**Valley Swim Association**

# 2016 LEAGUE MISSION, GUIDELINES and RULES

## MISSION

The Valley Swim Association (VSA) is a recreational swim league established for the benefit of kids, up to age 18, living in the Alamo, Danville, Diablo and San Ramon, and the small slice of Walnut Creek within SRVUSD boundary Areas. The VSA is committed to developing its members into better swimmers while teaching team spirit, good sportsmanship, and community camaraderie.

As a recreational swim league, emphasis is placed on creating a team environment with competitive dual meets with other member teams of VSA. Currently, meets are conducted on Wednesday evenings and Saturday mornings. Combined membership of all VSA teams is approximately 2,000 swimmers.

## Guidelines

1. Swim meets are as short as 3 hours, and often longer. While not mandated by VSA rules, the league encourages teams to limit the number of swimmers in a specific age group to no more than 25. This allows each swimmer to swim in multiple events and allows meets to finish within a reasonable amount of time.
2. In any VSA decision-making process, members will be reminded that the “spirit” of this league is recreational in nature and to benefit local kids who do not swim year-round.
3. The VSA is bounded by a set of guidelines and rules intended to optimize the child’s swimming experience. The guidelines and rules are created and managed by the Board of VSA, which is comprised of a representative from each team. Although these guidelines and rules exist, it is expected that controversies will arise. The VSA Board shall resolve any controversy in regard to guidelines, rules, or league issues focusing primarily on the swimmer and the "spirit" for which this league was developed.

## Rules

1. All teams, parents and coaches will abide by the VSA Code of Conduct, attached as Appendix 1.
2. All VSA swim meets shall be conducted in accordance with the rules defined in Part 1 of the current USA Swimming Rules and Regulations (Appendix 4), with the following modifications:
   1. All references in the current USA Swimming Rules and Regulations to USA Swimming or LSC shall be replaced by, or interpreted to mean, VSA League;
   2. No VSA team shall be required to conform to any of the rules or regulations defined in Articles 102.1 through Article 102.8, Article 102.26, nor any of Parts 2 – 7, of the current USA Swimming Rules and Regulations:
   3. Article 102.12.5A shall be modified such that Officials for the VSA League Championship meet shall be assigned by the VSA League President with the approval of the VSA League Representatives
   4. Article 102.24 is modified such that results are due within 2 days instead of 14 days
   5. Only Article 104.2 is applicable for VSA records.
   6. Article 101.13. False Starts. This rule pertains to both Dual Meets as well as Championship meet. It is detailed below as we have now incorporated this rule for the younger swimmers as well.
      1. Any swimmer starting before the starting signal is given shall be disqualified if the Referee independently observes and confirms the Starter’s observation that a violation
      2. occurred. Swimmers remaining on the starting blocks shall be relieved from their starting positions with the "Stand up" command and may step off the blocks. The Starter shall restart the race upon signal by the Referee.
      3. If the starting signal has been given before the disqualification is declared, the race shall continue without recall. If the Referee independently observes and confirms the Starter’s observation that a violation occurred, the swimmer or swimmers who have false started shall be disqualified upon completion of the race.
      4. If the recall signal is activated inadvertently, no swimmer shall be charged with a false start and the Starter shall restart the race upon signal by the Referee.
      5. A swimmer who would otherwise be charged with a false start may be relieved of the charge if the false start was caused by the swimmer’s reaction to the “stand up” command.
      6. A swimmer shall not be disqualified for an illegal starting position at the start if the race is permitted to proceed. Enforcement of the correct starting position is the responsibility of the Starter.
      7. Declared false start: swimmers reporting to the Referee prior to the start of their race and declaring their intent not to compete will be disqualified except as noted in 207.12.6D.
   7. Article 102.22 is modified such that Stroke and Turn judge has the following discretion:
      1. Age group 6U will swim stroke 100% correct 70% of the time.
      2. Age group 7/8 and up will follow normal DQ rules for stroke the entire season.
      3. All age groups will follow normal DQ rules for start, turn and finish the entire season.

