div. Championship entry errors: A swimmer entered in an individual Div. Championship event with a "B" time, when that swimmer has achieved a "B" disqualification time prior to the entry deadline, shall be pulled from that event and allowed to enter another event for which the swimmer is qualified.
- a. A swimmer entered into an individual Div. Championship event with a "B" disqualification time inadvertently listed (the swimmer has not achieved a "B" disqualification time) shall be allowed to swim the event.
  - b. Seeding and heat sheet listing in either case shall be at the discretion of the host club.
4. No additions will be accepted after 72 hours prior to the start of the Divisional Championship meet. (e.g. Wednesday morning prior to a Saturday Division Championship meet).

### **I. League Championship Regulations**

1. The Championship consists of a series of preliminaries, typically the Monday, Tuesday and Wednesday, preceding finals and Championship finals that are normally held on the Saturday or Sunday of the same week (dates and location to be determined at the Fall membership meeting). All events, including relays, will be swum at the League prelims. During the Fall meeting it will be determined which events, if any, will be swum at prelims only. Prelims are used to determine the top individual swimmers or relay teams in each event.
2. The number of finalists will be determined by the number of lanes available at the facility used for league finals. The number of swimmers in the consolation heat will swim the first heat of the event, one swimmer per lane; the number of swimmers in the scoring heat will swim in the second heat of the event, one swimmer per lane. Alternates will be the 2 consecutive places after the scoring and consolation heat winners.
  - a. For example: in a six lane pool the top six swimmers (relay teams) will swim in the final heat for that event at finals, the seventh through twelfth places will swim in the consolation heat at finals, places 13 and 14 will act as alternates at finals. Alternates may swim at finals in the case of scratches or no-shows.
3. Swimmers who will be unable to participate in the finals, i.e., planning to be out of town on vacation or have some other conflict that will prevent their attendance, are prohibited from swimming in the preliminaries.
  - a. If a record is set during the preliminaries and the swimmer does not swim in the finals (except in case of injury or illness), the record will be disallowed.
4. Coaches must supply scratches at the coaches meeting thirty (30) minutes prior to the start of the meet. Only relay changes and scratches will be allowed at this meeting, no additions. Coaches meetings will be held prior to each preliminary and final session. A roll call will be made at the coaches meeting to ensure a representative of each team is present.
  - a. At the League Championship meet, a swimmer or a relay must be scratched at the scratch meeting prior to the meet. During preliminaries there will be no points penalty for scratches or no-shows.
  - b. During finals if an individual or a relay is scratched after the scratch meeting or becomes a "no-show" for an event then that respective team will be penalized the highest number of points it could



possibly obtain for that event

- i. For example in an 8 lane pool: 7 for the consolation heat, 16 for the Championship heat, and 32 for a relay event, except for proof of injury or illness after the scratch meeting. The meet referee will decide if the rule is violated or not.
5. Scratching one individual event or being a “no show” for an individual event at the League Championship will result in that swimmer being scratched from all subsequent individual events.
  - a. In the case of an individual swimmer not being available to swim in his/her designated relays, the affected relay may use one or more of the alternate swimmers included in the HyTek entry file (subject to the maximum entry limit).
    - i. If no qualified alternate (an alternate who is listed on official entries for which the maximum entry limit does not apply) is available for the relay, then for prelims, the meet referee will allow the relay team to swim the event as an exhibition.
      1. At finals the meet referee will attempt to reseed the heat and allow one of the alternate relay teams to swim the event. If it is not feasible to reseed the event, then at the referee’s discretion the relay may swim the event as an exhibition. If a league record time is achieved by an exhibition relay at prelims or finals the time will not be recorded as such.
6. If there is a facility or scheduling conflict, the membership *may* vote to hold a “Timed Finals” League Championship.

#### **J. Championship Management**

1. When asked, any pool will assume responsibility for at least one preliminary session of an all-league meet or a championship.
  - a. When no team steps forward in a specific division to host a championship, the Board will assign the responsible team based on the longest time away from hosting a championship or all-league meet.
  - b. When two or more teams desire to host the same event, the same process will be used based on that specific event.
  - c. The financial agreement between those clubs who agree to host a Division Championship, League Preliminary, or the League Championship Final and the Midlakes Board is outlined in APPENDIX B of the Operating Plan.
2. Each club will furnish one watch for every 1-8 swimmers entered in the League Preliminaries and Div. Championships. Each club will provide two watches for the League Championships. Digital watches are required for all Preliminaries and Championships. It will be up to each host club to determine how many timers and officials it needs for the Div. Championships. Timers must have timed in a minimum of two dual meets. The name and telephone number of each timer is to be submitted on the required volunteer form accompanying meet entries.
  - a. Certified S & T officials will be provided by host clubs for Division Championships.
3. There shall be three timers on each lane for the Div. Championships and all League Prelim meets with digital watches, or two timers and an electronic timing system. There shall be two back-up timers assigned, one to each side of the pool, with digital watches. Final placement in each event will be determined by the official time from each lane.

