

**SUBURBAN SWIMMING  
ASSOCIATION  
OF  
SOUTH JERSEY**

**CONSTITUTION  
AND  
BYLAWS**

**2018**

# CONSTITUTION

## **I**                    NAME

- 1) Suburban Swimming Association of South Jersey, Inc.

## **II**                    MEMBERSHIP

- 2) Nomination for membership in the Association shall be open to any South Jersey area summer swim club. Membership for new swim club applicants will be by majority vote of member clubs,
- 3) Competition in scheduled Dual and Championship Swim Meets of this Association shall be restricted to teams or individuals competing in the Suburban Swimming Association League and in no other summer league.
- 4) In addition, individuals competing as members of a Suburban Swimming Association club may not competitively represent any other Suburban Swimming Association club during the same period or summer season.
- 5) Acceptance of membership in the Suburban Swimming Association of South Jersey is contingent on the commitment of new clubs to participate as an active member for a period of at least three (3) years.
- 6) Voting privileges of new clubs shall be limited to issues and/or disputes arising from Dual Meet and Championship Competition during the initial membership year, the initial membership year will conclude on December 31<sup>st</sup>, subsequent to the completion of summer Dual Meet / Championship Competition.

## **III**                    ASSOCIATION OFFICERS

- 1) The elected officers of the Association shall be a President; Vice President, Swimming; Secretary and Treasurer. Candidates for office of President are drawn from individuals who have acted as representatives to the Association for at least (1) full season.
- 2) The term of office shall be for one year or until such time as a successor has been elected, Officers may be elected to successive terms.
- 3) Nominations shall be by appointment committee or from the floor. Elections are held by open ballot with a simple majority of minimum Quorum determining the result, provided such election notice is mailed to each club rep at least one week prior to the meeting.
- 4) A two-thirds recall vote is required to remove an officer.

## **IV**                    REPRESENTATION

- 1) Each club shall appoint one member from its membership to represent his/her club in the Suburban Swimming Association. Officers will be elected from the member clubs appointed representatives and/or past representatives. In the absence of an official representative, an alternate may attend and exercise the club vote.
- 2) A club member shall be defined as one who is entitled to unrestricted use of all his/her clubs facilities under its membership rules, and supported by payment of membership fees and dues.
- 3) The provision for payment of membership fees and dues shall be waived in the case of managers and/or head coaches.
- 4) Club coaches shall represent their pools as advisors to the appointed members. They will not exercise a vote, unless chosen by their club as the representative. Any coach representing a club must be a bona fide member of the club, or the designated alternate.

## **V**                    MEETINGS

- 1) At least one meeting shall be held not later than April 15<sup>th</sup> of each year. Nomination and election of officers shall be held at this meeting.
- 2) There shall be at least six (6) regularly scheduled meetings during the year. The President may call

additional meetings at his/her discretion.

3) Any three (3) member clubs, acting together, may request a special meeting. If rejected, a quorum of member clubs may call a meeting subject to one (1) week written notice.

4) Notice of all meetings must be in possession of Association members at least one (1) week prior to meeting.

5) Business will be transacted by a quorum vote of Association members; each club is to have one vote. A quorum shall consist of 51% of member clubs present at a duly advertised meeting.

#### **VI ANNUAL DUES**

1) Dues for the current year are to be, upon recommendation from the SSA Treasurer, determined by a quorum vote no later than the April meeting. Dues will be all inclusive and incorporate costs associated with the Championship Meet

2) League Dues are required to be paid to the Association by the first scheduled meeting in May.

#### **VII REPORTS**

1) The Treasurer of the Association shall present the Annual Financial Report at the first meeting of the year. Copies of this report will be distributed to each member club representative at this meeting and in turn, become a part of each member clubs records.

#### **VIII PENALTIES AND SUSPENSION**

1) Any member club, which does not fulfill scheduled competitive commitments without satisfactory reason, as judged by the 2/3 vote of member clubs; will be ineligible for the Championship Meet.

2) Any member club and/or its appointed representative may be suspended from membership in the Association for any infraction of The Constitution By-Laws or Rules and Regulations, or for any act of conduct which is disorderly or injurious to the interests of, or hostile to, the objectives of the Association.

3) When such action is contemplated, all member clubs shall receive notice in writing which shall state the charges against the offending member club, and shall state the motion for suspension, and shall state the date, time and place of the Association meeting at which time the stated charges and motion for suspension will be acted upon. Said written notice shall be mailed "Certified Mail" (return receipt requested) to both the President and representative of the offending member club at least ten (10) days in advance of the date fixed for the meeting (see Section (V), Meetings; paragraph (3)).