### Eligibility

At a minimum, VSA eligibility rules shall comply with County eligibility requirements (Appendix 2), but the VSA Board may adopt standards stricter than the County standards. League reps should advise their teams of the county and the VSA eligibility rules to make sure their swimmers comply and are eligible for both League and County competition:

1. Any child whose parents or legal guardians live in the Alamo-Danville-Diablo-San Ramon- and the small slice of Walnut Creek within SRVUSD boundary area is eligible to score points for a VSA team, provided their presence on the team does not violate the spirit of the VSA mission statement and guidelines, and the child:
   1. Meets all County eligibility requirements
      1. Only collegiate swimmers who have been in the VSA the 2 previous years can finish their VSA Rec Swimming career through age 18.
   2. Is not a head coach of any swim team
   3. Does not receive financial incentives or other remuneration to swim
      1. Waiving individual fees by a team is not considered a financial incentive
   4. Is not swimming for another recreational team
   5. Has not competed as a member of a USS team or has not trained with a USS swim team after December 31st of the previous year, except members of high school teams who may continue to train with a USS team until February 15th. (All dates shall refer to the year in which the swim season takes place. Refer to attached County guidelines if clarification should be required.)
   6. Fits into and competes in an eligible age group
      1. Age groups are 6 & under, 7-8, 9-10, 11-12, 13-14, and 15-18.
      2. A swimmer’s age group will be determined by the swimmer’s age as of 6/15.
      3. A swimmer may not swim down in age group
      4. A swimmer may swim up only one age group
      5. A swimmer may swim in only one age group per meet
2. Any child not living in the Alamo-Danville-Diablo-San Ramon- and the small slice of Walnut Creek within SRVSUD boundary area but who meets all criteria in Rule 1 and receives approval by the VSA Board is eligible.
   1. The VSA shall approve an out-of-area child that meets all criteria in Rule 1 whose parents or guardians are paid-in-full members of a legal organization under which a VSA team operates and whose rules require acceptance of the child onto the team
3. Exhibition Swimmer:

* A team may have a maximum of 5 exhibition swimmers on their VSA roster should a swimmer not meet VSA eligibility requirement, but still desire to compete in the VSA league meets.  Exhibition swimmers may not score points in VSA dual or the Championship meets (i.e., not eligible to compete in the finals/consolation heats at Championships or score points in timed final events).  If an exhibition swimmer is on a relay team, the entire relay team is deemed exhibition and is not eligible to score points.
* Teams with exhibition swimmers are responsible of notifying the home team’s computer staff of the swimmer’s unique status, ensure that they are marked as “exhibition” in the computer system, and validating the results that no points were awards to the exhibition swimmer/relay team.
* Exhibition swimmer’s participation in County Championships and invitational meets shall be governed by the respective governing bodies.

1. All VSA swim teams are eligible for dual-meet and league competition, provided the team:
   1. Is associated with one of the following VSA clubs.
      1. Blackhawk Country Club
      2. Crow Canyon Country Club
      3. Danville
      4. Del Amigo
      5. Diablo Country Club
      6. Round Hill Country Club
      7. San Ramon Aquacats
      8. Sycamore
   2. Starts training no sooner than the second Monday in April, in line with the Contra Costa County Championship eligibility requirements.
      1. Participation in various swim specific clinics and lesson programs open to the public will not jeopardize eligibility provided the total hours of participation does not exceed 15 hours of in-water training between December 31st and the 2nd Monday in April. These must be stroke and turn style clinics that focus on mechanical and technical functions specific to swimming and cannot be in-water conditioning programs designed to improve endurance and aerobic and/or anaerobic capacity. (see Contra Costa County Clinic Guidelines for distinction) VSA does not restrict out of water fitness training.
   3. Pays all league fees on-time.
   4. Maintains a roster only of eligible swimmers, as defined in rules 3-5.
   5. Does not violate the spirit of the VSA Mission Statement, Guidelines and the Code of Conduct.
   6. Does not consume alcohol during meets at schools (San Ramon HS, California HS, or Dougherty Valley HS) or violate the home team's established alcohol policy. Violation of host team policy can result in forfeiture of meet. Both attending league representatives at the meet must investigate the reported incident, and be prepared to discuss at the next league meeting.
   7. Submits a roster to each other team at the May or June VSA board meeting for review by the other teams. The roster should include the swimmers name, sex, age group and town of residence. Additional names proposed to be added to each roster after the time of the May/June VSA board time shall be sent via email to each of the other VSA representatives for review. No names can be added to the roster after the roster review meeting without board approval in a point scoring capacity, except that names of swimmers who wish to compete as non-point scoring swimmers may be added after this meeting. As of the roster review meeting, all point scoring swimmers must be identified on the team’s roster. After this time, no swimmer is allowed to be added to a roster in a point scoring capacity. At the June VSA board meeting, each team’s roster must be submitted to each other team for final approval and consideration of any swimmer residing outside the Alamo, Danville, Diablo, San Ramon, SRVUSD area. The League Representative must come to the June VSA board meeting prepared to discuss each out of area swimmer on their team’s roster.

