

Reston Swim Team Association



Officials Coaches & Managers Handbook



2021



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Welcome to the Reston Swim Team Association

Dear RSTA Team Managers, Coaches & Officials,

The Reston Swim Team Association (RSTA) is a year-round developmental swim league open to all swimmers between the ages of 6 and 18. RSTA is committed to offering a safe and welcoming environment to all swimmers and families. RSTA celebrates diversity and strives to create an environment where differences are embraced and everyone feels welcome, respected, and supported to fully participate.

RSTA's purposes include:

- to foster and promote the ideals of good sportsmanship, honesty, and perseverance in the children of Reston, Virginia, and environs, so they will grow into finer, stronger, and healthier men and women
- to encourage parental participation in RSTA activities so as to foster those benefits derived from the mutual involvement of parents and children in a common endeavor
- to provide a means for teaching and a forum for learning both the fundamentals and the fine points of swimming, so as to heighten appreciation of such activity as well as to encourage healthful, lifelong participation in swimming activities.

RSTA accomplishes these purposes by providing coaching to teach the fundamentals and fine points of swimming and by providing opportunities for supervised competitive swimming—and that's where you come in. Coaches, managers and officials are an integral part of our program and a large part of what makes our league special. We look to you to be the backbone of the league. This handbook was created to provide information to help make your job a little easier. If you don't find the information you're looking for here, please let a Board member know so we can include it in the next edition.

It's with great excitement that we kick off our 2021 season. With the closure of the pools in 2020 due to the COVID-19 pandemic, we cancelled our summer season for the first time in league history. As we plan for the 2021 season with continued restrictions and social distancing requirements, we know our summer program will look different but we strive to bring back all that is special about RSTA.

On behalf of the RSTA Board of Directors, I would like to thank you in advance for all your efforts this summer on behalf of our swimmers. You will put in countless hours of hard work for your team, and I hope you'll find the smiling faces of the swimmers as they set new best times or win meets as rewarding as the thought that you're helping make memories to last a lifetime.

See you at the pool!

Debbie Wagner
RSTA President

2021 Amendment

The RSTA Board is committed to do everything that we can to ensure a safe, fun and successful season, amid the COVID-19 pandemic. This 2021 season introduces new challenges to the planning and execution of the swim season, including team size, practices and swim meets. Guidelines and restrictions at the local, state and national level currently prevent the return of a “normal” 2021 season and will impact the rules set forth in this handbook.

To the extent possible, rules stated in this handbook will be adhered to for the 2021 season. Due to the nature of evolving guidelines and restrictions, limitations in pool and/or deck capacity may limit the number of swimmers, parents, volunteers and officials allowed on deck. This in turn may impact the guidelines and rules set forth above.

Modifications to rules may include, but not limited to:

- Number of timers required per lane
- Number and position of Stroke & Turn officials
- Timing of meets
- Order of events

RSTA History

The earliest records available to us date from 1972 but it is believed that RSTA began in 1969. RSTA began as an AAU Winter Swim program put together by a group of interested swim parents with a Summer Developmental team added at least by the summer of 1972. The indoor Winter program utilized the Reston Country Club pool while the Summer teams used the RHOA pools.

1973: One Winter team and one Summer Select Team (basically AAU swimmers). There were four (4) Summer teams: Glade (GL), North Shore (NS), Southgate (SG), and Uplands (UP).

1974: One (1) Winter team plus one (1) Summer Select Team – Reston Select Team (RT) - which was entered in the Colonial League and the same four (4) Developmental teams – Glade (GL), North Shore (NS), Southgate (SG) and Uplands (UP).

1975: Winter team was dropped from RSTA. The Reston Select Team (RT) was split this year at the request of the Colonial League because it was such a strong team. The teams – Reston North (RN) and Reston South (RS) were both placed in the Colonial League.

1976: Select Teams were again Reston North and Reston South and entered in the Colonial League. Because of lack of registrations at Southgate (SG) and an overlarge registration at Glade (GL), Southgate was dropped and Newbridge (NB) and Hunters Woods (HW) teams were added giving us Glade (GL), Hunters Woods (HW), Newbridge (NB), North Shore (NS), and Uplands (UP). A Relay Carnival was added to the Developmental schedule.

1977: Still two (2) Select Teams – Reston North (RN) and Reston South (RS). Southgate (SG) was added back in giving us six (6) Developmental teams – Glade (GL), Hunters Woods (HW), Newbridge (NB), North Shore (NS), Southgate (SG) and Uplands (UP).

1978: Relay Carnival and All-Stars were held.

1979: Outdoor All-Reston Meet used for Time Trials (all nine teams swam all four strokes). Tall Oaks (TO) was added. Record Patches and Team Bars were passed out for the first time.

1980: Colonial League again requested that we split our teams. We entered three (3) Select teams in three other divisions – Reston Blue Jays (RBJ), Reston Cardinals (RC) and Reston Eagles (RE) and again dominated the league. Developmental was made up of eight (8) teams swimming in two divisions with the Glade team being split – Division I; Glade East (GE), Hunters Woods (HW), North Shore (NS) and Uplands (UP); Division II; Glade West (GW), Newbridge (NB), Southgate (SG) and Tall Oaks (TO).

1981: RSTA dropped out of Colonial League because RSTA was asked to put all three (3) of our teams in one division and swim only ourselves. All swimmers were put into the Reston League and we classified swimmers – A, B, C – for the first time. Time trials were held individually by each team – there was no All-Reston Meet. We ran eight (8) teams but all in one division. Lake Thoreau (LT) was added and Southgate (SG) was dropped. We fielded an All-Reston Travel Team to represent us at invitational meets outside our own league.

1982: Tall Oaks (TO) dropped. Winter swim begun Fall, 1982.

1983: Ridge Heights (RH) added to league and Glade East (GE) and Glade West (GW) combined again to form Glade (GL) giving us seven (7) teams.

1984: Eliminated meet handicapping factors (i.e., returned to the scoring system used in the 1982 season) and adopted new U.S. Swimming “no false start” rule. Flat-rate fee structure.

1985: Expanded to eight (8) teams by adding Lake Audubon (LA) and created new championship categories: five age group championship teams, class “A”, “B”, and “C” championship teams, as well as an overall League champion.

1987: Eliminated the use of starting blocks at any RSTA sanctioned meet. RSTA hosted an eight-team Invitational Memorial Day relay meet to celebrate the opening of the new 50-meter Lake Newport Pool.

1988: Added a new team at Lake Newport (LN). Raised eligible age to 6, held Long Course Relay Meet, All-Star Meet was renamed Ro Rosennweig All-Star Meet.

1991: A “C” category for swimmers ages 15-18 was added.

1992: Combined the boundaries of the North Shore and Uplands teams to create a new team called Lake Anne (AN). A new team at Autumnwood (AW) was added for a total of nine (9) teams. In memory of RSTA swimmer and Coach Kevin Coffey, RSTA began giving the Kevin Coffey Spirit Award to a deserving swimmer on each team.

1993: A July 4th Relay Carnival for RSTA swimmers was held to celebrate RSTA's 20th anniversary.

1994: The Board decided to change the boundaries on the south side of Reston and to redistribute the Lake Thoreau swimmers between Ridge Heights and Lake Audubon. With this change, the south side now has five (5) teams and RSTA has eight (8) teams.

1997: RSTA added a ninth team, North Hills (NH), and they share pool space with the Lake Newport team.

1998: Celebrating its 25th anniversary RSTA. Boundary divisions were made to the north side of Reston. Changes to the schedule this year included changing the IM Time Trials Meet to a Finals Meet and eliminating the Individual Medley (IM) Meet from the All-Star Meet. All-Star Meet changes included the addition of age group relays and of an additional heat to each event to allow more swimmer participation.

1999: Boundaries were eliminated which allowed swimmers to select their team with preference given to swimmers wishing to remain on their prior year team.

2000: To ensure the safety of individual swimmers, a new procedure was implemented which requires the testing of all 8 and under swimmers new to the league to verify their capability in swimming one length of the pool.

2003: This was the 30th anniversary of our swim league. In July, we celebrated with a family picnic at the Water Mine Family Swimmin' Hole, Lake Fairfax, VA.

2005: For the first time in many years, all of our teams were full and the Winter Swim program was filled to capacity this year.

2006: The Board formerly adopted the U.S. Swimming rules with respect to league competition.

2007: The annual All-Star meet continued a tradition of unified themes with "Harry Potter" as this year's theme.

2009: Implementation and use of HY-TECH meet and team management software brought an end to the era of swimmer cards.

2016: Newbridge (NB) Dolphins and Glade (GL) Gators combine to form Glade (GL) Dolphins.

2020: RSTA did not have a season for the first time in RSTA history because of the COVID-19 virus.

Reston Swim Team Association

P.O. Box 2668 Reston, Virginia 20195

www.rsta.org

Email: rstaboard@rsta.org

Facebook: www.facebook.com/swimRSTA

Twitter: <https://twitter.com/SwimRSTA>

2021 Officers and Board of Directors

President	Debbie Wagner	Glade
Vice President	Zoo Flynn	Hunters Woods
	Blake Kohn	Lake Newport
Treasurer	Jeff Bladek	Lake Audubon
Secretary	Linda Kennedy	Autumnwood
Registrar	RJ Clark	Glade

Autumnwood

- Marcus Jackson
- Linda Kennedy
- Patrick McDermott

Glade

- May Chava
- RJ Clarke
- Julie Hanssen Harris

Hunters Woods

- Fred Briden
- Zoo Flynn
- Michele Jerome

Lake Anne

- Jason Cramer
- Andrew Freeman
- John Kovacs

Lake Audubon

- Jeff Bladek
- Shannon Blaney
- Lisa Fritz

Lake Newport

- Ric Matos
- Ritika Sharma
- Chris Whelan

North Hills

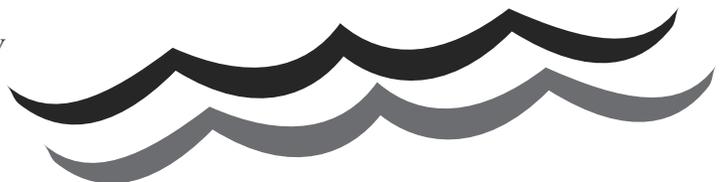
- Jerome Ferrara
- Ken Raffel
- Warwick Webb

Ridge Heights

- Kristin Dougherty
- Louis Flori
- Shaughnessy Pierce

At-Large

- Alisa Harriot
- Eric Johnson
- Blake Kohn
- Debbie Wagner



2021 League Schedule

DATE	DAY	TEAMS	TIME	POOL
June 1	Tues	First Night of Practice	Various	(see home pool info)
June 12	Sat	TBA	TBA	TBA
June 14	Mon	First Morning Practice	Various	(see home pool info)
June 19	Sat	TBA	TBA	TBA
June 26	Sat	TBA	TBA	TBA
July 3	Sat	BYE WEEK ALL TEAMS		
July 10	Sat	TBA	TBA	TBA
July 14	Wed	IM Finals Meet	5:00 pm	Lake Newport
July 21	Wed	IM Finals Meet (Rain Date)	5:00 pm	Lake Newport
July 17	Sat	TBA	TBA	TBA
July 24	Sat	TBA	TBA	TBA
July 31	Sat	All Star Meet	TBA	Lake Newport
TBA	Sun	All Star Meet (Rain Date)	TBA	Lake Newport

PLEASE NOTE: Schedule is subject to change.

Autumnwood Piranhas Team Information

Home Pool:	Autumnwood	703-467-0903
Head Coach:	Grace Bartlett	
Senior Assistant Coach:	Curtis Bushee	
Assistant Coach:	Cooper Hill & James Lyon	
Age Group Coach:	Faith Bartlett & Sophie Kennedy	
Team Representatives:	Marcus Jackson	202-302-3803
	Linda Kennedy	703-901-5302
	Patrick McDermott	832-584-9222
Team Managers:	Linda Kennedy	703-901-5302
	Karen Hawley	360-961-3971
Computer Coordinator:	Eric Lyon	703-430-2828
Equipment Manager:	TBA	

Glade Dolphins Team Information

Home Pool:	Glade	703-476-5732
Head Coach:	Sam Joyner	
Senior Assistant Coach:	Deirdre Curry	
Assistant Coach:	Maya Berry & Sophia Landeryou	
Age Group Coach	Niki Chava & Lauren Wagner	
Team Representatives:	May Chava	703-795-1084
	RJ Clarke	703-772-8629
	Julie Hanssen Harris	917-232-8048
Team Managers:	Cici Arseculerante	703-801-1579
	Kristine Kramer	703-408-6958
	Gail Sutherland	509-592-7584
Computer Coordinator:	TBA	
Equipment Manager:	Dave Wiemer	202-306-8071

Hunters Woods Blue Marlins Team Information

Home Pool:	Hunters Woods	703-391-2187
Head Coach:	Ryan Vintimilla	
Senior Assistant Coach:	Megan Slater	
Assistant Coach:	John Evans & Jack Flynn	
Age Group Coach	Marissa Jerome & Tiffany Ji	
Team Representatives:	Fred Briden	703-723-1187
	Zoo Flynn	703-732-7616
	Michele Jerome	703-505-8071
Team Managers:	Jennifer Chu	703-855-0281
	Mary Ellis	703-927-3763
	Thyra Parcell	703-599-9654
Computer Coordinator:	TBA	
Equipment Manager:	Erika Foxen	703-470-4674

Lake Anne Stingrays Team Information

Home Pool	Golf Course Island	703-435-8397
Head Coach:	Peri Schiavone	
Senior Assistant Coach:	Jack Thomas	
Assistant Coach:	Andrew Cramer & Morgan Sivak	
Age Group Coach	Sean Henry & Frank Keusenkothen	
Team Representatives	Jason Cramer	703-869-4631
	Andrew Freeman	703-945-4243
	John Kovacs	617-839-6841
Team Managers	Jennifer Dubesa	949-444-5942
	Nicola Hamilton	301-915-5926
	Nancy Henry	904-894-7969
Computer Coordinator	Lothian Hamilton	773-750-5777
Equipment Manager	Ed Keusenkothen	571-524-9307

Lake Audubon Barracudas Team Information

Home Pool	Lake Audubon	703-860-3080
Head Coach:	Matthew Fritz	
Senior Assistant Coach:	Emily Fritz	
Assistant Coach:	Riley Lender & Aidan Scanlan	
Age Group Coach:	James Harriot & Mitchell Vikhman	
Team Representatives	Shannon Blaney	
	Jeff Bladek	703-898-0327
	Lisa Fritz	703-862-1687
Team Managers	Maggie Booth	571-214-1882
	Rosemary Daum	703-625-1152
	Lisa Fritz	703-862-1687
	Jill Sciaroni	703-408-3243
Computer Coordinator	Jeff Fritz	703-927-1998
Equipment Manager	Greg Bowen	703-943-8820

Lake Newport Lightning Team Information

Home Pool	Lake Newport	703-467-0694
Head Coach:	Emi Redican	
Senior Assistant Coach:	Deja Rothschild	
Assistant Coach:	Will Kohn & Mara Redican	
Age Group Coach:	Jeffrey George & Meghna Sharma	
Team Representatives	Ric Matos	
	Ritika Sharma	571-215-1695
	Chris Whelan	703-862-7415
Team Managers	Patty Redican	571-344-3030
	TBA	
Computer Coordinator	Stephen Connelly	703-855-7253
Equipment Manager	Chris Whelan	703-862-7415

North Hills Hurricanes Team Information

Home Pool:	Lake Newport (practice) North Hills (party)	703-467-0694 703-435-6769
Head Coach:	Ryan Luczak	
Senior Assistant Coach:	Michelle Boone	
Assistant Coach:	Piper Luczak & Joseph Sciortino	
Age Group Coach:	Greyson Deker & David Wrigley	
Team Representatives:	Jerome Ferrara Ken Raffel Warwick Webb	571-243-8260 703-201-4396 703-220-0138
Team Managers:	Katey Khan Karen Raffel	617-501-6759 703-869-2346
Computer Coordinator:	Sandy Ellen Sciortino	703-585-8439
Equipment Manager	Brian Wilson	571-212-6748

Ridge Heights Sharks Team Information

Home Pool	Ridge Heights	703-476-7084
Head Coach:	Ian Hansing	
Senior Assistant Coach:	Chloe Vanderhoof	
Assistant Coach:	Kathlen Falcone & Esme Hansing	
Age Group Coach:	Ethan Boswell & Derek Liu	
Team Representatives	Kristin Dougherty	703-581-7569
	Louis Flori	703-789-4305
	Shaughnessy Pierce	703-867-8869
Team Managers	Kristin Dougherty	703-581-7569
	Shaughnessy Pierce	703-867-8869
	Elizabeth Russell	703-599-7282
Computer Coordinator	Liz Falcone	571-243-4915
Equipment Manager	TBA	