4) An affirmative vote of 2/3 (two thirds) of the total number club's representatives shall be necessary to suspend the offender.

5) The term of the suspension period shall be clearly stated as part of the formal motion for suspension,

6) The decision to suspend or not suspend an offending member club or individual is considered final and may not be appealed.

# **BY-LAWS**

## **Section I** **Duties of the President**

- 1) To preside at all business sessions of the association.
- 2) To appoint all committee Chairpersons.
- 3) To call meetings as needed or at the request of a majority of member clubs.
- 4) To represent the Association in all outside contacts.
- 5) To be a member ex-officio of all committees.
- 6) To enforce rules and penalties,
- 7) To exercise vote only in case of ties.

## **Section II** **Duties of the Vice President Swimming**

- 1) To perform the duties of the President in his/her absence.
- 2) To serve as Chairperson of the Championship Meet.
- 3) To retain and manage all league records.
- 4) To receive Meet Sheets and maintain Win/Loss record.

## **Section III** **Duties of the Vice President, Diving**

- 1) To serve as Chairperson of the Diving Teams.
- 2) To coordinate the scheduling of all Diving Meets.
- 3) To serve as Chairperson of the Diving Championships.
- 4) To receive Meet Sheets and maintain Team Win/Loss record.

## **Section IV** **Duties of the Secretary**

- 1) Record and distribute the minutes of all Association meetings. (Copies should be in possession of pool representatives no later than one week prior to the next meeting.)
- 2) Notify all members of meetings as appropriate.
- 3) Handle all Association correspondence.

## **Section V** **Duties of the Treasurer**

- 1) Collect all Association dues and fees pay all Association bills.
- 2) Prepare and supply Annual Financial Report.

## **Section VI** **Membership Committee**

- 1) To review, inspect and report on all new applicants for membership to the Suburban Swimming Association.
- 2) To collect, coordinate and disseminate the "Team Rosters" in accordance with the Rules and Regulations for Dual Meets.

## **Section VII** **Dual Meet Committee**

- 1) To present for approval at the May meeting, swimming and diving events that will comprise the meets for the coming year. Order of events and scoring will be included.
- 2) To compile a schedule of meets for the current year. A copy of the entire schedule to be given to each member prior to May 15<sup>th</sup>.
- 3) To recommend any rule changes necessary to the uniform conduct of the meets.
- 4) To conduct pre-season officials' clinics.

## **Section VIII** **Championship, Meet Committee**

- 1) To recommend Invitational Meet procedures, spectator admission fees and prepares rules for qualification of entrants.
- 2) Make all necessity arrangements for the conduct of the meet.
- 3) Chairperson of the committee is the SSA VP (Swimming).

## **Section IX** **Awards Committee**

- 1) To arrange for the purchase of medals, badges and trophies required by Association for the season.

**Section X**

**Special Purpose Committee**

- 1) To renew the Constitution and By-Laws of the Association and recommend changes when determined necessary.
- 2) To serve as a special purpose task force for the Association when needs dictate.

**SUBURBAN SWIMMING  
ASSOCIATION  
OF  
SOUTH JERSEY**

**Rules and Regulations  
For  
Swimming**

**2018**

## GENERAL

Dual Meets will be conducted in accordance with the current USA manuals for competitive swimming, subject to the following modifications and additions.

### RULE 1 THE COURSE

**Section 1** SSA prefers pools 25 meters in length, however there may be instances where meets are held in shorter pools that have been sanctioned by SSA Championship meets will only be held at pools 25 meters in length

**Section 2** Starting blocks are required at the Starting end of the pool and shall be no greater than 30 inches in height above the water level. Depth of water at starting end must be in accordance with State Law. Water level less than this will require in-water starts, in accordance with state laws.

**Section 3** A firmly suspended line carrying easily visible flags or pennants and extending the full width of the course shall be placed 15 feet from each end of the course, approximately, but no less than 5 feet above the water surface during all Backstroke events, including the Individual Medley and the Medley Relay.

**Section 4** Non turbulent lane lines are required.

**Section 5** A mark shall be provided 15 meters from each end of the pool. This mark shall be clearly identifiable to deck officials and swimmers.

### RULE 2 CLASSES ON COMPETITION

**Section 1** Classes and events will be per current recommendations approved by the SSA representatives at a regularly scheduled meeting.

**Section 2** A swimmers' competitive age is his/her age on June 15th.

**Section 3** Within the top age limitation of the event, participants may compete in more than one age group, but may not swim the same individual stroke or relay event in two different age groups.