### League Dual Meets

#### General

1. The order of events shall be Medley Relay, Individual Medley, Freestyle, Breaststroke, Backstroke, Butterfly, and Free Relay. There will be no IM event for 6-U. The order of age groups for each stroke/relay shall be 6-U, 7-8, 9-10, 11-12, 13-14,15-18.
2. Home teams will use the oddnumbered lanes. Visiting teams will use the even numbered lanes.
   1. Flyover starts will be used for all events in age groups 9/10 and above.
3. The League Representatives and Home Team Meet Director (or their designated representative) will interpret all League Rules during the meet and resolve all issues.
4. All protests shall be decided by a majority vote of the VSA Board.
   1. Protests must be submitted to the League Representative, Team President, or Meet Director of the offending team and the League President (or the next noninvolved League Representative in the chain of command) within 48 hours of the protested incident. The protest may be submitted verbally. Written confirmation and pertinent facts of the protest must follow within 24 hours. (The requirements of this rule shall be fulfilled if the written protest is postmarked within 72 hours of the protested incidents.)
   2. The President (or the next noninvolved League Representative in the chain of command) shall schedule a special meeting of the League Representatives to hear the protest.
5. A date for a league dual meet may be changed if both teams agree
   1. Once both teams approve a dual meet schedule change, the home team’s league rep must send an email confirming the new date/time to the League Secretary and President so the schedule can be updated.

#### Entries

1. A swimmer may swim no more than three scoring individual events and two scoring relay events in any League Meet.

***Violation of this rule will result in disqualification of swimmer in all events including relays.***

1. The home team Meet Director will provide the visiting team Meet Director with the number of heats to be swum for each event (age group, sex, and stroke) as well as all other pertinent info the visiting team may need to know, no less than 72 hours prior to the meet. Increases to the number of heats in any event may be made less than 24 hours before the start of the meet only with the mutual agreement of the Meet Directors.
   1. Meet length time shall be a 4 hour time limit from 1st splash for Saturday meets and 9:00pm last splash time for Wednesday night meets unless an alternative timeframe is agreed upon by both Meet Directors.
2. The visiting team computer rep will provide the home team computer rep with a list of meet entries on the league-approved software two nights before the meet (by Monday 5 pm for a Wednesday meet, by Thursday 5 pm for a Saturday meet. The entries will include swimmer’s name, age group, sex, event, and seedtime if available. The home team computer rep will return proceeded entries to the visiting team computer rep the following morning and a team representative from both teams should review them and make any necessary changes. The League rep and both meet directors will be provided with a copy of the event/heat sheet at the start of each meet.
3. Scratch Rule: A scratch meeting will be held immediately prior to the start of a swim meet to resolve last minute scratches due to swimmer absences only. A swimmer may be moved up from within an event. For example, a swimmer in Heat 2 of Freestyle can be moved up to Heat 1. A swimmer added to an Event, at the scratch meeting, cannot be placed into the Heat 1. Lateral scratch replacements are not allowed. For example, moving a swimmer from backstroke to freestyle is not allowed. Reshuffling of a team lineup is not allowed.
4. Relay Events
   1. Unless otherwise agreed to by both Head Coaches and the Meet Director, relay teams will be gender specific. A relay team must consist of four different swimmers all of the same gender.

#### Special Rules for Wednesday Night Meets

1. The format for a Wednesday night meet shall be determined based on allowing each swimmer a minimum of two (2) swims for individual events, a Medley relay and Free relay. If time permits, a third individual event per swimmer and extra heats of relays are acceptable.
2. The home team Meet Director may change the above format, provided there is compliance with rule 13 and no objection by the visiting team's Meet Director.