RSTA Past League Winners

2020	No season (COVID-19)
2019	North Hills
2018	Hunters Woods
2017	Lake Audubon
2016	Lake Newport
2015	Lake Newport, Ridge Heights
2014	Lake Audubon
2013	Lake Audubon
2012	Lake Newport
2011	Hunters Woods, Lake Audubon
2010	Lake Audubon
2009	Hunters Woods, Lake Audubon
2008	Lake Audubon
2007	Lake Audubon
2006	Lake Audubon
2005	Lake Audubon
2004	North Hills
2003	Hunters Woods
2002	Autumnwood, Lake Newport
2001	Glade, Lake Anne, Lake Newport
2000	Glade
1999	Hunters Woods
1998	Hunters Woods, Lake Anne, Lake Audubon
1997	Lake Anne, Lake Audubon
1996	Lake Anne
1995	Autumnwood, Lake Anne, Lake Audubon
1994	Lake Audubon
1993	Newbridge
1992	Newbridge
1991	Ridge Heights
1990	Lake Audubon, Newbridge, Hunters Woods
1989	Lake Audubon
1988	Lake Audubon
1987	Ridge Heights
1986	Lake Audubon

RSTA ALL-TIME BEST RECORDS

8 & Under Boys

Tim Evans	72	18.00
Michael Zhou	16	20.06
John Fedak	73	21.60
Roger Kordes	78	15.60
Michael Zhou	16	1:33.77
Michael Satterfield	99	1:18.04
Sean McGuire		
Mark Hyland		
Jonathan Christensen		

9-10 Boys

Brad Dillon	02	16.01
Michael Zhou	18	37.62
Brendan Gill	88	40.96
Brad Dillon	02	32.20
Michael Zhou	18	1:20.81
Brendan Gill	88	1:12.71
Kris Skrzycki		
Reinaldo Faberlle		
Jeremy Aisenberg		

11-12 Boys

Darius Truong	14	30.13
Darius Truong	15	31.55
Darius Truong	15	35.06
Darius Truong	15	27.63
Darius Truong	15	1:04.95
Obie Obenchain	86	1:04.42
Ethan Gill		
Andy Faberlle		
Scott Moore		

13-14 Boys

Tyler Ellis	14	27.58
Ryan Ha	14	29.85
Josh Zhang	15	33.07
Tyler Ellis	14	25.60
Jonathan Christensen	05	1:04.08
Albert Xu	16	2:07.33
Philip Pan		
Daniel Li		
Liam Tolbert		

15-18 Boys

Matthew T Fritz	19	25.97
Casey Storch	17	27.30
Evan J Zhang	19	30.22
Jack Edgemon	18	24.30
Casey Storch	17	57.87
Casey Storch	17	1:51.99
Michael George		
Jack Edgemon		
Zach Wang		

Boys 200 Mixed Age Freestyle Relay

Finn Skelton	19	1:59.28
Andrew Li		
Brian Zhou		
Logan Tolbert		
Daniel Li		

8 & Under Girls

Lauren Stinnett	89	17.32
Lauren Stinnett	89	18.42
Jennifer Lichtblau	93	21.14
Sophia Landeryou	11	15.83
Jennifer Lichtblau	93	1:29.84
Katie Hodgdon	88	1:14.14
Mary Mittendorf		
Christianne Voegele		
Lauren Stinnett		

9-10 Girls

Lauren Stinnett	91	14.95
Lauren Stinnett	91	34.63
Jennifer Lichtblau	95	39.71
Lauren Stinnett	91	31.02
Lauren Stinnett	91	1:16.19
Sarah Durkin	83	1:14.42
Hannah Schuster		
Mischi Carter		
Jessica Paul		

11-12 Girls

Lauren Stinnett	93	30.40
Lauren Stinnett	93	31.86
Jennifer Lichtblau	97	35.80
Lauren Stinnett	93	28.19
Lauren Stinnett	93	1:09.70
Monica Kriso	96	1:04.95
Katie Tatman		
Diana Winings		
Kelly Burke		

13-14 Girls

Emily Landeryou	13	29.94
Emily Meilus	13	30.60
Jasmine Jones	06	34.94
Emily Meilus	13	28.02
Emily Meilus	13	1:06.96
Katie Tatman	98	2:13.15
Kelly Burke		
Monica Kriso		
Diana Winings		

15-18 Girls

Joanne Fu	15	29.68
Emily Meilus	14	29.81
Jasmine Jones	07	33.91
Lauren Stinnett	96	27.20
Sabrina Groves	13	1:08.12
Katie Sennett	07	2:11.41
Jasmine Jones		
Laura Dillon		
Elisa Becker		

Girls 200 Mixed Age Freestyle Relay

Sarah Zhong	16	2:01.61
Vania Zeledon		
Meghna Sharma		
Ana Redican		
Emi Redican		

2021 RSTA Time Standards

BOYS			GIRLS	
Fastest B-Times	Fastest C-Times		Fastest B-Times	Fastest C-Times
Butterfly				
28.00	38.00	8 & U 25m	30.00	39.00
22.00	28.00	9–10 25m	23.00	29.00
42.00	53.00	11–12 50m	43.00	52.00
35.00	44.00	13–14 50m	37.00	45.00
31.00	36.00	15–18 50m	36.00	41.00
Backstroke				
29.00	35.00	8 & U 25m	30.00	36.00
51.00	62.00	9–10 50m	53.00	64.00
43.00	53.00	11–12 50m	44.00	54.00
38.00	45.00	13–14 50m	39.00	45.00
33.00	39.00	15–18 50m	37.00	42.00
Breaststroke				
33.00	41.00	8 & U 25m	32.00	40.00
57.00	69.00	9–10 50m	58.00	70.00
48.00	58.00	11–12 50m	49.00	59.00
42.00	49.00	13–14 50m	44.00	51.00
36.00	43.00	15–18 50m	43.00	49.00
Freestyle				
23.00	30.00	8 & U 25m	25.00	32.00
43.00	50.00	9–10 50m	45.00	55.00
36.00	43.00	11–12 50m	37.00	44.00
31.00	37.00	13–14 50m	33.00	38.00
27.00	32.00	15–18 50m	32.00	36.00

2019 League Standings

Overall Standings

1	NORTH HILLS	6-0-0
2	LAKE AUDUBON	5-1-0
3	RIDGE HEIGHTS	4-2-0
4	HUNTERS WOODS	3-3-0
5	LAKE NEWPORT	2-4-0
	AUTUMNWOOD	2-4-0
7	GLADE	1-5-0
	LAKE ANNE	1-5-0

"A" class

1	NORTH HILLS	6-0-0
2	HUNTERS WOODS	5-1-0
3	RIDGE HEIGHTS	4-2-0
4	LAKE AUDUBON	3-3-0
5	AUTUMNWOOD	2-4-0
	GLADE	2-4-0
	LAKE NEWPORT	2-4-0
8	LAKE ANNE	0-6-0

"B" class

1	LAKE AUDUBON	5-1-0
	LAKE NEWPORT	5-1-0
3	AUTUMNWOOD	4-2-0
	NORTH HILLS	4-2-0
5	GLADE	2-4-0
	LAKE ANNE	2-4-0
	RIDGE HEIGHTS	2-4-0
8	HUNTERS WOODS	0-6-0

"C" class

1	LAKE AUDUBON	6-0-0
2	GLADE	4-2-0
	LAKE ANNE	4-2-0
4	NORTH HILLS	3-3-0
	RIDGE HEIGHTS	3-3-0
6	HUNTERS WOODS	2-4-0
7	AUTUMNWOOD	1-5-0
	LAKE NEWPORT	1-5-0

8 & under

1	GLADE	6-0-0
2	LAKE NEWPORT	5-1-0
3	AUTUMNWOOD	4-2-0
4	LAKE AUDUBON	3-3-0
	NORTH HILLS	3-3-0
6	HUNTERS WOODS	1-5-0
	LAKE ANNE	1-5-0
	RIDGE HEIGHTS	1-5-0

9-10 year olds

1	LAKE AUDUBON	6-0-0
2	LAKE ANNE	5-1-0
3	HUNTERS WOODS	4-2-0
	NORTH HILLS	4-2-0
5	AUTUMNWOOD	2-4-0
	RIDGE HEIGHTS	2-4-0
7	GLADE	1-5-0
8	LAKE NEWPORT	0-6-0

11-12 year old

1	NORTH HILLS	5-1-0
	RIDGE HEIGHTS	5-1-0
3	LAKE NEWPORT	4-2-0
4	HUNTERS WOODS	3-3-0
5	GLADE	2-4-0
	LAKE ANNE	2-4-0
	LAKE AUDUBON	2-4-0
8	AUTUMNWOOD	1-5-0

13-14 year olds

1	RIDGE HEIGHTS	6-0-0
2	GLADE	4-2-0
	LAKE AUDUBON	4-2-0
4	AUTUMNWOOD	2-4-0
	HUNTERS WOODS	2-4-0
	LAKE ANNE	2-4-0
	LAKE NEWPORT	2-4-0
	NORTH HILLS	2-4-0

15-18 year olds

1	NORTH HILLS	6-0-0
2	LAKE NEWPORT	5-1-0
3	LAKE AUDUBON	4-2-0
4	HUNTERS WOODS	3-3-0
	RIDGE HEIGHTS	3-3-0
6	AUTUMNWOOD	1-5-0
	GLADE	1-5-0
	LAKE ANNE	1-5-0

Pool Locations and Phone Numbers

Autumnwood (AW)	11950 Walnut Branch Road – (703) 467-0903
Glade (GL)	11550 Glade Drive – (703) 476-5732
Golf Course Island (GCI)	11301 Links Drive – (703) 435-8397
Hunters Woods (HW)	2501 Reston Parkway – (703) 391-2187
Lake Audubon (LA)	2070 Twin Branches Road – (703) 860-3080
Lake Newport (LN)	11601 Lake Newport Road – (703) 467-0694
Ridge Heights (RH)	11400 Ridge Heights Road – (703) 476-7084

RSTA Organization & General Rules

The objective and primary purpose of the Reston Swim Team Association shall be the education (i.e., instruction and training) of all individuals ages 6–18 for the purpose of developing and improving their capabilities in the sport of swimming. In addition to the development of competitive skills, RSTA shall promote the virtues of good conduct and sportsmanship.

Rules

All interpretations of rules contained in this handbook will be made by the Rules of Competition and Officiating Committee. Protests regarding conduct of the meet and/or violations of the RSTA Rules of Competition shall be made to the Referee immediately. As the senior meet official, the Referee's review and decision regarding any protests at the meet are final. The protestor(s) may appeal the Referee's decision by filing a written protest with the RSTA Board of Directors within twenty-four (24) hours of the meet's conclusion. Written protests will be heard by the Rules of Competition Officiating Committee as set forth in Article VII Section 2 (m) of the bylaws.

League Structure and Competition

The RSTA shall consist of eight (8) teams. Each team shall compete in dual meets in accordance with the 2021 RSTA schedule. For the 2021 season the RSTA teams shall be:

- Autumnwood (AW)
- Hunters Woods (HW)
- Lake Audubon (LA)
- North Hills (NH)
- Glade (GL)
- Lake Anne (AN)
- Lake Newport (LN)
- Ridge Heights (RH)

The following RSTA Championship Teams shall be determined by the best win-loss percentage with any ties being considered co-champions:

- Overall League Championship Team
- Five Age Group Championship Teams (8 & Under, 9–10, 11–12, 13–14 and 15–18)
- Three Class Championship Teams ("A", "B" and "C")

Swimmer Eligibility and Team Assignment

To qualify for participation in RSTA, a swimmer must:

- Be registered in accordance with the policies of RSTA
- Be six (6) years of age by June 15, 2021

All children under the age of 11 are required to participate in and pass the new swimmer evaluation to participate in the summer league. RSTA has revised its new swimmer assessment process to give new swimmers and their families a more realistic understanding of the demands of a daily swim practice and the likelihood that their child is capable enough in the water to be safe and have a fun and rewarding swim team experience.

During the evaluations, RSTA coaches will conduct a practice that incorporates the skills detailed below. New swimmers will be evaluated by RSTA evaluators, who are representative

of RSTA teams. Final decisions will be communicated to parents within a reasonable time after the end of the evaluation.

Evaluations will be based on performance in the following categories:

- **Swim Team Readiness:** comfort level in water, as well as willingness and interest to practice developmental swimming with teammates in the pool.
- **Water Readiness:** ability to function safely in shallow and deep water while swimming, diving, bobbing, and treading water.
- **Stroke Readiness:** ability to complete an age appropriate distance of front crawl stroke and backstroke (25 meters for 8 and under, 50 meters for older ages) as well as willingness to learn, practice, and improve the four competitive strokes through drills and instruction.

The criteria for Water Readiness and Stroke Readiness are based upon a combination of published American Red Cross Level 3 and Level 4 swimming skills. Swim Team Readiness criteria is based upon RSTA new swimmer development standards.

Registration

Registration dates will be published on the RSTA website. Team placement is prioritized as follows:

- **Returning families:** Returning RSTA families whose children swam on an RSTA team the previous summer will be given first priority in team assignments. They can register new siblings, who must then also register for and participate in the new swimmer evaluation if they are under the age of 11. During registration, returning swimmers who wish to swim for a different team may select the new team as their preferred team. Requests to change teams will be accommodated if openings are available.
- **RSTA Winter Swim:** Team assignments then extend to RSTA Winter Swim participants.
- **New families:** New families will be assigned to teams based on available space.

New children under age 11 will be required to complete a new swimmer evaluation prior to being assigned to a team. This includes new siblings in returning families but excludes swimmers who have successfully completed the RSTA winter swim program.

Teams are capped at 110 swimmers, which includes all swimming coaches. The league may determine to cap teams below the maximum based on safety, demand and in the interest of balancing teams. Initially, new families may be placed on a waitlist pending availability on preferred teams. If preferred teams fill, new families may be offered placement on an alternative team. Once the league is filled, additional families will not be added to the waitlist.

Swimmers must pay all fees as requested. Financial assistance can be requested with registrations. Refund requests must be sent in writing to registrar@rsta.org. Full refunds only will be considered in the case of failed swim evaluations, team limits, moves greater than 50 miles, and major medical emergencies prior to the third dual meet of the season. A 50% refund will be granted if a swimmer withdraws for other reasons prior to the first practice. Refunds will be subject to a \$25 administration fee.

RSTA reserves the right to revoke the registration or participation of any swimmer if unreasonable demands are placed on the time and attention of coaching staff and/or team managers. These cases will be reviewed and acted upon by the RSTA Executive Committee.

Safety Rules

These safety rules apply to all RSTA events (practices, warm-ups, and meets):

- No breakable containers are allowed on deck.
- No running on deck.
- No dunking, tripping, pushing, or other rough play is allowed.
- No one is allowed on the diving boards or in baby pools.
- Only lifeguard-certified coaching staff are permitted on lifeguard towers.
- RSTA follows all RA pool safety protocols for swim teams. All head-first entry during any practice or meet must be supervised by an RSTA coach or official.
- Only feet-first entry is allowed into general warm-up lanes during warm-ups.
- Only feet-first entry is allowed in preparation for starting backstroke events.
- Sprint lanes (one direction swimming only) will be used to practice racing starts.
- Swimmers should stay to the right when swimming in practices or warm-ups.
- At least four coaches shall be present.

Alcohol

- No alcoholic beverages shall be permitted in the pool area during meets or practices.

Smoking

- Smoking, including electronic cigarettes, is prohibited on all RA property and within 50 feet of facility entrances.

Time Classifications

Each RSTA swimmer's times shall be classified as an "A," "B," or "C" time for each event swum based on the swimmer's recorded times relative to the RSTA 2021 Time Standards.

2021 Time Standards

Refer to the table of contents of this handbook for the page on which to find the 2021 time standards. Time Standards are also viewable on the website (www.RSTA.org).

Ranking

The RSTA shall maintain a ranking for each stroke by gender and age group. The ranking shall be updated each week of the season to reflect improved times with the time used always being the swimmer's best time. Ranking will be posted each week on the RSTA website. The ranking shall determine each swimmer's All Star qualification.

Dual Meet Competition

A dual meet is a regularly scheduled meet between any two teams in the RSTA. See elsewhere in this handbook (refer to table of contents) for Order of Events and 2021 schedule.

General Rules of Competition

Except as modified herein, the rules governing the conduct of swimming meets are the "2021 United States Swimming Rules and Regulations."

Only those swimmers on a team's official roster in compliance with RSTA rules shall be eligible to compete in a dual meet.

A swimmer may enter a maximum of three (3) individual events and two (2) relays in any dual meet. Regular attendance at meets is important! A swimmer must attend at least three

(3) dual meets during the Summer Season in order to register as a Returning Swimmer for the next Summer Season.