**Section 4** A competitor who swims in a lower age group than permitted by his competitive age shall be disqualified in that event. Any swimmer finishing after him/her shall move up in order and the points scored accordingly. Should the infraction be discovered within one week after the meet, the offended Club may refer the matter to the President of SSA for decision.

**Section 5** A team may not enter more than two official swimmers in each individual event in 4 or 5 lane pools and not more than three official swimmers in 6 or more lane pools. A team may enter more than one official team of 4 in relay events. Unofficial individual, or relay team entries may be made (usually in lanes designated as being unofficial) with the consent of the Referee and **clearly marked on the event card**.

**Section 6** An individual swimmer may not compete in more than four Official events (excluding the Individual Medley) as follows: Three individual events and one Freestyle relay or one Medley Relay; or, two individual events, one Freestyle Relay and one Medley relay. In addition, a swimmer may swim one Individual Medley.

Any swimmer who violates the allowed combination of events shall suffer disqualification in that event and shall not swim, in any events thereafter in that meet. A contestant who has been entered in more than the allowable number of events must swim only the first four on the program for which he/she has not been scratched (subject to the above individual and relay combination rules). The score of the events shall be adjusted to recognize the disqualification in all events swam in violation.

If the violations are discovered during the meet, the referee shall apply this Rule. If discovered within 5 days after the meet, the injured Club may, at its discretion, apply to the President of the S SA for redress and recalculation of the meet results.

Meet officials, insofar as possible, should be alert to detect infractions of this rule and to prevent such by notifying the offending Coach of possible infraction and the consequences thereof Failure to do so, however, shall not affect the application of this rule. In such cases, the contestant shall be withdrawn and a substitute may be entered if in keeping with Rule 5 on submission of entries.

Section 7 The 8 and Under Medley Relay, 13 and 14 OPEN relays in both Medley and Free and the 15-18 OPEN relays in both Medley and Free are open to swimmers of either sex.

### **RULE 3 DUAL MEETS**

**Section 1** Dual Meets held on Saturday morning shall start not later than 9:00 AM and Dual Meets on Wednesday evening shall not start later than 6:00 PM except by mutual agreement between the competing Clubs (see Rule 6).

**Section 2** Scoring for Dual Meets shall be as follows:

Individual Events	1 <sup>st</sup> Place	5 points
	2 <sup>nd</sup> Place	3 points
	3 <sup>rd</sup> Place	1 point
Relay Events	Winning Team	7 points
	Losing Team	0 points

NOTE: A team may not sweep all three places in an individual event. Should a sweep occur, 3rd place points will be awarded to the best time of the opposing team. The third place ribbon will be awarded to the swimmer who actually finished in third place.

**Section 3** When a team or individual is disqualified in any event, the following places shall move up accordingly and the points awarded to conform to the new order of finish.

**Section 4** Lanes for each team shall be assigned by the HOME CLUB to suit their spectator seating arrangement. Changes to lane assignments are permitted annually not later than the pre-season SSA meeting in April. A team may not designate consecutive lanes.

**Section 5** It shall be the duty of **BOTH CLUBS** in a dual meet to **scan and email LEGIBLE** copies of the Official Score Sheets showing the results of the meets **within 48 hours of the conclusion of a daytime meet, or within 24 hours of the conclusion of an evening meet. Email should be sent to distribution list(s) provided by the league Board, or in lieu of a single distribution list they should be sent to all league reps within your division and to all members of the Board.**

**Section 6** The HOME CLUB shall furnish all equipment and supplies necessary to the conduct of the meet, excluding watches. The HOME CLUB will supply two watches per official lane and the visiting club will supply one watch per official lane.

**Section 7** Each coach shall present two (2) erasable copies of their probable lineup to the scorer's table 15 minutes prior to the start of the meet. Lineups may be changed at any time prior to the official start of an event (Rule 5, Section 1). **In addition, 2 copies of the meet sheet or an electronic representation of such (e.g. Entry reports from Team Manager, Team Unify, or other) should be provided to the Referee and Starter. Visiting teams may consider providing an additional copy of entries to the home team announcer if swimmer names are announced.**



## **RULE 4 THE STROKES, TURNS, FINISHES AND RELAYS**

**Section 1** Current USA rules and descriptions of the strokes, turns, finishes and relays shall apply.

## **RULE 5 COMPETITORS**

**Section 1** Dual Meet entries are final when the **Referee signals the Starter the next event is ready to begin.**

**Section 2** Contestants may enter the pool between events only with the consent of the Referee. Contestants may warm up in assigned lanes prior to the start of the meet or when permitted to enter the pool by the Referee.