#### Meet Personnel

1. Each team shall supply 3 responsible timers (with watches at manually timed meets) per lane for half of the lanes in use at the meet, 1 stroke and turn judge and 4 people for the official’s table. One of the timers in each lane will perform the role of Recorder.
2. The home team will be expected to supply the above plus 1 starter and 1 head timer.
3. The home team computer rep shall preside over all changes made to the lane sheets prior to the start of the meet.
4. Three responsible (non-meet participant) timers will be assigned to each lane: one from the home team and two from the visiting team in the oddnumbered lanes and two from the home team and one from the visiting team in the evennumbered lanes. Notwithstanding the above, for meets conducted at pools with touch pads, there shall be required only 2 timers (one from each team) per lane, with one of the timers serving as the recorder. The host team’s meet director and head timer will remove any timer determined to be unwilling or unable to fulfill the obligations of a timer.

#### Meet Scoring

1. Each team may score a maximum of three team members for all first heats.  Only first heat events will count toward team scores.  For pools with 7+ lanes, all lanes will be used as scoring lanes, but only the top three finishing times for each team will score. Teams may mutually agree in advance not to score a meet. If teams do not both agree the default is to score the meet.
2. For electronic timed meets, when three buttons are used, the median time shall be the official time. If only two buttons are used the average time shall be the official time. Where touch pads are used, the touch pad time shall be the official time. For meets using only manual timing (stopwatches), three watches will be employed per lane and the median time will be the official time. The ascending ranking of times shall determine places.
3. Points in individual events will be awarded for the first six places only as follows: 1st9 points, 2nd5 points, 3rd4 points, 4th3 points, 5th2 points, & 6th1 point.
4. Points in relay events will be awarded to the first finishers from each team only. The 1st place team will receive 8 points. The top finisher from the opposing team will receive 4 points.
5. In the event of a tie, the swimmers involved will each receive the appropriate ribbon and the points will be totaled and divided evenly between the teams.
6. No points will be scored for second or complimentary heats.
7. The home team computer rep shall email a final meet score summary upon completion of the dual meet to the League Secretary and the visiting team. This shall be completed within 2 days.

#### Ribbons

1. The designate place colors are as follows: 1stblue, 2ndred, 3rdwhite, 4thorange, 5themerald, 6thyellow, 7th-blue and 8th-purple.
2. First through eight place ribbons will be awarded in all first heat individual events. Ribbons will be awarded for second and subsequent heat individual events from first through sixth place. For 1518 age group swimmers, ribbons will be given only upon request. Teams with pools that allow for more lanes may offer additional ribbons.
3. For relay events, ribbons will be awarded for first and second place based on scoring (this may not correspond to their actual finish place as only one relay per team may score). In the 6 & U and 7-8 age groups, the league encourages the awarding of ribbons to the remainder of the relay teams.

### Championship Meet

1. The Championship Meet will conclude the League Season.
2. Swimmers are eligible to compete in the Championship Meet only if the swimmer has swum in at least three VSA League Dual meets. At the meeting determined by the VSA Board, each team will bring a computer generated report which shall confirm that each swimmer has swum in the required number of meets. The report shall identify the specific meets each swimmer has swum in.
3. Entries for this meet must be submitted in accordance to the specific procedure and timetable set by the Meet Director.
4. All entries must have a valid seed time. Any entries submitted with a NT may swim as a non-scoring exhibition and cannot qualify for finals.
5. The Meet Director shall determine the order of events.
6. There will be no IM event for 6-U.
7. An individual may swim a maximum of three individual and two relay events.
8. Each team may enter an unlimited number of individual swimmers per event. However, no more than 4 swimmers per team may advance to compete and score points in the finals session. Any swimmer who places in the top 20 in the trials session (or top 16 if we run 8 lanes for finals) but is not one of the 4 fastest qualifiers on their team, will have their swim marked as an exhibition swim. Their trials swim will still count for all record-keeping purposes, but they will not be eligible to compete in the finals session, score points for their team, or receive any medals/ribbons for that event.
9. The 17th and 18th fastest qualifiers (or 21st and 22nd if there are 10 finalists in each final heat) shall be named as alternates. An alternate may only swim in the Consolation Finals. For example, if a swimmer from the Championship Finals fails to check in with the Clerk of the Course, the Championship Final heat will not be reseeded. However, if a swimmer from the Consolation Finals fails to check in with the Clerk of the Course, an alternate will swim in the lane assigned to the scratched swimmer. The Clerk will lock the finals heats once the Clerk directs the swimmers to stand up to walk to the blocks. At this time alternates will be placed in the finals and no late check-ins will be allowed.
10. Individual events with a minimum of 21 entrants will swim in the trials session with the top 20 qualifiers advancing to the Championship and Consolation Finals.  Events with less than 21 entrants will swim as a Timed Finals in the finals session only.
11. IM will be run as a Timed Finals. The top 20 scoring shall follow the scoring table. A maximum of 4 swimmers per team may score.
12. Relays will be run as Timed Finals.
    1. Each team may enter A, B, C, and D relay teams, but only one relay for each team will score points.
13. Finalists for Championship Finals will receive medals. Finalists for Consolation Finals will receive double ribbons.
14. Scoring Table:

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **TEAM SCORING 10 LANE FINALS COURSE** | | | | | | | | | | | |
| ***Individual*** | **Place:** | 1st | 2nd | 3rd | 4th | 5th | 6th | 7th | 8th | 9th | 10th |
| ***Events*** | **Points:** | 24 | 21 | 20 | 19 | 18 | 17 | 16 | 15 | 14 | 13 |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Place:** | 11th | 12th | 13th | 14th | 15th | 16th | 17th | 18th | 19th | 20th |
|  | **Points:** | 11 | 9 | 8 | 7 | 6 | 5 | 4 | 3 | 2 | 1 |
|  |  |  |  |  |  |  |  |  |  |  |  |
| ***Relay*** | **Place:** | 1st | 2nd | 3rd | 4th | 5th | 6th | 7th | 8th |
| ***Events*** | **Points:** | 48 | 42 | 40 | 38 | 36 | 34 | 32 | 30 |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **TEAM SCORING 8 LANE FINALS COURSE** | | | | | | | | | |
| ***Individual*** | **Place:** | 1st | 2nd | 3rd | 4th | 5th | 6th | 7th | 8th |
| ***Events*** | **Points:** | 20 | 17 | 16 | 15 | 14 | 13 | 12 | 11 |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Place:** | 9th | 10th | 11th | 12th | 13th | 14th | 15th | 16th |
|  | **Points:** | 9 | 7 | 6 | 5 | 4 | 3 | 2 | 1 |
|  |  |  |  |  |  |  |  |  |  |  |  |
| ***Relay*** | **Place:** | 1st | 2nd | 3rd | 4th | 5th | 6th | 7th | 8th |
| ***Events*** | **Points:** | 40 | 34 | 32 | 30 | 28 | 26 | 24 | 22 |
|  |  |  |  |  |  |  |  |  |  |  |  |

1. Trophies
   1. League Champion, second, and third place – awarded to the 3 highest team total points.
   2. Most Improved – awarded to the team, other than the top three teams with best percentage increase in points over the previous year in the Championship Meet.
   3. High Point – awarded to the individuals in each age group, boys and girls, who score the highest number of points.
   4. Outstanding Boys and Girls Relay - one boys' team and one girls' team will be selected for this award, based upon performance relative to meet records, expressed as a percentage.
   5. Spirit Award – As voted by team representatives at the Championship meet.
   6. Popped time percentage award - awarded to the team with the highest percentage of swimmers that popped their seed times in trials heats or timed-finals heats for IMs or individual events with no finals/consolation heats.
   7. Parent Relay Team – To the winner of male and female parent relay teams.
2. Entries for this meet must be submitted in accordance to the specific procedure and timetable set by the Championship Meet Director.

### Stroke and Turn

1. The swimmers will always have the benefit of the doubt. The Stroke and Turn Judge must personally see the infraction.
2. A relay team will be disqualified by the Stroke and Turn Judge if, in their judgment, any of the first three swimmers do not leave the pool within a reasonable time upon the completion of their lap.
3. Only one Stroke and Turn judge per team on the deck at one time, except at San Ramon where each team will supply two judges. The quantity of lanes judged by an individual judge will equal that of every other stroke and turn judge and will not include more of his/her own team’s lanes than that of the other team’s lanes
4. Stroke and Turn judges at dual meets and the Championship Meet will utilize the “two-part” DQ form. The Stroke and Turn judge must complete (event, heat, lane and nature of the infraction) and sign a two-part DQ slip.
   1. Unsigned DQ slips will be discarded without adjusting the results or the score
   2. The scorer should notify the meet director of any unsigned DQ slips. Stroke and Turn officials should immediately be reminded to sign their DQ slips
5. The Stroke and Turn Judge may DQ any swimmer he or she feels is abusing the DQ criteria to gain an unfair advantage. The infraction must occur within the judge’s jurisdiction.
6. The Stroke and Turn Judge making the disqualification shall provide the runner with the completed DQ slip so it can be taken to the head table for processing. The team coach is responsible for checking with the head table for DQ slips during the meet and for informing the swimmer of the disqualification.