4. Electronic timing will be utilized at the League Championship meet, and will be hired and paid by the League. Two hand-held timers will be assigned to each lane at the League Championship Meet.
5. In the League Championship meet, 25 yard races (where electronic timing cannot be utilized) will have two timers per lane and four place Judges assigned to determine final placement.
6. A host club's Board will appoint stroke and turn judges, a referee, and a starter for the Div. Championship meet.
  - a. The Midlakes Officials Administrator may be contacted to help with the recruitment of officials for Division Championship meets.
7. The Midlakes Board will be responsible to recruit and assign USA Swimming Certified officials (meet referee, deck referee, starters & judges) for the League Preliminaries and Championship meets.
8. All officials must report to the scheduled officials meeting prior to the start of the meet.
9. League prelims will start at 4:00 p.m., unless permission for a change has been granted by the Board.
10. The Midlakes Board will be responsible to hire and pay for computer assistance in seeding, preparation of heat sheets and results for all League Prelim and Championship meets. The host club for Divisional Championships is responsible for this individual(s).
11. Heat sheets at all championship meets, including prelims, shall list swimmer's entry times.
12. The host club should submit prelim and League Championship results to the League Webmaster for posting to the website. League preliminary results should be sent at the completion of the days events.
13. **Meet Referee** - A volunteer, appointed by the Midlakes' Rep for officials, who is familiar with U.S. Swimming rules and regulations. 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 Referee has personally observed.
14. **Deck Referee** - A volunteer who is assigned by the meet referee to act as a back-up to the meet referee when required during the meet.
15. **Meet Director** - Shall be appointed by the meet host club and in most cases is a volunteer parent. Responsibilities include, but are not limited to: preparing the facility; arranging for volunteer personnel, equipment, and supplies necessary for meet operation.
16. **Midlakes Consultant** - At League prelims and championships, the Midlakes board president and/or any other Midlakes board member(s) appointed by the president, will serve as a resource to help the Meet Referee in the interpretation of any Midlakes rules. As necessary this person will act as a liaison between the Meet Referee and coaches, clerks of course or computer data entry operators.
17. **Scratch (from an event)** - Withdraw an entry from competition.
18. **No-show** - Failure to arrive at the starting block in time for an event in which the swimmer (relay team) was entered.

#### **K. Seeding**

1. Timed Finals - All Divisional Championships
  - c. Heats - In order to assure seeded positions, the best competitive times of all entries must be submitted.  
**The Divisional Championships will be championship seeded.**
    - i. **i.e.** 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. There shall be a minimum of three swimmers or relay teams seeded into any one timed-final heat. The last heat should be

a full heat, but the requirement of seeding three into any heat may result in failure to fill the final heat.

- d. Exception - There shall be a minimum of three swimmers seeded into any one heat, but subsequent scratches may reduce the number of swimmers in such heat to less than three.

2. Preliminary Heats when finals are scheduled (League Preliminaries).

- a. Heats - In order to assure seeded positions, the best competitive times of all entries must be submitted.

**The League Preliminaries will be circle seeded.**

- i. These times shall be assembled with the fastest swimmer first and the slowest swimmer last. Swimmers with no submitted times shall be considered the slowest and shall be placed in heats according to a draw. Swimmers shall be placed in heats according to the following:

- 1. **Circle Seeded events with** three heats or less - The fastest swimmer shall be placed in the third (or last) heat; next fastest in the second, next in the first (assuming three heats). The fourth fastest swimmer shall be placed in the third heat, the fifth in the second heat, and the sixth fastest in the first heat, the seventh fastest in the third heat, etc.
- 2. **Circle Seeded events with** four heats or more - The last three heats of an event shall be seeded in accordance with 2a above. The heat preceding the last three heats shall consist of the next fastest swimmers; the heat preceding the last four shall consist of the next fastest swimmer, etc.