**Section 3** When an event is called by the Announcer, competitors should report to the starting end of the pool and present an official entry card for the event to the Head Lane Timer. Undue delay in reporting may result in disqualification by the Referee.

**Section 4** A staging area is to be provided to accommodate two events in advance.

## **RULE 6 CHANGES OF PROGRAM AND POSTPONEMENT**

**Section 1** When weather conditions are such that postponement or delay of the start of the meet is probable, the HOST CLUB shall notify the visiting club's coach or league representative of such conditions at least two hours before the scheduled starting time to work out appropriate arrangements so that unnecessary travel may be avoided by the visiting club. If postponed, the meet shall be rescheduled at a date and time acceptable to both clubs prior to the next scheduled meet if possible. Once a meet has been started, it is in the hands of the Referee.

**Section 2** The Referee may interrupt the running of events for short periods when, in his/her opinion, conditions warrant such interruption. Should such interruptions be inordinately prolonged, the Referee should decide as to the resumption or postponement of the rest of the meet. If postponed, the remaining events shall be rescheduled at a date and time mutually acceptable to both clubs.

## **RULE 7 THE STARTING POSITION**

**Section 1** In all swimming races, with the exception of the 100 Meter (or yard) relays, the competitors shall line up in position behind their assigned starting blocks. Upon command of the starter, the swimmers shall mount the starting blocks or stand on the edge of the pool at the head of their assigned lanes.

**Section 2** In 100 Meter (or yard) relays, the 1<sup>st</sup> and 3<sup>rd</sup> swimmer shall line up in position behind their assigned starting blocks while the 2<sup>nd</sup> and 4<sup>th</sup> swimmers shall stand at the other end of the pool behind their assigned lane. In 100 Meter (or yard) relays, the 2<sup>nd</sup> and 4<sup>th</sup> swimmers must start in the water. Upon command of the starter, the 1<sup>st</sup> leg swimmers shall mount the starting blocks or stand on the edge of the pool at the head of their assigned lanes. Upon command of the starter and prior to the start of the event, the 2<sup>nd</sup> leg swimmers shall enter the pool.

**Section 3** Two officials shall concur before any early takeoff is charged to an individual on a relay takeoff. The take-off officials must be designated by the Referee prior to the beginning of the meet. Timers shall not be used as take-off officials.

## **RULE 8 DISQUALIFICATIONS**

**Section 1** Current USA SWIMMING rules pertaining to disqualifications shall apply for all infractions.

## **RULE 9 OFFICIALS AND DUTIES**

**Section 1** Officials required for conduct of Dual Meets are given in the Current USA SWIMMING rules. Descriptions of duties for the Referee, Starter and Judges shall apply.

**Section 2** All SSA Officials (Referee, Starter, & Stroke/Turn Judges) MUST attend a SSA sanctioned rules clinic every other season, **or provide an electronic copy of a current certification of such through USA Swimming or YMCA Swimming. All Referees must attend an annual refresher to review any new rule interpretations and/or changes to USA Swimming rules and/or SSASJ rules and duties.**

**Section 3** Two across-the-board Place Judges will be assigned; one from each club. Each Place Judge will record the order of finish for each race, independently of the other. If both Place judges agree, then the Order of Finish (OOF) is based solely on the Place Judge's Ballot. If the Place Judges disagree, then the third ballot shall be order of finish based on official times. The Referee shall evaluate all information and then determine the order of finish based on agreement of the Time Ballot with either of the Place Judge Ballots, if a tie develops; the contestants are to be given duplicate awards. Contested points are to be divided equally between the fled participants.

**Section 4** There shall be a minimum of three (3) Timers for each lane, except by consent of the Referee in the event of a shortage of qualified Timers. The Timers, being in position and alerted by the Starter, shall start their watches with the flash and watches shall be stopped at the instant any part of the body of the competitor in their lanes makes contact with or crosses the finish line. No anticipatory movement on the part of the Timers shall take place before the actual finish. All times shall be recorded on the event card by the Head timer in each lane. The Scorer is to designate the official time by calculating the average time when only two watches are used (refer to the current USA SWIMMING Rules for proper rounding instructions) when three watches are used, the official time shall be the intermediate time (the middle watch of the three watches). In case of considerable discrepancy, (i.e., greater than one half second) in the times of the two official watches, the Referee shall designate which is the official time.