### League Administration

1. Each team shall be allowed one vote as represented by their appointed League Representative
2. A League Representative must be a parent/guardian of an eligible swimmer or approved by the remaining VSA Board.
3. Every year, each team shall be responsible for the Team Duties
4. In order for the League to do business, at least 6 of the 8 representatives (or their alternates) must be present. A simple majority of all teams is required to resolve all business, including eligibility.
5. The League Secretary will maintain the official league records and passed on yearly.
   1. These should include meeting minutes, League Rules, team contacts, current year team rosters, Championship Meet Records, as well as any additional important documents and correspondence.
   2. A diskette, or file, containing the reported dual meet summaries and the prior year’s championship meet results and records formatted in the league approved software also shall be included with the official league records binder.
6. Intentional violation of swimmer or team eligibility may result in disciplinary action from the VSA board, including
   1. Forfeiture of points
   2. Forfeiture of meets
   3. Forfeiture of participation in league championship
   4. Dismissal from league

#### League Rules

1. The League Rules are to be finalized at the April meeting of the League Representatives unless otherwise agreed upon by the League Representatives.

#### Reimbursement for Expenses

1. Expenditures under $300.00 require the prior verbal approval of the League President. No individual shall make a financial commitment on behalf of the League in excess of $300.00 without prior League approval. In order to obtain approval, an individual must complete a *Request for Funds* form and obtain signed approval from either the League President or Treasurer.

#### Per Swimmer League Membership Fee

1. The League may assess a League Registration fee of $10 per swimmer each year. Each team will collect the fee during their registration period. Submittal of the fees to the League will be due as determined by the Board. This fee is an addition to the Championship Meet Splash fees that may be collected. At the League’s discretion, the Splash fee can be terminated or modified at any time.

## Appendix 1

### VSA League Code of Conduct

#### League Code of Conduct

To preserve competitive balance and sportsmanship within the league, representatives of VSA member clubs (including club officers, coaches, and their constituents) are discouraged from recruiting swimmers that are members of other VSA clubs during and between recreational swim seasons. Recruiting includes, but not limited to, actively promoting your club’s summer recreational program to swimmers or their families, offering special privileges and discounts that are not available to all members, and encouraging swimmers to switch from their current club to yours. Club representatives are not restricted to offer information to families that initiated inquiries. Should a club feel that their swimmers are being recruited, its representative may present evidence to the VSA Board of Directors where the offending club may be penalized, including, but not limited to coach suspension, recruited swimmer’s eligibility suspension, club suspension or expulsion from the VSA League.

#### Swimmer Code of Conduct

* Swim for the enjoyment of Swimming
* Obey the Rules of Swimming
* Be generous when you win
* Be gracious when you lose
* Criticizing, name-calling, taunting, physical abuse, use of abusive language or gestures will not be tolerated
* Treat opponents and teammates with respect
* Respect and accept the decisions of judgment officials with grace
* Accept seriously the responsibility of representing your team and the VSA League
* Swimmers should be free of all alcohol, tobacco, and drugs at all VSA meets

#### Parent/Spectator Code of Conduct

The primary goal of the VSA League is to provide a safe, enjoyable environment that enables our children can develop as swimmers. The parent/adult involvement in swim team is crucial to the success of the VSA League. This involvement of the adults enhances the experience for all swimmers when the engagement is positive and the respect exhibited by adults for coaches, officials, and all swimmers is positive.

* Learn the policies and rules of your team and the VSA League
* Be a positive role model for all swimmers and encourage good sportsmanship
* Criticizing, name-calling, taunting, physical abuse, use of abusive language or gestures will not be tolerated
* Respect and accept the decisions of judgment officials with grace
* Accept seriously the responsibility of representing your team and the VSA League
* Fulfill your volunteer obligation

#### Coaches Code of Conduct

* Set a good example for swimmers and parents to follow, exemplify the highest moral and ethical behavior
* Treat your team as well as opposing team: coaches, swimmers, and parents with respect
* Respect the judgment of Officials; abide by rules of the league
* Instruct your swimmers in good sportsmanship and coach to that standard

#### Statement from VSA Board

The essential elements of character building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. The highest potential of sports is achieved when competition reflects these six pillars of character.