Swimmers shall swim their age as of June 15 for the entire season.

A swimmer for RSTA is allowed to participate in accordance with his/her/their gender identity, irrespective of the sex listed on the swimmer's birth certificate. A swimmer who is biologically female but identifies as a boy may participate in boys events and swimmer who is biologically male but identifies as a girl may participate in girls events. During the registration process, swimmers will declare whether they plan to swim in boys events or girls events for the upcoming season.

In a dual meet, if an age group relay has insufficient age group swimmers to field a relay team, they may "swim up" a younger swimmer(s) in order to create an eligible relay team(s) for competition, so long as no age group swimmer is denied participation and they adhere to the following structure:

- If they have 1–3 eligible age group swimmers, only one relay team may compete, and swim ups are allowed.
- If they have 4 eligible age group swimmers, only one relay team may compete with no swim ups.
- If they have 5–7 eligible age group swimmers, up to two relay teams may compete, and swim ups are allowed.
- If they have 8 eligible age group swimmers, up to two relay teams may compete with no swim ups.
- If they have 9 or more eligible age group swimmers, up to three relay teams can compete, and swim ups are allowed.

Relay team(s) may be constructed without regard to individual swimmer classifications. Any swimmer who "swims up" in one relay may still swim with his/her age group relay. However, the "maximum two (2) relays per dual meet" rule still applies.

Entry Sheets shall be submitted by both teams to their respective Meet Managers no later than Tuesday evening prior to the meet. Each entry shall note the swimmer's age, and "best time" in the event. Deck entries will be allowed prior to the start of each stroke.

The referee at a meet and/or manager(s) at a practice or team event may bar, suspend, or expel from an RSTA event any swimmer, coach, manager, official, members of the RSTA, or any person (including spectators), who has violated any of its rules or regulations, or who encourages another to violate or who has acted in an unsportsmanlike manner that brings disrepute upon the RSTA, or upon the sport of swimming.

Starting blocks will not be used in any RSTA dual meet, IM Finals Meet, or the All Star Meet. RSTA will operate under a "No False Starts Allowed" rule, except for 8 & under swimmers, who are allowed one false start.

Use of electronic/digital devices (e.g., Fitbit, digital watches) worn by the athlete during competition is not compliant with the rules. Any electronic device that can be used for pacing or providing any kind of feedback is not legal, regardless of whether being used for that purpose or not.

When an official discovers a competitor wearing illegal attire as described prior to the start of the heat, the official shall notify the competitor to make legal the attire by removing the device to become eligible to compete. If the competitor cannot comply without delaying the start of the heat the competitor is disqualified from the event and shall not be eligible for further competition until attire is legal. If the illegal attire is observed after the heat officially begins the competitor will be disqualified at the completion of the heat, nullifying the competitor's performance.

Due to RSTA liability insurance, no RSTA swimmers, coaches, officials, parents, siblings, spectators, etc., may enter the water after the last event.

Changes to the Published Meet Program

The published meet program refers to the meet program that is posted on the RSTA website on the Friday before the meet. The host team cannot make changes to the meet manager database created for the meet by the League Computer Coordinator. Changes to the published meet program, "deck changes," must be presented to the Clerk of Course at the meet before the event begins.

RSTA Deck Change Slip Procedures: The deck change slip will be reviewed and initialed by requesting team manager and the opposing team manager. The Deck Change Slip is presented to the Clerk of Course and attached to the Lane Time Sheet. The slip summarizes the additions, changes, and scratches in swimmer entries as well as the approvals for them.

Official Times

Official RSTA times shall be expressed to the 100th-of-a-second (e.g., 36.94; 1:04.93).

To the best of our ability, each swimmer shall be timed with three (3) digital electronic stop-watches and the official time shall be either:

- The "middle time" (e.g., 36.54, 36.56, 36.51— the official time will be 36.54)
- The time appearing on two (2) watches in agreement (e.g., 36.55, 36.56, 36.56 — the official time will be 36.56).

Where circumstances (missed start, watch malfunctions, etc.) prevent the use of three (3) watches and the time appearing on two (2) watches is in disagreement, the official time shall be determined by the Scorers as follows: Average the two (2) times. Round up the average to the next highest 1/100th of a second. Examples: • 36.51, 36.49-official time is 36.50.

- 36.50, 36.51-official time is 36.51.

Unless limited due to pool capacity restrictions, no time from just one (1) watch shall be deemed an official time. In the event a swimmer, who has finished a race legally, can not be given an official time, the entire heat will be repeated, after at least a one heat break, and the times in this heat will be official.

A disqualified swimmer shall not receive an official time. Any disqualified swimmer shall abide by the decision of the referee, whose decision shall be final. No official judgment shall be rendered by another meet official (e.g., timers, starter, etc.).

Time Records

Time records must exceed the prior time achieved to be considered records, provided all other rules have been followed.

- a. A record time can be achieved only by a swimmer swimming in his or her own age

group. Times achieved by swimmers swimming in an older age group are not eligible.

b. The lane in which the record time is achieved must have three timers.

Time records will be based on the gender specified during the registration process for the swimmer.

Protests

Protests against official judgment decisions must be made immediately to the Referee by a Manager. Spectators may not challenge officials or rulings. Video shall not be used to review an official's decision. Once a Referee's decision has been handed down, it shall become final. A meet protest can be made if and only if the outcome of the meet would be reversed. A written protest (e-mail) must be made to the Rules of Competition and Officiating Committee within 24 hours of completion of the meet. The Rules of Competition and Officiating Committee would have 72 hours to either uphold or reverse the Referee's decision. During a meet protest, neither the meet results nor those of a specific heat or event under protest shall become official and no awards or point will be granted. A grievance could be filed by a Manager to the Rules of Competition and Officiating Committee whereby the committee would work to find a solution to prevent the issue from repeating itself in the future.

Written protests will be heard by the Rules of Competition & officiating Committee as set forth in Article VII 2(m) of the bylaws.

Competition and Scoring

Individual Events—Competition and scoring in each individual event shall be based upon the points scored by each team's classification of swimmers' times competing against the other team's same classification of swimmers' times ("A," "B," "C"). To the extent possible, heats shall be organized to fairly reflect the different time classifications of the swimmers competing in the event and shall be run in order of descending time ("C," "B," "A"). Place shall be determined solely by official time.

First through third places shall be scored in each swimmer time category for each event and weighted accordingly:

1st = 5 points 2nd = 3 points 3rd = 1 point

Relay Events—Competition and scoring of relays shall be organized without regard to individual swimmer classifications and scored as follows:

1st = 8 points 2nd = 4 points 3rd = 2 points

In case of ties, the points of the places involved shall be split by the competitors. (A two-way tie for first place would equally share first and second place combined points, with no second place awarded. A three-way tie for first place would equally share first, second, and third place combined points, with no second or third place awarded. A two-way tie for second place would equally share second and third place combined points with no third place awarded. Points for any tie for third place would be split equally among the third place winners.) Ribbons shall be awarded to first through third place in each stroke and class. Heat ribbons shall be awarded to any swimmer placing first in his or her heat but NOT placing first through third in their event or class (i.e., no swimmer shall receive both a heat and a

place ribbon).

Results

Total points as computed by the Hy-Tek Meet Manager Program at the conclusion of the meet shall determine the winning team. Results are official at the end of the meet unless the meet is under protest. A manager from each team and the chief scorer will verify the validity of the final scores at the conclusion of the meet. After the managers and chief scorer have verified the scores, the Referee will certify the results by signing the official score sheet. No meets will be re-scored after the meet. In the event of an equipment failure that prevents the computation of the final meet results during the meet, the official score will be manually computed during the meet.

Postponement or Delay of Meet

The decision to delay a meet shall be by the sole decision of the most senior Reston Association (RA) employee at the pool who is not a coach of either team involved in the meet. The designated RA employee has the sole authority to close the pool. The decision to postpone a delayed meet shall be made by the referee at the request of both team managers.

NOTE: If lightning bolts or heat lightning is sighted, the pool is required to be closed for 30 minutes after the last lightning is sighted.

Rain Date Rules for Dual Meets

In the event that a meet must be postponed prior to completion of all events, it will be declared completed if the age group relays have been swum, and the team leading in the results will be declared the winner, except that the meet will be declared a draw under the following conditions:

- If the age group relays have been swum and the point differential is less than 50 points
- If the breaststroke events have been completed and the point differential is less than 25 points
- If the freestyle events have been completed and the point differential is less than 10 points.
- If the meet is swum through backstroke, a make-up will be scheduled to complete the meet. If the make-up meet is rained out, the meet will be considered completed and the team leading in the results will be declared the winner except that the meet will be declared a draw if the point differential is less than 50 points.
- If the meet is not swum through backstroke and if the make-up date is rained out, the meet will not be rescheduled and a score will not count toward championship standings. Individual times for all events swum, however, will be considered for All Star ranking.
- If the meet is stopped in the middle of a stroke (all age groups of stroke not swum) and that stroke is not completed on a make-up date, team points for that stroke will not be scored. However, individual times will be considered for All Star ranking.

There will be no make-up dates for meets not swum or not completed on or before Saturday, July 17, 2021.

Other Meets

IM MEET—A special Individual Medley (IM) Meet will be held at the Lake Newport Pool. If the rain date is used, only those swimmers entered for the original date may swim in the

make-up meet. Awards will be given for places 1–12.

The meet will begin with the 15–18 age group and then will be swum by age group from youngest to oldest (8 & Under to 13–14). Swimmers need to be on time and swim with their own age group. All DQs are final. The false start rules will apply at this meet except that the swimmer will be allowed to swim the event unofficially.

Swimmers who wish to compete in this event, and who are deemed capable of doing so by their team coaches, may do so. It is strongly recommended that swimmers have a valid time for each stroke before being entered in this strenuous event.

ALL STAR MEET—An All Star Meet will be held on the last Saturday of the season at the Lake Newport Pool. Team warmup times will be assigned prior to the All Star Meet.

To the extent possible, the top 12 swimmers in each stroke by gender and age group, as determined by the final RSTA ranking, shall be invited to compete in this meet with no swimmer competing in more than two (2) of the four (4) individual events (Free, Back, Breast, Fly). A swimmer also will be able to swim in the age group and mixed age relays should they be selected.

A list of the fastest swimmers in each age, gender, and stroke will be maintained during the season with a list of these swimmers being published weekly. Swimmers may still qualify up to and including the last dual meet of the season. Due to the limit on the number of strokes (2) a swimmer is allowed to swim in the meet and the fact that some swimmers will be unavailable for the meet, swimmers ranked beyond #12 frequently will be invited to swim in the meet. It's important for swimmers to let coaches and managers know if they will not be available to swim in the All Star Meet.

After the last dual meet, a list of the top 12 available swimmers in each age, gender, and stroke will be drawn up with each eligible swimmer being allowed to swim in two of the four strokes. Any swimmers qualifying as #1 in all four strokes will be asked to choose the two strokes they wish to swim; all others will be placed using an automated software process to manage the seeding in a fair, equitable, and repeatable manner (specifically the two strokes where they rank the highest).

The order of events at the All Star Meet shall be:

Strokes: Fly, Back, Age Group Relays, Breast, Free, Mixed Age Relays

Age Groups: 8 & Under, 9–10, 11–12, 13–14, 15–18

Gender: Boys then Girls

Note: This follows the same order as the regular season dual meets.

Special awards shall be given for the All Star Meet. For individual events, swimmers placing 1–6 shall receive medals; those placing 7–12 shall receive rosette ribbons. In the relay events, the top three teams shall receive medals and places 4–9 shall receive rosette ribbons. DQs shall receive participation ribbons if the event is swum. The false start rules will apply at this meet except that the swimmer will be allowed to swim the event for a participation ribbon.

Pins or badges for records set at this meet will be given to the swimmer with their award.

Officials shall be selected by the All Star Committee. Except as noted above, the All Star Meet shall be conducted in accordance with the RSTA Rules of Competition.

Souvenir programs listing each swimmer's name, team and qualifying time will be available on the RSTA website for downloading and printing at home prior to the meet. Food and beverages will be available for purchase.

Note: Every effort must be made to let your coaches or managers know if a swimmer will be unavailable to swim in the All Star Meet. It is important to fill all 12 slots for every event and it is very disheartening to have "no-shows." This consideration also applies to relays. Swimmers must swim in their designated age groups. Swimmers may not swim up in age group relays at the All Star Meet, nor may coaches (or older swimmers) fill in for the 8 & Under age group if a team is short swimmers.



Referee Oversight Timeline and Guide

(Version: May 23, 2013)

6:15 AM — Be at the pool at least an hour prior to the meet starting.

- Make sure the pool gets set-up in a timely manner
- Welcome and introduce yourself to the Coaches and Managers
- Identify and meet with the following personnel to review their responsibilities:

6:40 AM—Meet with Pool Lifeguard

Introduce and make sure they are in their chair for the 7:00 AM to 7:30 AM warm-ups. Make sure pool is set-up properly to include: lane lines, backstroke flags, chairs with lane markers indicated at the start/turn ends of the pool, announcer equipment, starter equipment, 15-meter marks, official's area(s) marked with ribbon to allow free access during competition, and removal of ladders if necessary.

6:45 AM—Meet with Announcer

Review announcement timing protocol and have them call-up Meet Marshals prior to the last heat of individual competition prior to each set of relays.

6:50 AM—Pool ready for warm-ups.

6:50 AM—Meet with Marshals

Discuss oversight presence during warm-ups.

For relay takeoffs the combinations of the officials are as follows for Dual Confirmation of False Start Calls:

Starter opposite of Home Team Marshal @ start position end of pool

Referee opposite of Visiting Team Marshal @ opposite end of pool

7:00 AM—Marshals and Lifeguard must be in position for warm-ups to start

(Warm-ups Home Team 7:00 AM / warm-ups for Visiting Team 7:15 AM)

7:05 AM—Meet with Clerk of Course

Introduce and confirm dual coverage.

7:10 AM—Meet with Chief Timer and Starter

Review heat queuing procedures and signals to be given prior to each heat.

7:15 AM—Chief Timer meets with Assistant Chief Timer and Lane Timers

Lane assignments and roles review. Chief Timer gives Timers briefing.

7:20 AM—Meet with Stroke and Turn Judges

Review pool assignments, rotation procedures, positioning for turns, DQ Slips and high-level strokes review.

7:30 AM—Starter/Timers Time Check (After Visiting Team clears the pool).

7:35 AM—National Anthem (Optional)

7:40 AM—Meet Starts with Event 1/Heat 1

After each meet thank each of the coaches, managers, and meet officials/volunteers. Discuss lessons learned with Chief Timer and Starter. Sign-off on final meet scoring sheets.

The Referee has full authority over all officials. The Referee shall enforce all of the rules and decisions of RSTA and shall decide all questions relating to the actual conduct of the meet. The Referee can overrule any meet official on a point of rules' interpretation or on a judgment decision (pertaining to an action which the Referee has personally observed) and shall also disqualify swimmers for any violations of the rules that the Referee has personally observed. The Referee has the right to bar anyone from the premises if they are behaving in an unsafe and/or unsporting like manner.

On any point where the opinions of other officials differ, the Referee shall give a decision. The Referee has the authority to intercede in a competition at any stage to ensure the maintenance of fair and equal conditions for all swimmers.

Note: The decision to delay a meet shall be by the sole decision of the most senior Reston Association (RA) Employee at the pool who is not a coach of either team involved in the meet. The designated RA employee has the sole authority to close the pool. The decision to postpone a delayed meet shall be made by the referee at the request of both team managers.

Announcer Guide

(Version: May 23, 2013)

- Arrive prior to the start of warm-ups in time for meeting with Referee at 6:45 AM. You may be needed to make announcement regarding proper usage of the pool, check-in times, etc. Check with the Referee and the Meet Director for time schedules (warm-ups, meet start time, etc.) and any special instructions regarding announcements.
- Ensure that all of the equipment is in working order (microphone and all speakers working, volume adjusted properly, etc.). Adjust start of recording of the national anthem, when appropriate.
- It is the responsibility of the Announcer to call the swimmers for each event so that the swimmers are in place before the event, thus avoiding unnecessary delays. This should be coordinated with the Clerk of Course since an event should not be called so early that an unnecessary number of swimmers will be crowded into the area behind the Timers or into the Clerk of Course area.
- Never make an announcement between the time the Referee blows the whistle and the Starter starts an event, except if requested by the Referee to ask for “Quiet for the start, please.”
- The Announcer should be alert to excessive spectator noise during the start of the events and then remind the spectators that quiet is necessary for every start. The Announcer should also announce the score of the meet after the completion of each series of events of a single stroke.
- No swimmer should be allowed the use of the P.A. system during the meet.
- All announcements should only occur when no swimmers are actively competing. Wait for the last swimmer in the heat to finish swimming.
- Remind spectators as needed that everyone needs to remain away from the edge of the pool to allow the officials free movement.
- Speak clearly, talk slowly and distinctly, and pronounce names correctly! If possible, find time prior to the session to meet with coaches or athletes to learn proper way to pronounce names.
- Don't over announce. A few pertinent announcements are far more effective than too many.
- Please stop talking when the Referee blows his or her whistle.
- At the conclusion of the meet please remind everyone to help cleanup, and thank those who volunteered and helped make the meet a success.