**Section 5** The Chief Timer shall serve as a Floating Timer for first place. If available, additional timers may be used to backup other Timers having difficulties with theft watches. Consent for use of alternate Timers must be obtained from the Referee. Timers should not clear their watches until instructed to do so by the Chief Timer.

**Section 6** The Referee is responsible to verify all times that qualify as League Records. The Referee shall attest and sign the Swimmer Meet Entry Card and Meet Sheet. The Meet Entry Card shall be immediately forwarded to the SSA Vice President Swimming.

## **RULE 10 MISCELLANEOUS**

**A. Eligibility:** Only Sons and daughters of bona fide members of the SSA clubs are eligible to compete officially in Dual Meets and in the Championship Meet. Adopted or Foster children regularly living with the club member and considered as members of the family, shall be eligible also. Club coaches and representatives shall be responsible for the observance of this rule. Lifeguards whose swimming is incidental to their employment are also eligible in accordance with the Suburban League Constitution.

**[03/09/15 addition]:** *Swimmers that are 19 years old on or before June 15<sup>th</sup>, are current High School Seniors and swam for the same summer club the previous calendar year are eligible to swim in the 15-18 age bracket and be recognized as graduating seniors.*

**B. Team Rosters:** Team Rosters showing name, age, and birthdates of each member shall be maintained on SSA standard forms by each Coach and same shall be in possession and available for inspection at all meets. The SSA Standard form is the printout from the HY-TEK Team Manager program.

Team rosters must be filed **electronically in Team Manager format** with the Vice President, Swimming and copies in the hands of league Representatives prior to the start of the first Dual Meet of the season. Subsequent additions and corrections must be properly entered on an Official Dual Meet Score Sheet at least one (1) meet (or sent to all divisional clubs and league officers via EMAIL 48 hours) prior to an individual becoming eligible for official competition. The score sheet becomes official once it is signed by the

Referee and the Scorers from each team. It shall be the responsibility of the SSA representative to verify the validity and accuracy of birthdates submitted by their clubs and to notify other clubs of all roster changes.

**C. Appeals:** The decision of the Referee in matters of judgment is considered final and may not be appealed. Decisions based on these rules and the interpretation thereof; may be appealed to the SSA league President for final decision. Protests of notices of appeal must be made to the Referee within 5 days after the conclusion of the meet and confirmed in writing to the President within one week of the notice to appeal.

Should the Referee encounter any unusual conditions during the meet which may necessitate disciplinary penalties, he shall inform the President in writing within 5 days of the incident.

Should a Club discover a violation of Rule 2, Section 2, 4, 6 or 7 after the meet, it should notify the other club of the discovery and alleged violation and attempt to settle the issue between clubs before filing an appeal with the President All appeals and decisions must be based solely on the Official Meet Sheet

**D. League Records:** Records can be established during Dual Meet competition provided the contestant is swimming in his/her own age group, except for relay events, where a swimmer may swim in an older age group. There must be three (3) times recorded and the entry card bearing the signatures of the referee must be forwarded to the Vice President SWIM within one week. League Records can only be established in meter pools.

**E. Hours of Coaching and Instruction:** The number of hours devoted to coaching and instruction shall be at the discretion of the individual Club.

**F. Awards:** Ribbons shall be awarded to the first three places in Individual events and to first place in Relay events. The HOME CLUB is responsible for providing all First, Second and Third Place ribbons, In the case of a sweep, the HOME club may choose to provide Third Place ribbons to the third-place swimmer and the third place Point awardee. "Participant" ribbons are utilized by each individual club after a meet has been concluded. Participant ribbons are awarded by individual clubs to their own swimmers who have not placed First, Second or Third in a meet.

**G. Time Conversions:** All official times from meets conducted at TARNSFIELD's 25-yard pool are eligible to be used for Championship seeding purposes after conversion through HY-TEK's Team Manager Yard to Meter conversion.

**H. Dual Meet Schedules:** The following table shall be used to establish the dual meet schedules for the upcoming year. Every effort will be made to balance the number of home and away meets and to reverse the home/away relationship between two clubs in successive years. It is also understood that some adjustment may be required to avoid simultaneously scheduled home meets for teams sharing the same home pool.

1 vs 6	1 vs 5	1 vs 4	1 vs 3	1 vs 2
2 vs 3	2 vs 4	2 vs 6	2 vs 5	3 vs 4
4 vs 5	3 vs 6	3 vs 5	4 vs 6	5 vs 6

**I. Tie Breaking Procedure:**

- 1<sup>st</sup> = Head to Head
- 2<sup>nd</sup> = Number of wins against teams involved in tie breaking procedure
- 3<sup>rd</sup> = Cumulative point total of meets involving only those teams involved in tie breaking procedure.