- 2. Lane assignments within heats: Lanes shall be assigned starting with the fastest time through the slowest time, as follows:

|             |                 |
|-------------|-----------------|
| 4-lane pool | 2-3-1-4         |
| 5-lane pool | 3-2-4-1-5       |
| 6-lane pool | 3-4-2-5-1-6     |
| 8-lane pool | 4-5-3-6-2-7-1-8 |

**L. Championship Placement**

1. League Championships

- a. Preliminary/Final Individual Events

- i. Swimmers in the consolation heat will compete for places 7 through 12 or 8 through 16 in an eight lane pool.
- ii. Swimmers in the final heat will compete for places 1 through 6 or 1 through 8 in an eight lane pool.

2. Relays

- a. All relays will be swum at League Preliminaries.

- i. Each club may enter as many relays as it chooses, but only the two fastest relays from each team shall advance to finals. Only 2 heats of relays in each event shall advance to finals, depending on facility.

- b. Timed Final Individual Events will all be swum at the League Preliminaries.

3. Div. Championships
  - a. Final placement will be determined by the official time of all competing swimmers.

#### **M. Officials for Meets**

1. Dual Meet Officials should include (minimum):
  - 1) 1 Meet Referee each half, who **at minimum** has attended the Midlakes Starter/Referee training for the current year
  - 2) 1 Starter each half, who has attended the Midlakes Starter training for the current year, and **who may NOT act as referee** while simultaneously acting as Starter
  - 3) 1 Chief Judge Official each half, who provides guidance to S&T Judges, checks DQ slips, and assists the Referee. This is OPTIONAL, but should be filled if possible
  - 4) 2 Stroke and Turn Officials (one from each team) each half
  - 5) If USA swimming officials are present, the preferred hierarchy to fill roles is:
    - (a) Meet Referee
    - (b) Chief Judge
    - (c) Starter
    - (d) Eg - if one USA-certified official is present, s/he will serve as Referee. If 2 USA officials are present, the Referee and CJ positions should be filled, etc.

#### **Additional required volunteers:**

- 6) 2 Relay Exchange judges for 200-relays; 4 judges for 100-relays
- 7) 3 timers per lane, unless using automatic timing systems, when 2 are sufficient
2. The visiting team shall provide one stroke and turn judge and one timer with digital watch per lane. Coaches may not serve as officials in a meet in which their club is participating.
3. Championship meet officials should include:
  - 1) 1 - referee (may combine referee and starter, see M1, above)
  - 2) 1 - starter
  - 3) 1 - clerk of course
  - 4) 4 - stroke and turn judges (the starter may serve as one)
  - 5) 3 - timers per lane or two timers and a calibrated electronic timing system
  - 6) 2 - spare timers
  - 7) 4 - scorers and medals/ribbons writers
4. Duties of officials shall be as defined in the current United States Swimming Rule Book
5. All stroke and turn judges are urged to be USS Certified and are required to attend the Midlakes clinics at the start of each season.

#### **N. Concessions**

1. For all meets, host pools have the sole right to the sale and profit of food and beverage concessions.
  - a. The only exception is the League Championship Finals when held at KCAC and the host does not provide concessions.
2. For the Seasonal Championship swim meets, Midlakes will produce, sell and maintain profits of all shirts, hats and similar merchandise which advertise the Midlakes Swim League.

- a. From the profits, Midlakes will cooperate with the host clubs of the Seasonal Championships to provide each host club a split of the profits from the session they hosted.
  - i. The profits from merchandise sales will be divided between league and hosts according to the following formula
    - 1. 40% of net sales for host, 60% of net sales for League
- 3. Before the production of any product in paragraph N2, the design must be submitted for approval by the Midlakes Board by June 9th.
- 4. The profits of all concessions and meet programs (heat sheets) shall be used to offset the expenses of running the meets.

**O. Order of Events**

The events will be swum in the following order (see next page). In Dual Meets, any event may be deleted, changed or added, with the mutual consent of the coaches involved in the particular meets. At League Championships events 35-40 will be swum as timed finals at Prelims.