Meet Marshal Guide

(Version: May 23, 2013)

- Each team will provide one Meet Marshal to be at the pool by 6:50 AM the morning of the meet.
- The Meet Marshal should check-in with the Referee to receive instructions, e.g., where they will be positioned, special safety concerns for the meet, etc.
- Marshal(s) shall wear a brightly colored safety vest (provided at meet by host team) thus identifying them and shall enforce warm-up procedures and maintain a safe environment in the swimming venue.
- Each team gets a 15-minute warm up period. Home team warms-up first. Coaches will determine how they want to run their warm-ups but, typically, the first 10 minutes are general warm-up, with swimmers staying to the right of the lane both directions. The last 5 minutes are typically used for sprinting and practicing racing starts.
- During general warm-ups, make sure that swimmers enter the water feet first from the starting end only and ease into the water. Swimmers should NOT be entering from the opposite end or sides of the pool during warm-ups.
- **ABSOLUTELY NO DIVING!** Be alert to dangerously overcrowded warm-ups and alert the meet Referee or Manager.
- Marshals shall make sure lanes are clear of all swimmers before opening lane(s) for sprinting and racing starts. All sprint lanes are one-way only and the swimmer must exit at the opposite end of the pool
- The Marshal shall have full authority to warn and/or order to cease and desist any unsafe or any unsporting like conduct. The Marshal will notify the Referee and Coach of any unsafe behavior or use of profane/abusive language, or a swimmer whose actions are disrupting the orderly conduct of the meet.
- Should it be necessary the Referee will then make the determination as to whether the behavior warrants removal of participant and/or spectator from the swimming venue.
- If available such as in Championships; warm-down areas must be Marshaled throughout the meet. Marshals must not leave the area until coverage is provided or until excused by the Referee.
- At the discretion of the Referee the Meet Marshals may serve as Relay Take-Off Judges during age group relays (events 21 through 30) and the mixed-age relays (events 51 and 52). The Referee will provide guidance if Marshals are used in this capacity.

Relay Take-Off Judge Guide

(Version: March 12, 2020)

RSTA has adopted dual confirmation by officials for judging relay take-off(s); similar to that used by high school, PVS, and USA swimming. This provides the “benefit of the doubt” going to the swimmers. The Relay Take-off Judge should be in position to clearly see the incoming swimmer touch the wall. Side Relay Take-off Judges should take a position on the side just far enough from the end of the pool to clearly see all the lanes for which they are responsible.

Four judges are needed to officiate relay takeoffs; in dual meets they include the Starter, Referee, Home Team Marshal, and Visiting Team Marshal. Following the start, the Starter and Home Team Marshal are positioned on opposite sides of the start end of the pool; the Referee and Visiting Team Marshal are positioned at opposite sides on the turn end of the pool. Each is watching their 6 lanes for possible early take-offs.

Note: Referee and Starter need to be at the starters end of the pool, for the start, before the referee moves to their take-off position at the turn end of the pool.

This combination pairs volunteers who are somewhat experienced, and more importantly have gone through the officials training, with other parent volunteers. Take-off Judges should stand up straight and position themselves to observe the toes of the departing swimmer. Once the swimmer’s toes have lost contact with the wall, the Relay Take-off Judge should look down for the touch of the incoming swimmer. Relay Take-off Judges will not raise their hands if they see an early take-off. (*Note: Stroke & Turn Judges still raise their hands if they see a stroke or touch violation.*)

If Relay take-off slips are used during a meet, after each and every exchange of swimmers, judges must mark their relay take-off slips—with an “O” if the exchange was good or an “X” if it was early. Judges must make sure to mark the correct row, the number corresponding to the swimmer who is taking off, and verify the preprinted event number on the slip.

At the conclusion of the heat, if the Starter or Referee have an early take off they will check with the appropriate Marshal; if that Marshal does not independently concur then there is no dual confirmation, thus no DQ for early take-off. Dual confirmation is required for DQ, meaning both Relay Take-off Judges must independently observe early take-off, annotate it, and confer and confirm following the heat. If confirmed, the Referee or designated official will fill out a DQ slip signed by the Referee for submission to the scorers.

Note: A swimmer may be in motion before the touch of the in-coming competitor as long as his/her feet have not completely left the starting platform (ground/deck) before the touch. A take-off violation only occurs if the incoming swimmer touches after the departing swimmer has completely broken contact with the starting platform or pool deck. When judging a take-off it is important to concentrate on the departing swimmer’s toes, not on the incoming swimmer. When the departing swimmer completely leaves the starting platform (deck), glance down immediately. By refocusing the eyes in this manner, if the hand of the incoming swimmer has not yet touched, an early take-off has occurred.

Clerk Of Course Guide

(Version: May 23, 2013)

Clerk of Course & Assistant Clerk of Course

The Clerk of Course should arrive at the pool by 7:00 AM and be prepared to meet with the Referee at 7:05 AM for short briefing.

Entry List and Meet Program:

The Clerk of Course for the host team receives the Entry Lists and Meet Program from the Host Manager. These two documents will become the “Master Entry List” and “Master Meet Program.” The Clerk of Course will record any Swimmer or Event changes on the Master Meet Program and the Master Entry List.

Lane Timer Sheets:

The Clerk of Course will receive the Lane Timer Sheets from the Meet Host. The Clerk of Course will ensure the Lane Timer Sheets are updated with any swimmer or event changes. The Clerk of Course will ensure the Lane Timer Sheets are presented to the Lane Timers in a timely manner.

Swimmer Check In:

All Swimmers must check in with the Clerk of Course prior to their event. The Clerk of Course confirms the events, heats, and lanes, and, for 8 & Under swimmers, lines the swimmers up in their heats.

The Clerk of Course is responsible for directing the swimmers to their proper location for the start of each heat. Relay teams are the coaches’ responsibility and the team members will not report to the Clerk.

The Assistant Clerk of Course is provided by the visiting team and assists the Clerk of Course in his/her duties.

Deck Changes:

All changes to the published Meet Program, referred to as “Deck Changes,” will be processed by the Clerk of Course and must be accompanied by a Deck Change Slip. The Deck Change slip must be presented with a Deck Change Request. The Deck Change Request must be completed by the Head Coach or Senior Assistant Coach. The Deck Change Slip will be reviewed and initialed by the requesting and the opposing team manager.

No deck changes are permitted once the first heat of that stroke has begun in the 8 & Under Boys event. The Clerk of Course will make every effort to allow a swimmer to swim in an eligible event.

The Clerk of Course will check the validity of the proposed change, and if accepted, the Clerk of Course will update the Master Meet Program, the Master Entry List, and the Lane Timer sheet affected by the change. The Deck Change Slip must be attached to the Lane Time Sheet.

Lane assignments shall not be adjusted for no-shows except in the case of solo swimmers, in

which case the Clerk of Course will need to notify the Chief Scorer who can make adjustments to the heats so that no swimmer EVER swims alone.

Changes to the Published Meet Program:

The Published Meet program refers to the Meet Program that is posted on the RSTA Website on the Friday before the Meet.

The Host Team cannot make changes to the Meet Manager database created for the Meet by the League Computer Coordinator.

Changes to the Published Meet Program, “Deck Changes,” must be presented to the Clerk of Course at the Meet before the Event begins.

8 & Under Aide:

The 8 & Under Aide is assigned the task of getting the younger swimmers to the end of the pool opposite from the Timers.

Note: Relay teams are the coaches’ responsibility and will not report to the Clerk of Course during dual meets.

Timer Guide

(Version: April 19, 2017)

Chief Timer/Assistant Chief Timer

The Chief Timer and Assistant Chief Timer should arrive at least one-half hour prior to the start of the meet and be prepared to meet with the Referee at 7:10 AM.

- The Chief Timer should assign the Timers to their respective lanes and instruct them in the proper use of their watch.
- The Chief Timer should designate a Head Lane Timer (recorder) for each lane.
- Before any meet starts, conduct a time check with the Starter to eliminate any defective watches.
- Prior to the Referee blowing the whistle to turn over control of an event to the starter, the Chief Timer will make sure all timers are prepared (i.e. watches cleared, event cards in hand) by issuing a “Timers Clear Your Watches” request and then provide a signal to the Referee when ready.
- During the competition, observe whether the Timers are watching the flash at the start, looking over the edge of the pool at the finish, reading the watches correctly, not clearing their watches before you or a runner has picked up their card and inspected it, etc. In all competitions, the Chief Timer’s decision as to the correctness of each Timer’s recorded watch reading, the exact time of each watch and the official time of each swimmer shall be final and absolute.
- Timers should be instructed to start watches at the sound of a horn on 25-meter events when the strobe light is facing the swimmers.

Lane Timers

The Lane Timers should arrive at least twenty minutes prior to the start of the meet and be prepared to meet with the Chief Timer at 7:15 AM for assignments and briefing.

- There will be three Timers for each lane, not all of whom are from the same team. These timers are the official Lane Timers and their times must be recorded as the official times on the lane.
- The Chief Timer or Assistant Chief Timer may substitute for a Lane Timer if either a watch fails or a Timer misses the start.
- The Chief Timer designates one Timer on each lane as the Head Lane Timer (recorder). The Head Lane Timer shall be responsible for determining that the proper swimmer is in his/her lane, for recording the watch times of all Timers in that lane, and computing the “official time” of each swimmer. See section under Official Times.
- At the end of all heats that begin at the opposite end of the pool from where you are stationed (all 8 and Under events, and 9/10 Butterfly), check with the swimmer to be sure you have the correct card with that swimmer’s name on it. If you do not, ask Chief Timer for help in obtaining the correct card. Due to classification and best time at top of card, DO NOT CHANGE A NAME.
- Each Timer should look at the starting device at the beginning of each race and activate his/her watch when seeing the starting flash. On 25-meter events, this may not be possible,

in which case watches should be started at the sound of the horn. The watch should be stopped when, in the Timer's opinion, any part of the swimmer's body touches the end of the pool. **DO NOT JUDGE THE LEGALITY OF THE TOUCH;** that is the job of the Stroke and Turn Judges.

Official Times:

Official RSTA times shall be expressed to the 100th-of-a-second (e.g., 36.94; 1:04.93). In the instance where a stopwatch displays time to the 1000th of a second, elapsed times should be truncated to the 100th of a second, not rounded.

To the best of our ability, each swimmer shall be timed with three (3) digital electronic stopwatches and the official time shall be either:

- The "middle time" (e.g., 36.54, 36.56, 36.51 —the official time will be 36.54)
- The time appearing on two (2) watches in agreement (e.g., 36.55, 36.56, 36.56 —the official time will be 36.56).

Where circumstances (missed start, watch malfunctions, etc.) prevent the use of three (3) watches and the time appearing on two (2) watches is in disagreement, the official time shall be determined as follows:

Average the two times. Round up the average to the next highest 1/100th of a second. Examples:

- 36.51, 36.49—official time is 36.50.
- 36.50, 36.51—official time is 36.51.
- 36.50, 36.55—official time is 36.53.

Note: Unless limited due to pool capacity restrictions, no time from just one (1) watch shall be deemed an official time. In the event a swimmer, who has finished a race legally, cannot be given an official time, the entire heat will be repeated, after a one heat break, and the times in this heat will be official.

A disqualified swimmer shall not receive an official time. Any disqualified swimmer shall abide by the decision of the Referee, whose decision shall be final. No official judgment shall be rendered by another meet official (e.g., Timers, Starter, etc.).

Starter Guide

(Version: March 31, 2017)

The Starter is one of the most important officials in a swim meet. The Starter should arrive at least one-half hour prior to the start of the meet and be prepared to meet with the Referee at 7:10 AM. The Starter, in conjunction with the Referee, determines the fairness of the beginning of each heat. The Starter is the official in complete control from the time the Referee signals with outstretched arm until the swimmers start the competition or event.

• **Equipment**—The Starter shall be equipped with a starting device to sufficiently conduct the entire meet, a listing of the order of events and a megaphone/microphone for issuing directions to the swimmers. The strobe on the starting device will face toward the timers unless a hearing-impaired swimmer requests the starting device to face the swimmers. The Starter should make sure the starting device is charged.

• **Position**—Positioned within ten feet of the starting end of the pool. The Starter may be on either side of the pool, whichever is most convenient. Note: The Referee and Starter must be at the same end of the pool for the start in case there is a false start, for dual confirmation.

• **Protocol**—

1. Referee sounds a series of short whistles, not less than 4, indicating field is clear and next group should prepare to swim.
2. Starter announces the event number, girls or boys, distance, and stroke. For medley relays the Starter should also announce the sequence of strokes (i.e., Backstroke, Breaststroke, Butterfly, and a stroke not previously swum in this event). Subsequent heats may be announced simply as “Heat X.”
3. Referee sounds a long whistle indicating swimmers should step forward to deck edge, or should enter the pool feet first to prepare for backstroke. For backstroke the Referee sounds a second long whistle after last swimmer has popped up after entering pool. That whistle signals that swimmers should prepare by grasping the pool edge or the ankles of a volunteer (ensure volunteer is not wearing flip-flops and his or her heels do not extend over the edge of the deck).
4. When ready the Referee turns control over to the Starter by extending an arm in the Starter’s direction.
5. The Starter then instructs the swimmers to “TAKE YOUR MARK” using a calm invitational voice. Swimmers are given a sufficient time to assume a starting position without motion (or wobbling) and then the race is started. No swimmer shall be in motion immediately before the start. If it takes an inordinately long time for all swimmers to assume a motionless starting position the Starter instructs the swimmers to “PLEASE STAND” or “RELAX SWIMMERS.” After issues are resolved the starting procedure is begun again.
6. A possible false start occurs if a swimmer enters the pool without a starting signal, or if a swimmer begins a forward motion after “take your mark” and prior to the starting signal.

Possible false starts must be confirmed by both Starter and Referee in order to be charged to a swimmer. Note that the Starter may decide to charge himself/herself with the false start if it was caused by a mistake in protocol.

If a false start occurs without the race being started the swimmer should be immediately notified that he or she is ineligible to swim in the event (except 8-and-under swimmers who will be permitted one false start), after which the starting protocol can begin again. If however the false start was followed by the starting signal then the race should be allowed to proceed without recall and the swimmer being charged should be disqualified by noting "false start" on a DQ slip.

In certain unusual circumstances the race may need to be recalled. For example, if an 8-and-under swimmer false starts for the first time followed by the starting signal. The recall can be accomplished by sounding multiple starting signals and may be aided (only if requested by Referee) by an assistant who enters the pool at the far end to alert swimmers as they approach. Note that a swimmer shall not be disqualified for a start before the Starter instructs "TAKE YOUR MARK."

7. The starter performs the duty of a Relay/Take-off Judge for dual meets and may be asked to do so at All-Star meets. The starter should prepare as needed by reviewing the "Relay Take-off Judge Guide" located in this handbook.

Order of Meet Events for Dual Meets

AGE GROUP	EVENT	BOYS	GIRLS
		EVENT #	EVENT #
8 & Under	25 Meter Butterfly	1	2
9 & 10	25 Meter Butterfly	3	4
11 & 12	50 Meter Butterfly	5	6
13 & 14	50 Meter Butterfly	7	8
15 – 18	50 Meter Butterfly	9	1
8 & Under	25 Meter Backstroke	11	12
9 & 10	50 Meter Backstroke	13	14
11 & 12	50 Meter Backstroke	15	16
13 & 14	50 Meter Backstroke	17	18
15 – 18	50 Meter Backstroke	19	20
8 & Under	100 Meter Freestyle Relay	21	22
9 & 10	100 Meter Medley Relay	23	24
11 & 12	100 Meter Medley Relay	25	26
13 & 14	200 Meter Medley Relay	27	28
15 – 18	200 Meter Medley Relay	29	30
8 & Under	25 Meter Breaststroke	31	32
9 & 10	50 Meter Breaststroke	33	34
11 & 12	50 Meter Breaststroke	35	36
13 & 14	50 Meter Breaststroke	37	38
15 – 18	50 Meter Breaststroke	39	40
8 & Under	25 Meter Freestyle	41	42
9 & 10	50 Meter Freestyle	43	44
11 & 12	50 Meter Freestyle	45	46
13 & 14	50 Meter Freestyle	47	48
15 – 18	50 Meter Freestyle	49	50
Mixed Age	200 Meter Freestyle Relay	51	52

The Age-Group Medley Relay is a 4-person relay whereby each person swims a different stroke for one-fourth of the prescribed distance in the following order: backstroke; breaststroke; butterfly; and freestyle (a stroke not previously swum).