## **RULE 11 SSA RULE INTERPRETATIONS**

The intent of this rule is to document "Past Practice" and other questions of rule interpretations.

### **A. League Communication**

- All official communication is via the League Reps.

- Coach to Coach communication is encouraged, but decisions involving items of scheduling, rules, etc. must involve the reps.
- Communication from Coaches, Parents, or Club officials are deemed to be “unofficial” and do not require any action under our By-Laws.

## **B. Documentation**

- Meet Sheets are the official record of results except League Records must also have a Deck Card with 3 times and the Meet Referee signature.
- Rosters must be provided to representatives and League Officials at the Coaches Meeting. Only those athletes listed on the rosters turned in at the Coaches Meeting are eligible for the first meet. Subsequent roster additions must be added to dual meet sheets or sent via e-mail. Athletes are eligible as soon as the Referee of the preceding meet signs a meet sheet. Administrative errors on rosters do not affect the eligibility of athletes. Examples of administrative errors include incorrect birth dates, miss-spelled names, and differences between the Disk and Printed version of the roster (turned in at the Coaches meeting)
- League records can only be established in SSA conducted meets. A League record can only be established in an actual event or as the leadoff leg of a relay (In SSA Championships) when the primary electronic time (touchpad) is the official time. Records cannot be established from Leadoff legs in relay events when secondary electronic (pushbutton) or manual (watch) times are the official times

## **C. Attire, Jewelry, Watches, etc**

- All electronic aids that would assist a swimmer in pacing him/her self during an event are prohibited. Use of such an aid during an event is cause for disqualification.
- Attire with insignia and/or advertising is permitted. Body painting / Tattoos are permitted. All of the above must however, not be crude or morally offensive.
- Jewelry such as earrings, rings, necklaces, etc. may be worn if they do not present a hazard to the swimmer or other competitors.
- [MAY 2018]Use of "Tape" may be allowed with medical documentation from a non-relative, medical professional and with the discretionary approval of the head referee before the start of the meet.

## **D. Relays**

- 25 Meter/Yard — 2nd and 4th Swimmers may move laterally in the lane without maintaining constant contact with the wall. An early start would be defined as starting a leg and never re-establishing contact with the wall after the 1<sup>st</sup> or 3<sup>rd</sup> swimmers finishes their leg. USA Stoke rules apply.
- 2<sup>nd</sup> and 4<sup>th</sup> Leg swimmers in 4 X 25 events MUST start in the water. Diving from the deck is a reason for disqualification.
- Contact with a swimmer to assist in starting (or preventing an early start) is a reason for disqualification.
- Having 3 swimmers in a lane during a 4 X 25 event is not a reason for disqualification provided they are eligible to be in the water and do not obstruct or interfere with teammates or competitors. An “extra or non-eligible” swimmer entering the lane during the competition in that lane is reason for disqualification

## **E. Pools with Odd Number of Lanes**

- The odd (or extra) lane may be used during a meet provided that the same event is being swum in the odd lane. The use (or perceived use) of the Odd lane for pacing purposes is to be avoided.
- **The extra lane may not be used to factor in scoring for the event but the time shall be considered official if the swimmer completes a legal swim in accordance with on-deck Stroke and Turn officials.**

## **F. Starts**

- The Non-Recall procedure of the USA Swimming rules shall be utilized for all meets. The procedure is as follows:
  - The referee shall indicate the pool is ready for the event by one whistle blast. The starter shall give the command “Swimmers step up” or “Swimmers in the water”. The starter will state the event number and, optionally, may give the length and stoke. After a pause the starter will give the command “Take your mark”. When all swimmers are stationary the

starter will give the start signal. A Non-Recall False Start can be charged to a swimmer only if the referee and starter confirm that a violation has occurred.

- NOTE: Every effort should be made to “relieve” swimmers who inadvertently enter the water prior to the start AND before the start signal has been given.

**G. Order of Finish in Dual Meets**

A properly functioning automatic timing system will determine the official order of finish. The following table is used to show the method of determining the Order of Finish in Dual Meets when there is a discrepancy or malfunction of the automatic timing system. Note that Place Judge agreement supersedes the result of all times where electronic start and electronic finish is not valid or not available.