| DUAL AND DIVISION CHAMPS |      | LEAGUE CHAMPS |      | AGE GROUP   | EVENT                 |
|--------------------------|------|---------------|------|-------------|-----------------------|
| GIRLS                    | BOYS | GIRLS         | BOYS |             |                       |
|                          |      | 1             | 2    | 12 & Under  | 200 Freestyle         |
|                          |      | 3             | 4    | 14 & Under  | 200 Freestyle         |
|                          |      | 5             | 6    | * 15 & Over | 200 Freestyle         |
| 1                        | 2    | 7             | 8    | 8 & Under   | Medley Relay (100)    |
| 3                        | 4    | 9             | 10   | 10 & Under  | Medley Relay (100)    |
| 5                        | 6    | 11            | 12   | 12 & Under  | Medley Relay (200)    |
| 7                        | 8    | 13            | 14   | 14 & Under  | Medley Relay (200)    |
| 9                        | 10   | 15            | 16   | * 15 & Over | Medley Relay (200)    |
| 11                       | 12   | 17            | 18   | 10 & Under  | 100 Individual Medley |
| 13                       | 14   | 19            | 20   | 12 & Under  | 100 Individual Medley |
| 15                       | 16   | 21            | 22   | 14 & Under  | 100 Individual Medley |
| 17                       | 18   | 23            | 24   | * 15 & Over | 100 Individual Medley |
| 19                       | 20   | 25            | 26   | 8 & Under   | 25 Freestyle          |
| 21                       | 22   | 27            | 28   | 10 & Under  | 50 Freestyle          |
| 23                       | 24   | 29            | 30   | 12 & Under  | 50 Freestyle          |
| 25                       | 26   | 31            | 32   | 14 & Under  | 50 Freestyle          |
|                          |      | 33            | 34   | * 15 & Over | 50 Freestyle          |
| 29                       | 30   | 41            | 42   | 8 & Under   | 25 Backstroke         |
| 31                       | 32   | 43            | 44   | 10 & Under  | 50 Backstroke         |

| 33                       | 34   | 45            | 46   | 12 & Under  | 50 Backstroke       |
|--------------------------|------|---------------|------|-------------|---------------------|
| 35                       | 36   | 47            | 48   | 14 & Under  | 50 Backstroke       |
| 37                       | 38   | 49            | 50   | * 15 & Over | 50 Backstroke       |
| 39                       | 40   | 51            | 52   | 8 & Under   | 25 Breaststroke     |
| 41                       | 42   | 53            | 54   | 10 & Under  | 50 Breaststroke     |
| 43                       | 44   | 55            | 56   | 12 & Under  | 50 Breaststroke     |
| 45                       | 46   | 57            | 58   | 14 & Under  | 50 Breaststroke     |
| 47                       | 48   | 59            | 60   | * 15 & Over | 50 Breaststroke     |
|                          |      | 61            | 62   | 8 & Under   | 50 Freestyle        |
|                          |      | 63            | 64   | 10 & Under  | 100 Freestyle       |
|                          |      | 65            | 66   | 12 & Under  | 100 Freestyle       |
|                          |      | 67            | 68   | 14 & Under  | 100 Freestyle       |
| 27                       | 28   | 69            | 70   | * 15 & Over | 100 Freestyle       |
| 49                       | 50   | 71            | 72   | 8 & Under   | 25 Butterfly        |
| 51                       | 52   | 73            | 74   | 10 & Under  | 25 Butterfly        |
| 53                       | 54   | 75            | 76   | 12 & Under  | 50 Butterfly        |
| 55                       | 56   | 77            | 78   | 14 & Under  | 50 Butterfly        |
| 57                       | 58   | 79            | 80   | * 15 & Over | 50 Butterfly        |
| 59                       | 60   | 81            | 82   | 8 & Under   | 100 Freestyle Relay |
| DUAL AND DIVISION CHAMPS |      | LEAGUE CHAMPS |      | AGE GROUP   | EVENT               |
| GIRLS                    | BOYS | GIRLS         | BOYS |             |                     |
| 61                       | 62   | 83            | 84   | 10 & Under  | 200 Freestyle Relay |
| 63                       | 64   | 85            | 86   | 12 & Under  | 200 Freestyle Relay |
| 65                       | 66   | 87            | 88   | 14 & Under  | 200 Freestyle Relay |
| 67                       | 68   | 89            | 90   | * 15 & Over | 200 Freestyle Relay |
|                          |      | 35            | 36   | 12 & Under  | 500 Freestyle       |
|                          |      | 37            | 38   | 14 & Under  | 500 Freestyle       |
|                          |      | 39            | 40   | 15 & Over   | 500 Freestyle       |

\*15 & Over: for the 15 & Over designation are those swimmers age 15 through the summer following High School Graduation up to and including age 19. Modifications can be submitted to the Board for consideration.

**P. Scoring**

1. Dual Meets:

| Place      | 1  | 2  | 3 | 4 | 5 | 6 |
|------------|----|----|---|---|---|---|
| Individual | 7  | 5  | 4 | 3 | 2 | 1 |
| Relay      | 14 | 10 | 8 | 6 | 4 | 2 |

**Note:** A team may enter up to three (3) swimmers or relays per scoring heat in a 6-lane pool.  
A team may enter up to two (2) swimmers or relays per scoring heat in a 4 or 5-lane pool.