I therefore agree:

1. I will abide by the VSA Code of Conduct
2. I will not encourage any behaviors or practices that would endanger the health and wellbeing of swimmers.

#### Enforcement

Each team in the VSA league shall enforce this Code. Complaints regarding this Code will be brought to the attention of the associated team involved. If an issue cannot be resolved by the team, a formal dispute may be brought to the VSA League Board.

#### Implications for Code of Conduct Violation

* Warning
* Suspension from VSA individual dual meets
* Suspension from VSA swimming

## Appendix 2

### Current Year County Eligibility Guidelines

At a minimum, VSA eligibility rules must comply with County Meet requirements, but the VSA Board may adopt standards stricter than the County standards. League reps should advise their teams of the county and the VSA eligibility rules to make sure their swimmers comply and are eligible for League and County competition.

## Appendix 3

### Team Responsibilities

|  |  |  |
| --- | --- | --- |
| VSA Team / Board Member | League Job | Championship Meet Job |
| Leslie Sprague  Blackhawk | Website/IT/Communications | Stroke & Turn Training |
| Mike Biondi  Crow Canyon | Secretary | Vendor/Hospitality/Shirts |
| Jeff King  Del Amigo | Rules | Clerk of the Course |
| Tom McCloskey  Diablo | Records | Computers |
| Jeff Miller  Round Hill | Schedule | Facilities |
| Shonda Layous  Sycamore | President | Meet Director, Announcer |
| Alex Kaplenko  San Ramon | League Development & Survey | Awards |
| Deanne Poitras  Danville | Treasurer | Programs |

## Appendix 3.1

### Job Descriptions

|  |  |
| --- | --- |
| Championship Jobs |  |
| Food,  Hospitality, Vendors | Coordinate food and merchandise vendors, file permits, establish map of vendor locations, provide coach/board lunch tickets, provide hospitality set up for coaches including coolers, water, ice, food. |
| Stroke & Turn, Starter | Coordinate event officials; provide standards and training, forms, positions, placement, assignments, rules for disqualification. |
| Facilities | Coordinate venue reservation, permits, map, schedule for setup/teardown. Rent/obtain equipment including scoreboards, plungers, cables to computers/scoreboard, public address system, tables, chairs, shade covers. |
| Computer | Coordinate computer and timing system supply, setup, event load, and administration throughout meet. |
| Meet Director, Announcer | Coordinate meet volunteer plan, schedule of events, rosters and placement of swimmers, schedule announcer and support, resolve intra team issues. |
| Timer & Recorders,  Awards | Coordinate personnel for timers & recorders, event assistance, award material orders, preparation at meet, distribution |
| Clerk of the Course | Coordinate venue organization for swimmers including , schedule of events, check-in, shepherds, relay teams. |
| Programs/T shirts | Coordinate program development, print plan, advertisement, cover art, schedule content, production, sales and distribution |

## Appendix 3.2

### Job Descriptions

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| --- | --- |
| League Jobs |  |
| President | Provide leadership for VSA board. Establish board agenda and meeting schedule for season.  Coordinate league and championship job assignments. Represent board at community level. |
| Secretary | Provide written history of board discussions and agreements, including monthly minutes, assignments, proposed items, votes. Maintain electronic files. |
| Rules | Coordinate annual review of VSA rules, solicit input from member teams and coaching staff, present for discussion and vote, update documents. Provide review and incorporation of USA Swimming Rulebook. |
| Treasurer | Maintain financial record of VSA income and expense, prepare monthly statement, manage account, coordinate annual review by accountant. |
| League Development | Provide long term planning and development for league presence in community, interleague competition, county and state level awareness. |
| Records | Manage records including team rosters, changes, meet scores, season results, standings, awards. Facilitate team computer discussions, league standards. |
| Website | Develop and maintain VSA website, providing venue for league information, schedule, contacts, results, advertisement. |
| Schedule | Provide league schedule for dual meets, coordinate with invitational venues, update league on changes. |

## Appendix 4

### USA Swimming Rulebook

[www.usaswimming.org](http://www.usaswimming.org)