It is recommended that the scoring table consist of 1 Person to determine the Order of Finish (Home), 2 scorers (Home and Away) and 2 Ribbon Writers (Home and Away). The scorers’ have the right to view the Deck Cards, Place Judge Slips, and any DQ slips. As stated elsewhere, once the meet sheets are signed by the Meet referee, the supporting documentation is not needed and cannot be used again under our rules.

Place Judge 1	Place Judge 2	Watch Times	Winner
3	3	N/A	<b>3</b>
3	4	3	<b>3</b>
2	3	4	<b>Modified Ballot</b>
Tie	4	4	<b>4</b>
3	Tie	4	<b>4</b>
None	3	4	<b>Referee Decides</b>

- Rule 1 Place Judges
- Rule 2 Order by times with concurrence of 1 place judge
- Rule 3 If no 2 agree and we have times and two place judge ballots, use the Modified Ballot worksheet to determine order of finish
- Rule 4 If no 2 agree and we do not have two valid place judge ballots, referee decision using available information.

**H. Dual Meet Rescheduling, Postponement, Rain Delay or Continuation**

- Every effort should be made to reschedule prior to the next scheduled meet.
- Night meets should be made up within 10 days.
- The agreed upon date for a rescheduled meet should be established and confirmed within 48 hours of the time the original meet was cancelled.
- Reps of both clubs involved should communicate the agreed upon date for a rescheduled meet to the President and the VP-swimming.
- All meets must be completed by the Friday preceding champions.
- Only in those cases when a meet must be stopped for Darkness or Weather and one team has a score that is sufficient to determine a winner; the meet can be finalized at that point.

**Rule 12 Swimming Championships**

**Section 1 Events:** All regular dual meet events will be swum. Order of championship events will be determined by the **hosting club and approved by the league VP of Swimming** prior to the seeding meeting.

**Section 2 Eligibility:** Each club will be permitted two swimmers for each individual event and one team per relay event. A club may enter **additional swimmers** per individual event, provided **all swimmers** meet the qualifying time.

**[04/24/2017 Clarification]:** *Qualifying times are set each year by the Board based on times from the league championship meet the previous year.*

To be eligible, a swimmer must have competed officially in at least two dual meets and have established one official time in each event in which they are entered. Each swimmer may compete in two individual and two relay events or in three individual and one relay events. They may also compete in the Individual Medley as a fifth event.

**Section 3 Fees:** No fees shall be charged for eligible swimmers in the league championship meet.

**Section 4:** At the seeding meeting the number of individual events for each swimmer will be verified. If a swimmer is found to be entered in too many events, that swimmer will be dropped from his or her last individual event. The coach of that swimmer will be allowed to re-enter another swimmer in that event and the event will be reseeded. After all swimmers have been verified, the events will be frozen and no changes will be allowed.

**Section 5:** Each club may list eight swimmers for a relay, but only the four who actually swim are charged with entering the event. The four do not have to be chosen until the event is called by the announcer: however, the scoring table must be notified if anyone other than the first four swimmers listed swim the event.

**Section 6:** Swimmers must swim within their age group for individual events, but may swim up for relays.

**Section 7 Entries:** Entries are to be submitted via email in MeetManager entry file format. The entries are due no later than 6:00 PM on the **Sunday** night preceding the seeding meeting. The entry report and any errors will be emailed **back** to the submitting **person for each** club by 10 PM. Corrections should be emailed back as soon as possible.

**Section 8 Seeding:** Unless otherwise notified, a seeding meeting will be held at the Championship host club on the Monday preceding championships. The purpose of the seeding meeting is to review the meet as seeded by the Meet Manager program and to make the necessary corrections. If a club has not submitted its entries when they were due, that club's swimmers will be entered into the meet with **NO TIMES**.

**Section 9 Seed Times:** Times used for entry into Championships must have been established in SSA dual meet competition while competing as an official entry in a 25 meter pool or a 25 yard pool. Times swum in a 25 yard pool must be converted to meters using the SSA Official Conversion Chart and be so noted on the meet entry printout with an asterisk (\*)

**Section 10 Scratch Meeting:** There will be no scratch meeting. Reseeding of swimmers within or between heats will be at the sole discretion of the referee.

**Section 11: Awards:**

Medals	1st through 6th
Ribbons	7th through 12th
Heat Winner	A ribbon will be given to the swimmer finishing first in each heat.

**Section 12 High Point Awards:** Medals are given at each age group for one girl and one boy. This award is based on performance in the best three individual events. (8 and under award is based on best 2 individual events.)

**Section 13 Officials:** Each team is required to supply officials, timers, scorers, and ribbon writers for championships. Failure of a club to provide the required timers and or officials will result in a \$50 fine per absent position.