2. Championship scoring: To be consistent with USA swimming guidelines for number of lanes.

**Q. Awards:** Awards will be given according to the League policy for the year.

1. Divisional dual meets - A permanent plaque or trophy will be awarded to the teams that:
  - a. Compile the best Divisional "A" dual meet record. These plaques (Div. I - V) will be presented at the League Championship meet.
  - b. Compile the best Divisional "B" dual meet record. These plaques will be presented at the League Championship Meets.
  - c. Dual meet records are calculated without regard to the results of cross-divisional meets.
2. Div. Championships
  - a. Relays:
    - i. Medals for 1st through 3rd place,
    - ii. Ribbons for 4th through 12th place.
  - b. Individual Events:
    - i. Heat winner ribbons in all 8 & under, 9-10, and 11-12 events with more than two heats, for all heats except last two heats (since the winners of those two fastest heats will receive place ribbons).
    - ii. Medals for 1st through 6th place,
    - iii. Ribbons for 7th through 12th place.
      - (1) Division Championship winner: Trophy or plaque.
      - (2) Participation ribbons will be made available to any club at that club's expense. Order forms can be found on the league website.
3. League Championships
  - a. Qualifier pins awarded to all prelim swimmers who do *not* participate in *any* event at finals. Order forms can be found on the league website.
  - b. Relays:
    - i. Medals for swimmers in the finals heats.
    - ii. Ribbons for swimmers in the consolation heats.
  - c. Individual Events:
    - i. Medals for swimmers in the finals heats.
    - ii. Ribbons for swimmers in the consolation heats.
  - d. Team: Traveling trophy to the 1st place team

#### **APPENDIX A**

- This is to be used in conjunction with the USS mini-rule book which will be handed out at the Stroke & Turn/Starter clinics.
- In all league meets, current United States Swimming Rules will be followed pertaining to: Strokes and Relays, Disqualifications, Protests, Referee, Starter, and Judges except the following:

**FALSE START**

**1. DUAL MEETS**

- a) Each heat will be permitted one false start.
- b) After a second false start, that swimmer (or relay) may be permitted to swim the event as an exhibition, at the discretion of the referee/starter. In that case, no score will be permitted, and no record may be set.

**2. CHAMPIONSHIP MEETS**

- a) Each heat will be permitted one false start.
- b) After a second false start, that swimmer (or relay) is prohibited from swimming that event, even for exhibition purposes. For championship meets (including preliminary heats), dual confirmation of the false start by the deck referee and either the recall starter or starter shall be required. (Exception to USA Swimming Rule 101.1.3A)

**BACKSTROKE TURN**

- a) Upon completion of each length, some part of the swimmer must touch the wall. During the turn the shoulders may be turned past the vertical toward the breast after which a single arm pull or a simultaneous double arm pull may be used to execute the turn; execution of this turning motion must be done between the turn-end backstroke flags and turn-end wall. Independent kicking is allowed. The swimmer must have returned to a position on the back upon leaving the wall. (Exception from USA Swimming Rule 101.4.3)

**RELAYS**

- **IN THE WATER START**
  - a) In relay races involving in-the-water starts, the team of a swimmer who’s hand has lost touch with the end of the course before his/her preceding teammate touches the wall shall be disqualified, unless the swimmer in default returns to the original starting point at the wall. (Exception from USA Swimming Rule 101.7.3.G)

**PERSONNEL**

- The minimum personnel for swimming meets shall include the following: 1 Meet Referee; 1 Starter; 2 stroke and turn judges; 3 timers per lane (2 timers if automatic timing is being used). The referee and starter may be the same person. (Exception to USA Swimming MS 102.12.4)

**APPENDIX B**

- The following information has been added to the Operating Plan in order to formalize the financial agreement between the league and the clubs who host championship swim meets.

| <u>Revenue Source</u>   | <u>Division of Profits</u>                                 |
|---|--|
| <b>Fee distributed to championship meet host</b><br>Distributed from Midlakes         | Guaranteed amount of \$900                                 |
| <b>Ad Money</b><br>Distributed from Midlakes  | Ad money collected is split and shared between the 9 hosts |
| <b>T - Shirt Money</b><br>Based on the formula set in N.2. of the Swim Operating Plan | Determined by formula                                      |
| <b>Program Sales</b><br>Price and printing costs determined by host clubs             | Host clubs maintain profits of program sales               |



|  |  |
|--|--|
| <b>Concessions - each host club keeps profit</b><br>League Champs Finals hosts receive no concession money | Host clubs maintain profits of<br>concession sales |
|--|--|