The Mixed Age 200 Meter Freestyle Relay is a 5-person relay comprised of one swimmer from each of the five age groups; 10 & under swim 25M each, 11 & up swim 50M each.

Timers Briefing Guide

(Version: March 31, 2017)

- Timing is one of the most important functions at the meet as your input is needed to determine the swimmer's official time.
- The Chief Timer will assign each timer a specific lane and designate one Timer per lane as the Head Lane Timer.
- Familiarize yourself with the watch you will be using. Know which button starts, stops, and clears the watch. Always start and stop the watch with the same finger.
- The Head Lane Timer should check each swimmer's name, preferably by asking for the swimmer's name. For relays, the team and order in which the swimmers compete also should be checked.
- Do not engage in conversation with the swimmers prior to the race unless they initiate the conversation.
- Prior to the race you should be sitting or standing far enough back so that you will not distract the Starter or competing swimmers.
- At the start, focus on the strobe light on the starting unit and start the watch on the flash, rather than on the sound. When electronic timing equipment is being used, do not push those buttons at the start.
- Once the heat has started, check to be sure your watch is running. If it is not, or you think you started it late, signal the Chief Timer by raising your hand with the watch showing.
- Stand directly over the edge of the pool at the finish and stop your watch when any part of the swimmer's body touches the wall. You are not concerned with the legality of the finish.
- Times should be recorded to the hundredths of a second (two decimal places). If the watch records to the thousandths of a second, drop the last digit without rounding. Always record the times in the same timer order and please write legibly.
- If the swimmer does not finish their race, record "Did Not Finish" or "DNF".
- If the swimmer does not swim record "no show" or "NS".
- If for whatever reason a swimmer does not swim because of a mistake you made (you tell the swimmer the wrong heat number, you interfere with the swimmer getting to the blocks, etc.), please bring this to the attention of the referee. We do not penalize swimmers for mistakes made by officials (and timers are officials).
- Timers will provide their event or timers sheet to the scoring table following each event, via a runner.

Stroke and Turn Judge Guide

(Version: March 12, 2020)

“Be Fair and Consistent; Always Give the Swimmer the Benefit of Any Doubt.”

Except as modified herein, the rules governing the conduct of RSTA swimming meets are the 2021 United States Swimming Rules and Regulations

<http://www.usaswimming.org/rulebook>

Stroke and Turn Judges should arrive at least 30 minutes prior (7:00 AM) to the start of a dual meet in preparation for the Officials Briefing, by the Referee.

Please conduct yourselves with professionalism and good humor, while also ensuring safe, fair, and equitable conditions for the competitions. Officials should be somewhat invisible or transparent. All meet officials are urged to maintain neutrality by refraining from jumping, screaming, or cheering for individual swimmers or teams. Please do not use cellular phones while officiating.

All deck officials (Referee, Starter, Stroke & Turn) are expected to wear white or blue shorts, pants, or skirt and a white top. *At a minimum, no deck official shall wear or display any team colors or logos.*

The swimmers have worked hard to achieve their successes and deserve a safe, fair, and equitable competition. Officials must apply the rules intelligently at all times, using common sense and good judgment.

“Always give the benefit of the doubt, in every instance, to the swimmer.”

The objective and primary purpose of the RSTA shall be the education, i.e., instruction and training, of all individuals ages 6–18 for the purpose of developing and improving their capabilities in the sport of swimming.

Disqualifications

Upon observing an infraction in their jurisdiction, the Stroke/Turn Judge or Referee shall immediately raise one hand overhead with open palm. Please be prepared to accurately answer “Three Questions” from the Referee, if asked, with the language of the rulebook:

“Where were you? (Jurisdiction)”

“What did you see? (Description)”

“What rule was broken? (Infraction)”

If asked and/or if a call by an official is in question, the decision to accept or reject a disqualification is the responsibility of the Referee. Stroke and Turn Judges should fill out the disqualification slip and verify all the information is correct and legibly initial the disqualification form, and then turn over the slip to the Referee or Lane Timers if it is a Championship or Dual Meet; respectively.

DQ slips should be sent to the Scorer’s table to be recorded and then distributed to the Coaches following the meet. Coaches will notify 8 and under swimmers of their disqualification before the end of the meet. The Coach(es) and/or Manager(s) have the right to talk with the Referee about a call that was made, should it be contested and/or questioned. Video shall not be used to review an official’s decision.

False Starts

RSTA has adopted dual confirmation by officials for judging starts and early relay takeoff(s); similar to that used by high school, PVS, and USA swimming. This provides the “benefit of the doubt” going to the swimmers. A swimmer can be charged with a false start only if the Referee also has observed the violation and confirms the violation occurred with the Starter at the start of an event/heat. A false start on a swimmer must be charged to the swimmer immediately and the swimmer so notified that he is ineligible to swim in the event, except 8 and under swimmers who will be permitted one false start. A Starter may charge a false start to him/herself. Any 9 and over swimmer charged with a false start or 8 and under swimmer charged with a second false start is automatically disqualified and ineligible to swim the event. A swimmer shall not be disqualified for an illegal starting position if the Starter has permitted the race to proceed without recall.

Unusual Starting Habits

Swimmer who takes no position at all. Swimmers need not assume a crouch; they must merely be motionless (legal start).

In case a swimmer needs to be stopped after a false start is called, only the Referee may authorize someone to enter the pool and stop the swimmer.

Jurisdiction

STROKE & TURN JUDGES will be positioned at the turn and start ends of the pool with three lanes each as their jurisdiction observing half the pool for assigned lanes.

REFEREE has full control and authority over all officials.

BENEFIT OF THE DOUBT GOES TO THE SWIMMER

Call what you see and see what you call.

Stroke Rules

Breaststroke

Start—The forward start shall be used.

Stroke— After the start and after each turn when the swimmer leaves the wall, the body shall be kept on the breast. It is not permitted to roll onto the back at any time except at the turn after the touch of the wall where it is permissible to turn in any manner as long as the body is on the breast when leaving the wall. Throughout the race the stroke cycle must be one arm stroke and one leg kick in that order. All movements of the arms shall be simultaneous and in the same horizontal plane without alternating movement.

The hands shall be pushed forward together from the breast on, under, or over the water. The elbows shall be under water except for the final stroke before the turn, during the turn and for the final stroke at the finish. The hands shall be brought back on or under the surface of the water. The hands shall not be brought back beyond the hip line, except during the first stroke after the start and each turn.

During each complete cycle, some part of the swimmer's head shall break the surface of the water. After the start and after each turn, the swimmer may take one arm stroke completely back to the legs. The head must break the surface of the water before the hands turn inwards at the widest part of the second stroke.

Kick— After the start and each turn, at any time prior to the first breaststroke kick a single butterfly kick is permitted. Following which, all movements of the legs shall be simultaneous and in the same horizontal plane without alternating movement. The feet must be turned outwards during the propulsive part of the kick. Scissors, alternating movements or downward butterfly kicks are not permitted except as provided herein. Breaking the surface of the water with the feet is allowed unless followed by a downward butterfly kick.

Turns and Finish—At each turn and at the finish of the race, the touch shall be made with both hands separated and simultaneously at, above, or below the water level. At the last stroke before the turn and at the finish an arm stroke not followed by a leg kick is permitted. The head may be submerged after the last arm pull prior to the touch, provided it breaks the surface of the water at some point during the last complete or incomplete cycle preceding the touch.

Butterfly

Start—The forward start shall be used.

Stroke— After the start and after each turn, the swimmer's shoulders must be at or past the vertical toward the breast. The swimmer is permitted one or more leg kicks, but only one arm pull under water, which must bring the swimmer to the surface. It shall be permissible for a swimmer to be completely submerged for a distance of not more than 15 meters (16.4 yards) after the start and after each turn. By that point, the head must have broken the surface. The swimmer must remain on the surface until the next turn or finish. From the beginning of the first arm pull, the body shall be kept on the breast except at the turn after the touch

of the wall where it is permissible to turn in any manner as long as the body is on the breast when leaving the wall. Both arms must be brought forward simultaneously over the water and pulled back simultaneously under the water throughout the race.

Kick—All up and down movements of the legs and feet must be simultaneous. The position of the legs or the feet need not be on the same level, but they shall not alternate in relation to each other. A scissors or breaststroke kicking movement is not permitted.

Turns—At each turn the body shall be on the breast. The touch shall be made with both hands simultaneously at, above, or below the water surface. Once a touch has been made, the swimmer may turn in any manner desired. The swimmer's shoulders must be at or past the vertical toward the breast when the swimmer leaves the wall.

Finish—At the finish, the body shall be on the breast and the touch shall be made with both hands separated and simultaneously at, above, or below the water surface.

Backstroke

Start—The swimmers shall line up in the water facing the starting end, with both hands placed on the gutter or on the ankles of a volunteer. Standing in or on the gutter, placing the toes above the lip of the gutter, or bending the toes over the lip of the gutter, before or after the start, is prohibited.

Stroke—The swimmer shall push off on his back and continue swimming on the back throughout the race. Some part of the swimmer must break the surface of the water throughout the race, except it is permissible to be completely submerged during the turn and for a distance of not more than 15 meters (16.4 yards) after the start and after each turn. By that point, the head must have broken the surface of the water.

Turns—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 an immediate continuous single arm pull or immediate continuous simultaneous double arm pull may be used to initiate the turn. The swimmer must have returned to a position on the back upon leaving the wall.

Finish—Upon the finish of the race, the swimmer must touch the wall while on the back.

Freestyle

Start—The forward start shall be used.

Stroke—In an event designated freestyle, the swimmer may swim any style, except that in a medley relay or individual medley event, freestyle means any style other than butterfly, breaststroke, or backstroke. Some part of the swimmer must break the surface of the water throughout the race, except it shall be permissible for the swimmer to be completely submerged during the turn and for a distance of not more than 15 meters (16.4 yards) after the start and each turn. By that point the head must have broken the surface.

Turns—Upon completion of each length the swimmer must touch the wall.

Finish—The swimmer shall have finished the race when any part of his person touches the

wall after completing the prescribed distance.

Individual Medley

The swimmer shall swim the prescribed distance in the following order: the first one-fourth, butterfly; the second one-fourth, backstroke; the third one-fourth, breaststroke; and the last one-fourth, freestyle.

Start—The forward start shall be used.

Stroke—The stroke for each one-fourth of the designated distance shall follow the prescribed rules for that stroke, except in the freestyle, the swimmer must be on the breast except when executing a turn.

Turns—A) Intermediate turns within each stroke shall conform to the turn rules for that stroke, except that in the freestyle turn, the swimmer must return to the breast before any kick or stroke.

B) The turns when changing from one stroke to another shall conform to the finish rules for the stroke just completed, and shall be as follows:

- **Butterfly to Backstroke**—The swimmer must touch as described in Butterfly Finish. Once a legal touch has been made, the swimmer may turn in any manner, but the shoulders must be at or past the vertical toward the back when the swimmer leaves the wall.
- **Backstroke to Breaststroke**—The swimmer must touch the wall while on the back. Once a legal touch has been made, the swimmer may turn in any manner, but the shoulders must be at or past the vertical toward the breast when the swimmer leaves the wall and the prescribed breaststroke form must be attained prior to the first arm stroke.
- **Breaststroke to Freestyle**—The swimmer must touch as described in Breaststroke Finish. Once a legal touch has been made, the swimmer may turn in any manner and must return to the breast before any kick or stroke.

Finish—The swimmer shall have finished the race when any part of his or her person touches the wall after the prescribed distance.

Relays

Relay Starts - A running start during the relay is not permitted. A swimmer may take one (1) forward step during the start motion; however, this only applies to swimmer number 2, 3, and 4 of the relay team.

Freestyle Relay—Four swimmers on each team, each to swim one-fourth of the prescribed distance using any desired stroke(s). Freestyle finish rules apply.

Medley Relay—Four swimmers on each team, each to swim one-fourth of the prescribed distance continuously in the following order: first, backstroke; second, breaststroke; third, butterfly; and fourth, freestyle. Rules pertaining to each stroke used shall govern where applicable. At the end of each leg, the finish rule for each stroke applies in each case.

Mixed Age Freestyle Relay—Five swimmers on each team, consisting of one swimmer from each of the five age groups: 10 & under swimmers shall swim 25 meters each; 11 & over

swimmers shall swim 50 meters each. Freestyle rules apply. It shall be the responsibility of the swimmers in the mixed age freestyle relay to swim in the following order: 8 & Under swimmer, 9–10 swimmer, 11–12 swimmer, 13–14 swimmer, and 15–18 swimmer. If a team is unable to create a mixed age relay because they do not have an available swimmer from each of the five age groups, swimmers may age up to create relays and participate in the event. A swimmer may “swim up” only in team relay events provided no swimmer from that age group is displaced or otherwise denied participation. Any swimmer who “swims up” in one relay may still swim with his or her age group relay.

Rules Pertaining to Relay Races

- For all age group relays at least one swimmer must be of that age group. No swimmer shall swim more than one leg in any relay event.
- In relay races a swimmer other than the first swimmer shall not start until his/her teammate has concluded his/her leg. Swimmers cannot run when making a relay takeoff.
- Any relay team member and his relay team shall be disqualified from a race if a team member other than the swimmer designated to swim that leg shall jump into or enter the pool in the area where the race is being conducted before all swimmers of all teams have finished the race.
- Each relay team member shall leave the water immediately upon finishing his/her leg, except the last member.
- In relay races, the team of a swimmer whose feet have lost touch with the starting platform (ground or deck) before his/her preceding teammate touches the wall shall be disqualified.
- Relay lanes for the home team shall be 2, 4, and 6 and for the away team shall be 1, 3 and 5.
- At no time during relays are running starts permitted. A swimmer during a relay exchange may only take one step forward as part of the relay take-off process

Swimwear Rules

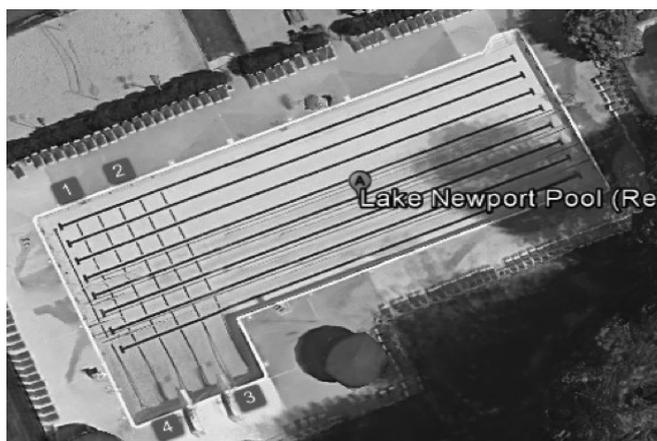
(Version: March 2021)

- A) Swimwear shall include only a swimsuit, cap, and goggles.
- B) In swimming competitions, the swimsuit shall not cover the neck, extend past the shoulders, nor extend below the knee. All swimsuits shall be made from textile materials (non-compression materials).
- C) No swimmer is permitted to wear or use any device, substance or swimsuit to help his/her speed, pace, buoyancy or endurance during a race (such as webbed gloves, flippers, fins, power bands, adhesive substances, etc.). Goggles may be worn, and rubdown oil applied if not considered excessive by the Referee. Therapeutic elastic tape is prohibited.
- D) No Technical Suit may be worn by any swimmer at any RSTA practice or meet, including IM and All Stars.
- E) Insignia — Swimmers shall not be allowed to wear the insignia and/or name of any club or organization which they are not entitled to represent in open competition, if such action is objectionable to that club or organization.
- F) Deviations from above swimsuit guidelines should be brought to the attention of the meet referee or rules committee. The meet referee or rules committee will assess and approve swimsuit modifications on a case by case basis.