**Section 14 CHAMPIONSHIP TIMING - ORDER OF PRECEDENCE:** The following is the Suburban Swim Association's Order of Precedence concerning timing for Championships.

**A. Definitions**

A.1 Primary Electronic - Touch Pads located in the water at the finishing end of each lane of the pool. The pad is connected to an electronic timing system that starts based on a signal from the starting system and stops based on a depression of the touch pad.

A.2 Secondary Electronic - Electronic push buttons located at the finishing end of each lane of the pool. The push buttons are connected to an electronic timing system that starts based on a signal from the starting system and stops based on a depression of the button by a timer in that lane.

A.3 Manual - Digital stop watch for each lane at the finishing end of the pool. The watch is started by a timer based on a visual indication from the starting system and stopped by the timer.

A.4 Timer - an individual, located at the finishing end of the pool that has a clear and unobstructed view of the swimmer in a specific lane.

A.5 Place Judge - an Individual located on the side of the pool at the finishing end that has an unobstructed view of all swimmers. The place judge records the order of finish.

## **B. Order of Precedence**

B.1 If the Primary Electronic and Secondary Electronic times are within .3 seconds for all lanes in the heat, then the Primary Electronic Time is the Official Time and the Place Judge ballots are not considered. The Order of Finish (OOF) is based solely on the Primary Electronic Time. **If no Primary Electronic timing system is available, a Secondary Electronic timing system will be considered Primary.**

B.2 If the Primary Electronic & Secondary Electronic times (**or Secondary Electronic and Manual times in the event there is no Primary Electronic system**) are not within .3 seconds for all lanes in a heat, then the ballots of the Place Judges will be considered.

a. If the Place Judge ballots both agree in the OOF, then the Primary Electronic time will be used as the Official Time provided that the OOF based on time agrees with the Place Judge's OOF and the Primary Electronic time has not malfunctioned. If a malfunction has occurred then the procedure in 2.b (below) will be followed.

b. If the Place Judge ballots both agree in the OOF and the OOF based on Primary Time differs from the Place Judge's OOF, then the middle time between the Primary, Secondary and Manual time will be used as the Official Time FOR ALL LANES IN THAT HEAT and the OOF will be that of the Place Judges. The Heat Sheet for that event will be annotated with "JD" — Judges Decision.

c. If the Place Judge ballots disagree in the OOF, then the middle time between the Primary, Secondary and Manual time will be used as the Official Time FOR ALL LANES IN THAT HEAT. The OOF will be determined by a comparing the two Place Judge ballots individually with the OOF determined by the middle time. If all three comparisons result in a different OOF, the OOF for that heat will be determined by the Meet Referee's decision. The Heat Sheet for that event will be annotated with "JD" — Judges Decision.

B.3 The Order of Finish of the Event will be determined by Official Time for all contestants. In order to determine the OOF for an Event between heats involving Judges Decisions, the meet referee will evaluate the Official Times and relative OOF. When a Primary Electronic Time from one heat is compared to the JD time of a different heat, a TIE will be awarded if the JD time is within .1 second.

## **Rule 13 Athlete Safety and Code of Conduct**

**Section One:** SSASJ, as a member supported, non-profit organization, is committed to fostering a fun, healthy and safe environment of all participants from member clubs. As such, the SSASJ hereby adopts the following requirements for member clubs and for coaches acting in a supervisory role over swimmers.

**Section Two:** All club swim teams, through their club representatives, agree to be governed by the USA Swimming Code of Conduct, Article 304, and the USA Swimming Athlete Protection Rules, Article 305, with

the exception of where these articles deal with USA Swimming specific membership and/or jurisdiction over members.

**Section Three: Required Training**

1. All coaches must complete the 3 sessions of Athlete Protection Training provided by the league prior to having access to participants in a coaching role and pass the associated assessment with each module.
2. Upon achieving a passing assessment for all modules, coaches will be certified for a period of two years before needed to retake the training.
3. Coaches that maintain a valid USA Coaching Certification that have previously completed this training may provide their valid USA Certification in lieu of taking the training again.
4. All coaches must have a background check performed within the previous three years prior to participating in a coaching role.
5. **[05/11/2015 addition]:** *SSASJ League Representatives from each member club are responsible for tracking and submitting proof of training for their coaches. Proof of training includes built-in Praesidium tracking for individually registered users, signed attendance form for group training, or current USA Coach Membership.*

**Section Four: Recommended Training**

1. League representatives and older swimmers that volunteer to help younger swimmers should be provided the same training required by the coaching staff.