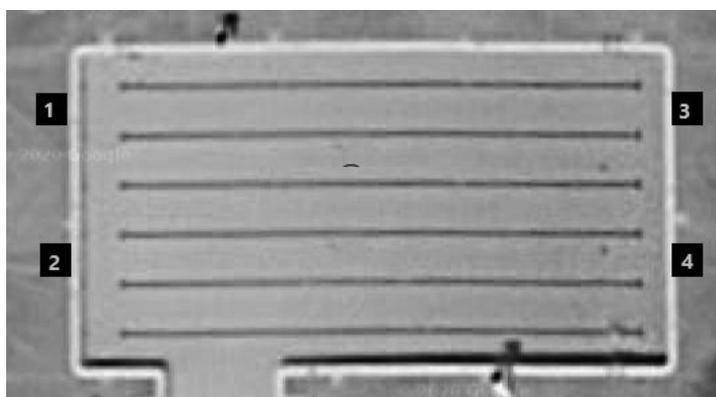
Stroke and Turn Judge Positions

Stroke and Turn Judges will be positioned at the turn and start ends of the RSTA pools with 3 lanes each jurisdiction observing half the pool for assigned lanes. Stroke and Turn Judges will be positioned in the locations indicated in the following photos. In the event that there are not four officials, the Referee has full control and authority over official quantity and placement.

Lake Newport & North Hills



Rest of the pools



Chief Scorer

(Version: April 10, 2009)

The Chief Scorer is in charge of scoring the dual meet. It is the responsibility of the Chief Scorer to review the entry cards for each event, match disqualification slips with the entry cards of the appropriate swimmers, and call any discrepancies to the attention of the Home Manager or other appropriate official.

If there are no discrepancies, it is the responsibility of the Chief Scorer to record the results using the RSTA Dual Meet Scorer program. After each stroke the Chief Scorer may print meet results for posting. At the end of the meet the Chief Scorer will print out the official score sheet and verify the results. At the end of the meet the Chief Scorer will make available to each team the meet results, meet publicity, and ribbon label files.

The Chief Scorer performs these functions with the support of an Assistant Chief Scorer and two Assistant Scorers. It is important that the Chief Scorer and Assistant Chief Scorer be present during dual meet scoring in order to ensure the integrity of the scoring process.

If there is an equipment failure preventing the use of the RSTA Dual Meet Scorer program, the Chief Scorer will manually score the meet and record the results on the RSTA Backup Score Sheet available for this purpose. To do this the Chief Scorer must manually class any results not already classed, separate results by class, determine order of finish solely on official time within each class, and then score the results according to place.

Assistant Chief Scorer

The Assistant Chief Scorer is responsible for assisting the Chief Scorer in entering the official times into the Dual Meet Scorer program. In the event of equipment failure, the Assistant Chief Scorer will also assist the Chief Scorer in manually classifying, scoring, and recording of meet results.

Duties & Qualifications of Coaches

RSTA endeavors to hire the best-qualified coaching staff possible following the guidelines established by the RSTA bylaws and those of the Personnel Committee. The Personnel Committee of the RSTA Board supervises the coaching staff. Coaching staff members are contracted to refine our swimmers' skills and to teach competitive swimming.

The coaching staff's duties include but are not limited to:

- Attendance at all meets and practices of the team to which they are assigned
- Maintaining safe practice, warm up, and competition conditions for all swimmers
- Knowledge and application of all rules and regulations as adopted by RSTA
- Taking attendance at practices
- Planning meet strategy and completing entry sheets for their own team for each meet
- Posting a Team Entry List at each meet so swimmers and parents know in what events each swimmer is entered in the meet
- Overall supervision of all team members during practices and meets, with constant direct supervision of swimmers
- Setting up and cleaning up team areas and pools for both practices and meets
- Setting up and cleaning up team areas and pool for Individual Medley and All Star meets
- Promoting team spirit
- Conducting two sets of Performance Reviews (mid-season & end-season) on the coaching staff of their team
- Attending one session of the "Rusty Guard" training conducted by Reston Association each year
- Providing patron surveillance from the lifeguard stand during any free-swim time
- Maintaining current American Red Cross Lifeguarding, First Aid, and CPR certifications
- Recognizing and responding to emergencies within the scope of your training
- Participating in emergency rescues/care as required
- Providing first aid for any injuries sustained during practice and fully documenting incident for reporting to Reston Association
- Ensuring proper use and care of equipment
- Abiding by and enforcing Fairfax County Health Department and RA rules
- Communicating concerns to team managers and RA staff
- Other duties as assigned by the team managers or the Personnel Committee.

Questions, compliments, comments, or concerns about the coaching staff should be directed to the Personnel Committee chairperson, your team personnel representatives, or to your team managers.

Job Descriptions

Each position on an RSTA team coaching staff has specific responsibilities as follows:

Head Coach

Qualifications

- Must be 18 by May 15
- Lifeguard Certification, Water Safety Instructor Certificate & Pool Ops Certificate

Practice and Swim Meet Responsibilities

- Provide a safe and fun swimming environment for all team members
- Demonstrate and promote good sportsmanship at all times
- Perform pool operations prior to the beginning of each practice and record all necessary information for Reston Association (RA)
- Conduct dry land drills at the beginning of the first practice of the day while assistant coaches and age group coaches are installing lane lines
- Develop activities for each practice
- Utilize the team's white board to identify those daily practice activities
- Encourage all swimmers during practice and offer developmental feedback to swimmers as appropriate
- Ensure that all swimmers and coaching staff are treated with respect and fairness
- Schedule the weekly meet stroke selection meeting at a time when the entire coaching staff is available and enter selections into Team Unify
- Lead the weekly meet stroke selection meeting with the team's coaching staff
- Participate in selecting the weekly meet theme
- Cheer for all swimmers during the weekly meet
- Lead team cheers during the swim meet
- Train all coaches
- Organize set-up for all home swim meets
- Ensure all chairs are returned to an orderly arrangement; all trash around the pool is collected and removed at the end of practice and after swim meets
- Complete assigned responsibilities for IM's and All Stars assigned by the personnel chairperson

Administrative Responsibilities

- Notify the personnel committee representative for the pool immediately by e-mail if you are going to be late or unable to attend practice for whatever reason. The personnel committee rep will notify the managers.
- Attend the preseason coaches' meeting
- Attend the "Rusty Guard Training" conducted by the Reston Association
- Attend the mid-season coaches' meeting
- Submit a mid-season evaluation of each team coaching staff member to your team personnel representative and personnel chairperson by the date determined by the league
- Submit new league employee and tax paperwork to your Team Personnel Rep no later than the date determined by the league
- Submit all coaches' timesheets to your Team Personnel Rep and the personnel chairperson no later than 12 noon on the day they are due
- Facilitate the end-of-season awards preparation for their team
- Return the team white board to Team Managers at the end of season

Senior Assistant Coach

Qualifications

- Must be 18 by May 15
- Lifeguard certification, Water Safety Instructor Certificate
- Pool Ops Certificate

Practice and Swim Meet Responsibilities

- Provide a safe and fun swimming environment for all team members
- Demonstrate and promote good sportsmanship at all times
- Perform pool operations in the absence of the head coach and record all necessary information as required by RA
- Assist the head coach in leading dry land drills while assistant coaches and age group coaches are setting up the pool prior to the first practice of the day
- Assist the head coach in developing activities for each practice
- Assist the head coach in ensuring daily practice activities are posted on the white board
- Encourage all swimmers during practice and offer developmental feedback to swimmers, as appropriate
- Ensure that all swimmers and coaching staff are treated with respect and fairness
- Assist the head coach in leading the weekly meet stroke selection meeting with the team's coaching staff
- Participate in selecting the weekly meet theme
- Cheer for all swimmers during the weekly meet
- Lead team cheers during swim meets
- Assist the head coach in training all coaches
- Assist in organizing the set-up for all home meets
- Ensure all chairs are returned to an orderly arrangement; all trash around the pool is collected and removed at the end of practice
- Complete assigned responsibilities for IMs and All Stars assigned by the personnel chairperson

Administrative Responsibilities

- Notify the head coach and personnel chairperson immediately by e-mail if you are going to be late or unable to attend practice for whatever reason
- Attend the preseason coaches' meeting
- Attend the "Rusty Guard Training" conducted by the Reston Association
- Attend the mid-season coaches' meeting
- Submit a mid-season evaluation of each team coaching staff member to your team personnel representative and personnel chairperson by the date determined by the league
- Submit new league employee and tax paperwork to your Team Personnel Rep no later than the date determined by the league
- Submit their timesheet to the head coach by 11 AM on the date it is due
- Submit an end of season evaluation on each team coaching staff member to your team personnel representative and personnel chairperson by the date assigned by the personnel committee
- Participate in the end-of-season paper plate awards preparation for their team

Assistant Coach

Qualifications

- Must be 16 by May 15
- Valid and current Lifeguard Certificate

Practice and Swim Meet Responsibilities

- Provide a safe and fun swimming environment for all team members
- Demonstrate and promote good sportsmanship at all times
- Set up lane lines prior to practice and take lane lines down after practice
- Expected to be in swimming pool with the swimmers during the first practice of the day and assisting swimmers assigned to their lane with stroke corrections and/or technique
- Encourage all swimmers during practice
- Ensure that all swimmers and coaching staff are treated with respect and fairness
- Participate in the weekly meet stroke selection meeting
- Participate in selecting the weekly meet theme
- Ensure that members of relay teams are on time for their event(s) during the weekly meet
- Cheer for all swimmers during weekly meets
- Participate in team cheers during swim meets
- Assist in setting up for home swim meets
- Ensure all chairs are returned to an orderly arrangement; all trash around the pool is collected and removed at the end of practice and after swim meets
- Complete responsibilities for IMs and All Stars as assigned by the personnel chairperson

Administrative Responsibilities

- Notify the head coach and personnel chairperson immediately by e-mail if you are going to be late or unable to attend practice for whatever reason
- Attend the preseason coaches' meeting
- Attend the "Rusty Guard Training" conducted by the Reston Association
- Attend the mid-season coaches' meeting
- Submit a mid-season evaluation of each team coaching staff member to your team personnel representative and personnel chairperson by the date determined by the league
- Submit new league employee and tax paperwork to your Team Personnel Rep no later than the date determined by the league
- Submit their timesheet to the head coach by 11 AM on the date it is due
- Submit an end of season evaluation on each team coaching staff member to your team personnel representative and personnel chairperson by the date assigned by the personnel committee
- Participate in the end-of-season paper plate awards preparation for their team

Age Group Coaches

Qualifications

- Must be 16 by May 15
- Valid and current Lifeguard Certificate

Practice and Swim Meet Responsibilities

- Provide a safe and fun swimming environment for all team members

- Demonstrate and promote good sportsmanship at all times
- Set up lane lines prior to practice and take lane lines down after practice
- Expected to be in swimming pool with the swimmers during the first practice of the day and assisting swimmers assigned to their lane with stroke corrections and/or technique
- Participate as a swimmer during the second practice of the day
- Encourage all swimmers during practice
- Ensure that all swimmers and coaching staff are treated with respect and fairness
- Participate in the weekly meet stroke selection meeting
- Participate in selecting the weekly meet theme
- Ensure that members of relay teams are on time for their event(s) during the weekly meet
- Cheer for all swimmers during weekly meets
- Participate in team cheers during swim meets
- Assist in setting up for home swim meets
- Ensure all chairs are returned to an orderly arrangement; all trash around the pool is collected and removed at the end of practice and after swim meets
- Complete responsibilities for IM's and All Stars as assigned by the personnel chairperson

Administrative Responsibilities

- Notify the head coach and personnel representative immediately by e-mail if you are going to be late or unable to attend practice for whatever reason
- Attend the preseason coaches' meeting
- Attend the "Rusty Guard Training" conducted by the Reston Association
- Attend the mid-season coaches' meeting
- Submit a mid-season evaluation of each team coaching staff member to your team personnel representative and personnel chairperson by the date determined by the league
- Submit new league employee and tax paperwork to your Team Personnel Rep no later than the date determined by the league
- Submit their timesheet to the head coach by 11 AM on the date it is due
- Submit an end of season evaluation on each team coaching staff member to your team personnel representative and personnel chairperson by the date assigned by the personnel committee
- Participate in the end-of-season paper plate awards preparation for their team

Coach in Training

Qualifications

- Must be 15 by May 20
- American Red Cross Lifeguard/CPR/AED certification (must be current as of May 15 and through July 31 of the current year)
- Must have valid VA work permit if under 16 years of age

Practice and Swim Meet Responsibilities

The following duties will be completed with a full-time Coach or Age Group Coach:

- Provide a safe and fun swimming environment for all team members
- Demonstrate and promote good sportsmanship at all times
- Set up lane lines prior to practice and take lane lines down after practice

- Expected to be in swimming pool with the swimmers during the first practice of the day and assisting swimmers assigned to their lane with stroke corrections and/or technique
- Participate as a swimmer during the second practice of the day
- Encourage all swimmers during practice
- Ensure that all swimmers and coaching staff are treated with respect and fairness
- Participate in selecting the weekly meet theme

Administrative Responsibilities

- Notify the head coach and your team personnel representative immediately by e-mail if you are going to be late or unable to attend practice for whatever reason
- Attend the preseason coaches' meeting (CIT Portion only)
- Attend the "Rusty Guard Training" conducted by the Reston Association
- Attend the mid-season coaches' meeting
- Submit a mid-season evaluation of each team coaching staff member to your team personnel representative and personnel chairperson by the date determined by the league
- Submit new league employee and tax paperwork to your Team Personnel Rep no later than the date determined by the league
- Submit their timesheet to the head coach by 11 AM on the date it is due
- Submit an end of season evaluation on each team coaching staff member to your team personnel representative and personnel chairperson by the date assigned by the personnel committee

Standards of Conduct for Coaches

RSTA employees are employees of the league; they are not employees of a specific team. As such they will work to promote friendly competition and sportsmanship among RSTA teams.

RSTA employees may not work or attend any RSTA function or event under the influence of alcohol or any illegal substance.

RSTA employees may not physically possess alcohol or any illegal substance at any RSTA function or event.

RSTA employees may not use tobacco products at any of its functions.

RSTA employees will not engage in, condone, or be involved in any manner with hazing or bullying while representing RSTA and will intervene to stop it if observed.

RSTA employees will not engage in any act of inappropriate behavior including violence, vandalism, lewd or lascivious behavior, harassment, or the use of obscenities while at work or at any RSTA function.

RSTA employees will adhere to the RSTA social media guidelines.

RSTA employees will adhere to the guidelines of the SafeKids Program.

**Violation of these rules may result in disciplinary action,
including termination of employment by RSTA.**

RSTA Social Media Guidelines

While the RSTA team structure makes it difficult to draw clear lines of distinction between coaches and team members, the RSTA Board expects coaches to use discretion in their interactions with swimmers on social media. Please adhere to the following guidelines:

Assume nothing is private, ever. If you are posting something on the Internet, there is no “invasion of privacy.” You have no control over who sees it after you post it and it can live on in cyberspace forever. You can’t take it back.

Update your privacy settings for your personal social media sites to “private” to prevent athletes from accessing the coach’s personal information. But be aware: There are limitations to privacy settings.

Remember that you are a role model to the swimmers on your team. Conduct yourself accordingly by not posting anything that relates to any of the following:

- trash talk or poor sportsmanship toward other teams
- drugs or alcohol use
- sexually oriented conversation; sexually explicit language; sexual activity
- relationship or family issues, or personal problems.

Never post identifiable youth athlete information, including photographs, without the permission of both the athlete and the parent. You should not ‘tag’ photos of other coaches, parents, athletes, or league administrators without their prior permission. Even when you do have permission from athletes and parents to post team photos to your site, never post a child’s first and last name—use only first names.

Texting from coaches to team members only shall be used for the purpose of communicating information directly related to team activities.

Complaining about your coaches or teammates through social media will not solve anything. Talk to them directly to solve problems to make yourself and your team better.

RSTA has official Facebook and Twitter accounts that swimmers and their parents can follow for information and updates on league-related matters, and many teams have their own social media accounts as well. Encourage swimmers to follow these accounts rather than your personal accounts.

Keep up with RSTA news in the following ways:

Website: www.rsta.org

Facebook: www.facebook.com/swimRSTA

Twitter: <https://twitter.com/SwimRSTA>

RA Operational Policies

These policies have been developed by RA and RSTA with consideration to the Fairfax County Health Code, Fire Code, Department of Labor, and aquatics industry standards and practices.

Pool use

- Use of wading pools, spas, and their surrounding areas is prohibited.
- Use of pool features not typically required for swim team practice; slides, diving boards, and splash pad areas require prior arrangements with one week notice to RA so that any operational training or safety considerations can be shared.
- A sign indicating that the pool is closed for RSTA practice should be placed at the entrance.
- RSTA practice is only open to swimmers and their accompaniment – please ask any other people to leave.
- All swimmers must enter through the bathhouse – the emergency gate is only to be used for meet set-up.
- Set up and clean-up are the responsibility of RSTA – a checklist is provided herein.
- Any/all vandalism or graffiti must be report to RA at time of discovery.
- Amplified sound/announcing cannot begin until 7 a.m.
- In cases of lightning the pool must be cleared for 30 minutes after the last sighting.
- In cases of rain practice may continue so long as the main drain grates are visible.
- If the pool phone is not operational the facility cannot be used for any purpose.
- All locks must be stored in a locked position on their respective door and display 0000 during practice.
- The pool combination is for Managers and Coaches only.

Operators

- A licensed pool operator must be present before swimmers/parents may enter the facility and must remain present for the duration of practice. Only one (1) operator is required however RA recommends having multiple licensed staff for each team.
- Should a Health Inspector or Fire Marshall visit the facility during practice the pool operator on duty must cease their coaching responsibilities to accompany this person around the pool and must contact the RA on-call staff upon arrival of the official.
- Only operators age 18 and older may administer chemicals.
- Only persons 16 and older may enter the pump room or any chemical storage areas.
- All required Personal Protective Equipment (PPE) must be worn when handling chemicals.
- Hourly water tests must be conducted and recorded for every body of water, regardless of use.
- System levels (pressure, flow) must also be checked hourly and documented throughout practice.
- Any out-of-range chemical or system levels are to be remedied by RSTA staff – contact RA on-call staff for assistance if necessary.
- Failure to conduct water tests and document regularly could result in suspension of operator responsibilities or termination of employment.

Cancellation

In all cases of a pool closure by RA due to mechanical failure, water contamination, or weather, an RA staff member will contact the RSTA President, affected Team Manager, and affected Head Coach via email and phone to explain the situation. RSTA is encouraged to share these closures with swimmers and families through whatever means they have available.

Practices

In the event of pool closure and subsequent cancellation of RSTA practice, RA will follow the notification and relocation guidelines stated below:

- **Advance notice** (more than 24 hours): Every effort will be made to identify alternate locations for practice; Signage will be posted at the normal practice site indicating the new location or cancellation.
- **Short notice** (less than 24 hours): With short notice an alternate location is not always an option although efforts will still be made to relocate rather than cancel. RA staff will also try to place signage in short-notice situation however this may not be possible.
- **NOTE:** For cancellation of one practice, due to mechanical problems or water contamination, we will most likely not relocate. If approved by RA, RSTA is welcome to conduct a land practice at their home pool. All chemical readings must still be documented for all bodies of water at the facility.

Meets

In the event of pool closure and subsequent cancellation of an RSTA swim meet (including Specialty Meets) RA will follow the notification and relocation guidelines stated below:

- **Advance notice** (before 5 p.m. the preceding Wednesday): RA staff will develop a list of options to allow for the meet to happen – although not necessarily on the originally scheduled date. The options will be shared with the RSTA President who can discuss with Team Representatives and Managers prior to selecting.
- **Short notice** (after 5 p.m. the preceding Wednesday): The meet will be canceled pending development of available options which will be shared by 5 p.m. on the Tuesday after the missed meet.

Health Matter

In the event a swimmer vomits on deck; that immediate area needs to be cleaned, hosed down, and sanitized. This can happen while an event is ongoing but it's difficult to navigate on deck and a 10 minute pause to allow space for RA staff to access and clean the area should be sufficient. The meet will resume once the area is sufficiently cleaned. No cancellation will result.

In the event a swimmer vomits in the pool, the pool will be immediately cleared and the meet will be cancelled. RA will be responsible for cleaning the pool

Equipment/Facility

General use:

- If you discover vandalism in the form of graffiti, broken equipment, or items in the pool water you must;
 - Report occurrence to RA on-call staff and begin documenting – including pictures
 - Wait for permission from RA staff to remove items from pool
 - Wait for permission from RA staff to hold practice (which depends on severity of damage)
 - RA staff will determine if the occurrence requires involvement of law enforcement

Permanent fixtures:

- Ladders, diving boards, and access chairs are to remain installed and useable during practices.
- Ladders, diving boards, and access chairs will be removed by RA staff for meets.

Rescue equipment:

- Rescue tubes should be placed at each lifeguard station during practice.
- The backboard and First Aid kit must be on deck in designated locations during practice.
- A hip pack with resuscitation mask and multiple pairs of gloves must be on deck in a designated location close to the pool edge during practice.
- Rescue tubes, backboards, and First Aid kit must be stored in a secure location outside practice times.

Facility equipment:

- Trashcans and recycling cans must be on deck and available during practice.
- PM practice – these may be on deck when you arrive, ensure they are locked up when you leave.
- AM practice – please move all of these to the deck upon arrival.
- Clocks may be moved between deck and office at some pools, please follow RA staff instruction.

RA Daily Checklist

This checklist is provided by RA to assist coaches on a daily basis in the operational needs of the pool and safety needs of the swimmers in our program.

** = operator's responsibility

Prior to Practice:

- Arrive at the pool at least 15 minutes early.
- Enter through front gate/bathhouse
- Access the online checklist for "RSTA Opening" and complete all tasks therein;
- Place a-frame sign outside gate indicating that the pool is closed for RSTA practice
- Confirm that locks are secured to gates and set to 0000
- Ensure deck, bathhouse, and underwater lights are at proper setting
Evening practice = make sure they're all ON before swimmers get in
Morning practice = make sure they're all OFF before swimmers get in
- Ensure rescue equipment is in proper place on deck
- Set trashcans where they are most convenient for your team
- Install lane lines as needed for practice

Access the online Chemical Records for your pool and submit initial readings.

NOTE: If any readings are outside acceptable code corrections must be made and a new reading must be entered **PRIOR** to start of practice – even if these readings are only 10 minutes apart

During Practices/Events:

- Remind swimmers to gather their trash and take all belongings with them
- Access the online Chemical Records for your pool and submit a reading each hour.

After Practice/Event:

- Access the online checklist for "RSTA Opening" and complete all tasks therein;
- Pick up all trash and recycling left on deck and in bathhouse
- Gather all lost items and place in designated bin
- Straighten deck furniture
- Secure all rescue equipment and trashcans inside bathhouse - if last user of the day
- Close and lock all gates with combination set to 0000 - if last user of the day
- Remove lane lines back to default for your pool
- Ensure deck and bathhouse lights are at proper setting
Evening practice = make sure they're all OFF before leaving (except AW and GL)
Morning practice = make sure they're all OFF before leaving
- Ensure underwater lights are at proper setting
Evening practice = leave one set ON overnight for security
Morning practice = double check that you turned them OFF when you arrived!

Suggestions for Effective Practice

Arrive “on-time” means 15 minutes early

- Arrive 7:45am for 8:00am in-water start time
- Arrive 8:00am for 8:15am in-water start time

Prepare pool—Install lane lines before in-water start time

Start on Time—Swimming by 8:00am all pools or 8:15am at Lake Newport Pool

Be Organized:

- Know what you are doing each day
- Keep things moving
- Focus on stroke development

Safety First—Maintain control

First Day of Practice

Be prepared before practice starts:

- Meet with your staff early and discuss swim drills for both practices
- Keep it light
- Be upbeat
- Show spirit
- Welcome all swimmers to the team
- Introduce the coaching staff to the swimmers (can do this when they are in the water before you start)
- Be aware the water may be cold—keep them moving & coaches should be in the water too
- Consider some land drills
- Do a cheer or two (a “must-do”)
- Explain the “white board”
- Complete EAP Practice

First Week of Practice

- Stress the importance of safety on deck and in the pool, especially regarding diving into the pool
- Demonstrate proper diving techniques to all swimmers
- Assess each swimmer with his or her diving technique where the coach is standing beside them on the deck
- Work with all swimmers who need additional assistance with their diving

Daily Practice

A good practice is important because it sets the foundation for a solid team and provides the framework for teaching proper stroke technique. While the pool is being set up each day by the assistant and age group coaches, the head and senior assistant coach should work with swimmers on team cheers and dry land drills.

Components of a good practice

- Determining what to work on and when—plan ahead, don’t figure it out on the fly
- Use white board to detail each day’s practice.

- Planning exercises (split into groups)

For younger swimmers (8 & Under)

- Have dry land exercises available as back-up for especially cold days
- Pick a specific stroke to work on but consider including all strokes at each practice as most children have a favorite
- Have your coaches demonstrate their strongest stroke
- Implement the Training Triangle (Explain – Demonstrate – Hold Accountable)

To keep older swimmers engaged:

- Have a structured plan for the older swimmer practice
- Use time trials, longer distances, detailed stroke refinement

Remember, Team Managers can be your best allies in controlling the deck and managing parents. HAVE FUN! If your swimmers see you enjoying practice, they will be more likely to enjoy practice

Handling DQs

Inevitably there will be swimmers who are disqualified during a swim meet. Coaches should help these swimmers learn from the DQ by following these steps at practice:

- After each meet, coaches should obtain DQ slips for team (see page 55 for sample)
- Review DQ slips prior to Monday's practice
- Develop a strategy for discussing DQ slips with swimmers—speak generally in a group setting, do not single out swimmers
- Review stroke requirements so all swimmers understand disqualifications
- Break swimmers into groups to work on stroke techniques

Explain

Demonstrate

Observe

Correct

Job responsibilities at practice

During practice every member of the coaching staff should be working with the swimmers, with as many coaches in the water as possible.

Head & Senior Assistant Coach

- On deck at all times
- Call out drills and starts
- Demonstrate strokes
- Observe swimmer performance
- Manage the deck
- Deal with any conflict

Assistant & Age Group Coach

- Provide stroke instruction / in-water
- Build swimmer confidence
- Swimmer development
- Demonstrate strokes

Seeding Meets

Coaches are responsible for seeding all six dual meets. Preparation for a meet begins early in the week and all swimmers will be entered in the meet unless they have notified the coach and managers otherwise. Swimmers may swim in no more than three individual events and two relays. There is strategy involved in creating a meet sheet. Take into consideration each swimmer's skill level, attendance, performance, and best times in meets—both your own swimmers' times and those of the opponents—when making the determination of which events swimmers should be entered in. Keep the big picture in mind and put swimmers in positions to best help the TEAM—you may want to ask swimmers to swim events that are not their fastest or favorite stroke for the good of the team. Also keep in mind that swimmers who want to participate in the IM meet will need to have legal times in all four strokes, so be sure to have them swim everything at some point.

Steps involved in seeding an RSTA meet include:

Saturday (during meet), Monday & Tuesday (during practice)

- Determine which strokes your swimmers are able to safely swim and are qualified to swim at next week's meet

Tuesday Afternoon/Evening

- Work with Team Computer Coordinator to get the “Best Times” report for your team and for next week's opponent
- Check absence sheets
- Strategize using swimmer abilities and “Best Times” reports
- Decide who will be swimming what strokes and relays
- Create swimmers list detailing individual events & relays
- Get list to Team Computer Coordinator for input of entries

Wednesday through Friday (during practice)

- Work with swimmers on their events for the next meet
- Be aware of absentee list for meets as well as who will replace them

Saturday Morning (before the meet)

- Submit deck changes
- Confirm/change relay lineups as well
- Post Event Lists so swimmers can see what events they're swimming

Saturday Morning (during the meet)

- Help your 8&Under and 9–10 swimmers keep track of their events
- All swimmers must check in with the Clerk of Course for each event they are swimming
- Enjoy the meet!

Deck Changes

Despite best laid plans made at seeding meetings, sometimes a team will need to change its entries for a meet—someone gets sick, or they forgot to tell you about a soccer tournament they're in, or they just don't show up. If a coach needs to make a change to the submitted entries, follow this procedure:

- Coach of the requesting team must initiate a deck change on a Deck Change Slip (see sample below)
- The Deck Change Slip must be signed by a manager from each team
- The Deck Change Slip must be turned into the Clerk of Course, who will verify the swimmer can swim in the event
- Deck changes are not permitted once the stroke starts.

Spirit Themes

One of the fun things about summer swim teams is the spirit themes selected by each team for the meets. Dressing up helps swimmers feel a part of the team and get their spirits psyched for the meet. Coaches are required to set an example by dressing up for the selected themes. You will get more participation from swimmers if you keep these points in mind:

- Give swimmers and their parents advance notice of the theme so they can find things to wear. Letting them know late in the week doesn't give them much time to assemble costumes.
- Talk about the theme and give ideas of things people could do to dress up.
- Select themes that are appropriate for all the ages on your team.
- Select themes that are easy for lots of people to participate in or that have lots of options within the overall theme.
- Consider ramping things up by awarding prizes or just giving recognition to the best interpretation of the theme or the most spirited.

Theme Ideas

In addition to the familiar team color day, pajama day, or Hawaiian day, some ideas for spirit themes include:

Celebrity Day—dress like your favorite celebrity or celebrity look-alike

Decade Day—pick a decade (50s, 60s, 70s, 80s, 90s) and dress in clothing styles from that decade

Extreme Weather/Weather Disaster Day—wear raincoats, boots, etc.

Fashion Disaster Day—dress in deliberately unfashionable clothes or mismatched clothes

Flower Power—dress as a hippy

Meme Day—dress up as your favorite Internet meme

Multi-Color Day—wear as many different colors as possible

Multiplicity Day—like twin day, but match as many people as you can

Neon Day—wear brightly colored neon clothing

Safari Day—everything from low-key khakis to more creative safari gear with hats, binoculars, etc.

Spots and Stripes Day—wear spotted or striped clothing or a combination of spots and stripes

Superhero—dress like your favorite Marvel and DC superheroes

Villain Day—dress up as your favorite villain from a movie or book

Vs. Day—pick any rivalry and have team members pick a side: Country vs. Country Club, Marvel vs. DC Comics, Good Guys vs. Bad Guys, Beach Boys vs. Kiss, etc.

Wacky Hair Day—dress up with wacky hairstyles

Wild Wild West—dress in western gear

Coaches' Responsibilities at Meets

All your hard work during the week with swimmers culminates on Saturdays at the meets. Coaches' responsibilities at meets include:

Head & Senior Assistant Coach

- On-deck all of the time
- Dress according to the theme and lead cheers
- Ensure smooth and organized swimmer participation
- Observe swimmer performance
- Cheer on swimmers while they are swimming
- Touch base with swimmers after they swim to encourage them and give tips for next time
- Deal with any controversy (Head Coach)
- Ensure things are going smoothly behind the scenes (Senior Assistant Coach)

Assistant & Age Group Coach

- Collect and organize 8&under and 9–10yr swimmers
- Collect swimmers for relays
- Have a presence on deck
- Cheer on swimmers while they are swimming
- Touch base with swimmers after they swim to encourage them and give tips for next time

General Points to Remember

- All Swimmers **MUST** check in with the Clerk of Course regardless of their age
- 8 & Under Aide will line up all 8 and under swimmers for their heats at the Clerk of Course station.
- Relay Teams will **NOT** need to check in with the Clerk of Course, however, it is the responsibility of the coaches to have their relay teams in place.
- Coaches need to be at both ends of the pool during relay races.
- Coaches at the shallow takeoff area need to ensure swimmers are not diving in deep
- Remind swimmers of deck etiquette—swimmers-stay in pool until end of heat and shake hands with the swimmer to their left and right
- ***All coaches need to cheer and encourage all swimmers!***
- At the end of the meet, coaches should shake hands with opposing coaches, the meet referee, starters, and stroke/turn officials

Team Managers' Responsibilities

The Team Manager is the best job available within RSTA and it's never done alone! Getting to know the coaches and parents is one of the best perks of this position. Managers should be positive, energetic and flexible—after all, this is summer swim...it's supposed to be fun. Ideally, managers will serve 3–4 years and then pass the torch. This allows others to have the opportunity to get involved and spreads the fun around!

To share the responsibilities, most teams have up to three managers (more than that can become unworkable). Between them, the managers oversee the day-to-day operations of the team. At least one manager must be present on deck at all practices. Managers are responsible for:

- team communications, including creating and managing your team's Team Unify site
- supervision and evaluation of coaches
- serving as an additional layer of supervision for safety at the pool
- volunteer coordination
- ensuring meets run smoothly
- ensuring proper use and care of equipment
- serving as the liaison between the coaching staff and the parents
- abiding by and enforcing Fairfax County Health Department and RA rules
- communicating concerns to coaches and RSTA Executive Committee (as needed)
- identifying and submitting the team's Kim Klarman and Kevin Coffey award nominees

Volunteer Coordination

The following volunteer positions are needed for all team meets.

HOME team is responsible to provide:

- 1 Referee
- 2 Stroke & Turn Judges
- 1 Announcer
- 1 Chief Timer
- 12 Timers
- 1 Clerk of Course
- 1 Chief Scorer
- 1 Assistant Scorer
- 3 8 & Under Aides
- 1 Meet Marshal
- 2 Time Sheet Runners

AWAY team is responsible to provide:

- 1 Starter
- 2 Stroke and Turn Judges
- 1 Assistant Chief Timer
- 12 Timers
- 1 Clerk of Course
- 1 Assistant Chief Scorer
- 1 Scoring Assistant
- 3 8 & Under Aides
- 1 Meet Marshal

NOTE: Many teams choose to add volunteer positions as needed. Jobs to consider: Equipment Manager, Meet Set Up, Meet Clean Up, Concessions, Ribbons, End-of-Year Party Planners, etc.

At the end of each meet, at least one manager must stay until the final score is verified. The manager will sign the final score sheet and collect the team DQ slips for distribution to the Head Coach.

Communication with Parents

It's a good idea to conduct a parent meeting either the first night of practice or sometime the first week. Topics to cover in this meeting include:

- Introduce Coaching Staff
- Discuss Team Priorities
 - Safety First: Top priority is a safe environment
 - Competition: Work hard at practice and swim your very best at practice
 - Fun: Summer league should be rewarding and fun
- Discuss Expectations of Swimmers
 - Must show up to practice on time
 - Must swim in 3 of the 6 swim meets and 2 events in the meets to be eligible to come back next year as a returning swimmer
 - Be courteous and non-disruptive
 - Work on stroke and time improvement
- Discuss Expectations of Parents
 - When should parents notify head or senior assistant coach that their child will not be able to compete in a meet?
 - What is the process for parents to talk to the coaches?
 - Expectation that either a parent or a responsible adult will be present for swimmers under the age of 10 during practice.
 - In what ways are parents expected to volunteer?
 - Parent code of conduct (in swimmer handbook)
- Discuss Ongoing Communication
 - Team website and social media as well as RSTA social media
 - How you will communicate practice cancellations and other messages
 - How to reach managers by team:

teammgrsan@rsta.org

teammgrsaw@rsta.org

teammgrsgl@rsta.org

teammgrshw@rsta.org

teammgrsln@rsta.org

teammgrsla@rsta.org

teammgrsnh@rsta.org

teammgrsrh@rsta.org

To reach managers of all teams: rstamanagers@rsta.org

Equipment Managers' Responsibilities

The Equipment Manager is the person responsible for organizing the equipment necessary for the successful operation of a meet.

Prior to Meet

- Arrange exchange of meet equipment with other team (if needed) including the PA System and the starter
- Ensure meet equipment is charged prior to meet

Day of Meet

Bring meet equipment:

- PA (with stand and accessories)
- Starter (with stand and accessories)
- Team box (see other list for contents)
- Set up the public address equipment, starter, and chairs for waiting swimmers.
- Take down all meet equipment, clear the pool area, and return the equipment to its non-meet storage space.

Inventory: Timers Box

The Timers Box should have the following items in the stated quantities. Complete the listed checks at pickup and to prepare for the next meet.

		<i>At Pickup</i>	<i>Prep for Meet</i>
Stopwatches	24	Count	Dry, test, count
Clipboards	12+	Count	Count
Philips Screwdriver	1		
Flat Screwdriver	1		
Crescent Wrench	1		
Tape Measure	1		
Lane Line Wrench	1	Make sure you get this!	Present?
Big Pliers	1		
Batteries	4		
Pencils	12		Sharpen?
Officials Patches	6	Count	Count, safety pins?

Inventory: PA System

		<i>At Pickup</i>	<i>Prep for Meet</i>
PA	1	Switch off	Charge; test
Microphone	1	Switch off	
Extra AA batteries	2		
Stand	1	Correct case?	
1/8" stereo extension cable	1	Included?	
1/8" to 1/4" stereo adapter	1	Included?	

Inventory: Starter

		<i>At Pickup</i>	<i>Prep for Meet</i>
Starter	1	Switch off	Charge; test
Charger	1	Present?	
Microphone	1	Present?	
Stand with adapter	1	Adapter included on stand	Adapter mates to starter housing

Inventory: Equipment Box

The Equipment Box should have the following items in the stated quantities:

		<i>At Pickup</i>	<i>Prep for Meet</i>
100 ft ext cord	1	Rewind	
50 ft ext cord	1	Rewind	
Backstroke flags	2	Collect both from venue!	Untangle, dry
Colored tape	2		Check quantity (enough?)
Duct tape	2		Check quantity (enough?)
Rope 50+ feet	1	Collect if used	Dry
Blue/yellow pinny	1	Collect	Dry
Red/blue pinny	1	Collect	Dry
Power strip	1	Collect	
Chair covers	12	Collect	Dry

Pool Setup Committee Responsibilities

A committee of volunteers to help with setup of the meet is a good idea. This committee can undertake the following tasks:

- Put up lane numbers and backstroke pennants
- Place a mark 15 meters from each end of the pool
- Remove and make safe diving boards
- Rope off officials, starters areas
- Return pool to original state

SafeKids Program

Reston Swim Team Association is committed to provide a safe environment and to prevent child abuse and sexual misconduct. The following constitute our policies with regard to awareness and prevention of abuse within our organization:

- RSTA will make every reasonable effort to ensure that every person involved in coaching/training a sport activity in our organization will abide by the SafeKids guidelines.
- RSTA will make every reasonable effort to exclude any adult with a legally documented history of child abuse/molestation or any other conviction or record that would bring unnecessary risk to the health and safety of the participants of this organization.
- RSTA will perform a criminal background check on every person offered a coaching or manager position at our organization.
- RSTA will take appropriate action on all allegations of child abuse and/or sexual misconduct. All allegations will be reported immediately to the authorities for investigation and RSTA will cooperate fully with any such investigation.

The following represent the preventive measures of our organization with regard to abuse:

- Physical, mental, and verbal abuse of any of the participants, coaches, managers, employees, volunteers involved in our sponsored activities is not permitted.
- Inappropriate touching of any kind is forbidden.
- We agree to provide more than one adult to work at or oversee every activity. If a child needs special attention (one-on-one training or an individual meeting), it will be handled with the assistance or presence of another adult.
- Coaches/managers should not socialize with the participants outside of the sponsored activities of the organization.
- Coaches/managers should never ride alone with a child or participant in the car.
- Managers are the last people on the deck after practice and remain until all swimmers are picked up.
- Parents are encouraged to attend sponsored activities and are responsible for pickup up their children in a timely manner after practice.

Child Abuse

The Code of Virginia requires reporting of child abuse as follows:

§ 63.2-1509. Requirement that certain injuries to children be reported by physicians, nurses, teachers, etc.; penalty for failure to report.

A. The following persons who, in their professional or official capacity, have reason to suspect that a child is an abused or neglected child, shall report the matter immediately to the local department of the county or city wherein the child resides or wherein the abuse or neglect is believed to have occurred or to the Department's toll-free child abuse and neglect hotline: ...

16. Any athletic coach, director or other person 18 years of age or older employed by or volunteering with a private sports organization or team; (<https://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+63.2-1509>)

If you suspect potential child abuse you are expected to report it *immediately* to the Personnel Committee chairperson and the RSTA Board president.

On Deck Behavior

Swimmer safety includes:

Safe from physical harm

Safe from emotional harm

Safe from mental harm

The Head Coach or Senior Assistant Coach must be on deck at all times. Maintain control of the pool, deck, bathhouse, and parking lot at ALL times:

No running

No wrestling

No pushing

Progressive Diving

RSTA has become aware that some of our swimmers have scratched their chins, face, and knees by diving deep into the shallow end of the pool. All coaches need to be aware of your swimmers' diving abilities and work with those swimmers who need assistance so they don't dive deep (downward) in the pool.

During the first week of practice review diving with swimmers by demonstrating it properly to them and watching them practice. Have all swimmers first demonstrate the ability to do shallow head-first entries into deep water. Ensure that swimmers can execute a shallow head first entry before attempting to teach racing starts. If swimmers are fearful or unable to complete a shallow head-first entry, teach or review the process. (Refer to "Coaching Starts" on the USA swimming website for tips on teaching this skill.)

Do not allow swimmers to practice any racing starts unsupervised. Use caution when practicing movements on a wet pool deck, which may be slippery. A coach must be near the swimmer when they are practicing diving or during a meet. Because both the Head Coach and Senior Assistant Coach have Water Safety Instructor certifications, one of those two individuals will supervise diving activities. Shallow-water racing dives are not unique to RSTA, which follows industry best practices.

Fun Day Activities

In the event that a head coach determines the team will have a Fun Day practice, at least one guard must be in the guard chair and the following guidelines must be followed:

Minimum lifeguard guidelines: (these are minimums—more is always better!)

1 – 24 people	=	1 lifeguard
25-40 people	=	2 lifeguards
41-65 people	=	3 lifeguards
75 or more people	=	4 or more lifeguards

Fun day activities are intended to be a reward for swimmers' hard work, but should not be a free-for-all. Plan fun day activities that are enjoyable but still strengthen swimming skills in some way—kickboard wars, funny relays, diving games, etc. Parents should not be watching the fun day practice thinking "this is a waste of time!"

Lifeguarding, Safety & Emergencies

This section contains important safety requirements and information from Reston Association. Safety must be maintained throughout the facility—in the water, on the deck, and in the bath house. RSTA coaches with a lifeguard training certification are responsible for the safety of the facility during all RSTA practices, meets, meetings, parties, and events. If you ever feel there is a need of more training, please contact RA.

Policies

Practice (Lifeguard Coaching Staff)

- Certified lifeguards must be on deck and actively supervising before any swimmer enters the water.
- Practices should be organized and closely supervised.
- During “free swim” a certified lifeguard must be in the lifeguard chair with appropriate equipment.
- Coaches should provide appropriate supervision based on the number of swimmers, age and abilities of the team, water depth and number of lifeguards available.
- Coaches must provide one-on-one training for head first entries and utilize the deepest entry point of the pool for beginners as they learn this skill.

Diving

- Coaches must provide close supervision whenever swimmers are diving into shallow water.

How can Managers help?

- Team Managers are an additional layer of supervision at the pool facilities.
- Managers should assist with rule enforcement of all participants.
- Managers are also the only people supervising swimmers who attend one of the practices and waits for a sibling to complete the other practice.
- Ensure participants are not entering restricted areas during practice; wading pools, spas, lifeguard office, lifeguard stands, access chairs, and spray feature areas.
- Ensure that everyone inside the facility is an RSTA participant—uninvited persons should be asked to leave.

RSTA Staffing

RSTA will provide a minimum of 4 lifeguard-certified coaches and 1 designated pool operator for all practices. The pool operator may be one of the 4 lifeguards.

Coach Certifications

RSTA staff are required to hold the following certifications/licenses*;

Head Coach:	Lifeguarding	Pool Operator	Swim Instructor
Senior Assistant Coach:	Lifeguarding	Pool Operator	Swim Instructor
Assistant Coach:	Lifeguarding		
Age Group Coach:	Lifeguarding		
Coach In Training (CIT):	Lifeguarding		

** All Lifeguarding certifications must be valid, current versions from the American Red Cross. Lifeguarding and operator certifications must be current however swim instructor certification can be current or prior.*

RA will provide one designated pool operator during all meets and parties with additional lifeguards as appropriate for specialty meets and parties. RSTA must provide a minimum of four lifeguard-certified lifeguards on deck at each swim meet (general or specialty). No RSTA staff ratios are required for parties as these are fully staffed by RA personnel.

Supervision

RSTA will provide two adult volunteers on the pool deck during all team functions to provide general supervision and enforce agreement terms. These can be the Team Managers, Board representatives, or other designated volunteers.

Pre-Season Training

- All Team Managers and Coaches are required to attend their respective orientation and training meeting prior to the season start. Dates are set on an annual basis and participation is mandatory. Any exception to attendance must be pre-approved by RSTA and RA.
- All coaches will attend and participate in the RA ‘Rusty Guard’ training held Tuesday-Friday evenings the week before the first week of practice. Each coach must only attend one evening. Efforts are made to keep teams together and attending on the same night as their home pool staff.
- All Head Coaches and Senior Assistant Coaches must attend an on-site operator training prior to the first practice at their home pool to receive an orientation to the physical system that operates the pool. These orientations are conducted by RA professional or leadership staff and are scheduled at the convenience of the coaches to ensure attendance.

Continued Training

RSTA staff will complete a training activity on the first day of practice to promote safety among swimmers, parents, and staff. The activity should be repeated for each age group on the first day of evening practice and reviewed on the first day of evening practice.

The first day drill should be Emergency Action Plan (EAP) and Incident Basics, to include

- Where is safety equipment kept at the pool (rescue tubes, FA kit, backboard, AED, CPR mask, incident forms).
- Where to go if you (a swimmer) need help – AKA, where is ‘home base’ for the Managers
- Where should everyone go if told to “clear the pool”
- Where do you gather if you have to leave the pool facility

A mock emergency should be conducted every two weeks for each age group to ensure that swimmers, parents/siblings, managers and coaches all know their role in an EAP. Mock emergency topics can include; Reaching Assists, Active Victims, First Aid or land injuries, or suspected injuries to the head, neck, or back. If a new coach joins a team, a make-up training must be provided for them. RA reserves the right to require additional training of RSTA personnel throughout the season as needed.

Emergency Action Plan

Accidents will occur during the summer. The goals of RSTA and RA are to minimize the number of accidents and incidents by taking preventative measures when possible by:

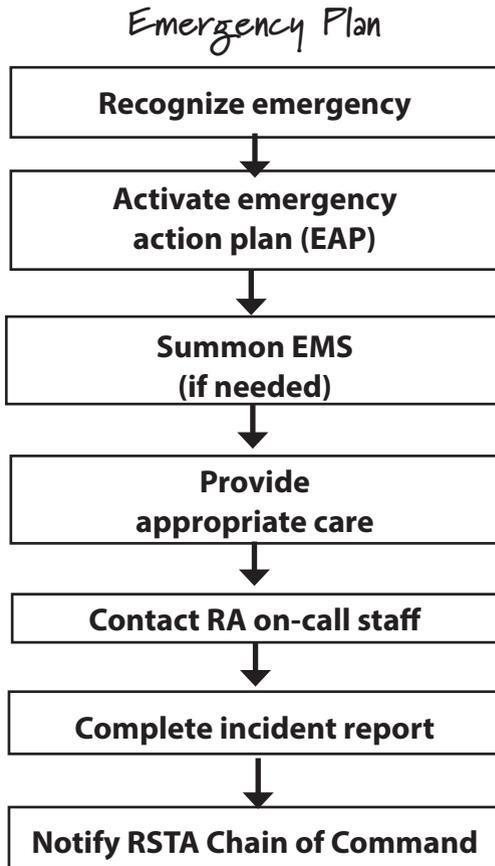
1. Enforcing rules.
2. Intervening if you see anyone or anything that could cause harm.

3. Reporting all incidents.

In the event of an emergency, follow the Emergency Action Plan (EAP) steps listed on the following page:

The Emergency Action Plan is required to be practiced during the first week of practice as well as reviewed during the first week of morning practice.

Incident Reports



Incident reports are required by the RA as part of RSTA’s pool-use agreement. They are submitted to RA, who keep these reports. EVERY incident must be documented. If you open the First Aid kit you are required to complete a report. Training on how to complete the various incident and injury reports is provided at the Coach training and Rusty Guard training.

RSTA Bylaws

ARTICLE I - ORGANIZATION

SECTION 1. INCORPORATION—RESTON SWIM TEAM ASSOCIATION, INC., herein called RSTA or the association, is incorporated in the Commonwealth of Virginia under the Virginia non-profit corporation code to qualify as an exempt organization, and shall be managed at all times in such a manner as to qualify the corporation for such exemption. RSTA shall not be operated for pecuniary gain or profit, and shall have no capital stock and no stockholders.

SECTION 2. PURPOSE—The Reston Swim Team Association is a developmental and recreational program. The intent of this organization is to foster and promote the ideals of good sportsmanship, honesty, and perseverance in the children of Reston, Virginia, and environs, so that they will grow into finer, stronger, and healthier men and women; to encourage parental participation in the Association's activities so as to foster those benefits derived from the mutual involvement of parents and children in common endeavor; to provide a means for teaching and a forum for learning both the fundamentals and the fine points of swimming, so as to heighten appreciation of such activity as well as to encourage healthful, lifelong participation in swimming activities. The purpose of this organization will be accomplished by providing coaching to teach the fundamentals and fine points required in swimming activities, and by providing opportunities for supervised competitive swimming.

SECTION 3. GOVERNANCE AND MANAGEMENT—RSTA shall be managed by a Board of Directors, herein called the Board, acting in accordance with these Bylaws.

ARTICLE II –MEMBERSHIP

SECTION 1. MEMBERSHIP—Membership is available to any family registering a swimmer(s) upon payment of the RSTA summer or winter season registration fee(s) with the limit of one (1) membership per family.

SECTION 2. VOTING—Each member family in RSTA shall be entitled to one vote in the affairs of RSTA. Voting shall be in person.

SECTION 3. PROXIES—There shall be no proxies.

SECTION 4. MEMBERSHIP RIGHTS

- (a) A member in good standing shall be entitled to participate in any activity sponsored by RSTA.
- (b) The property rights and interests of all members shall be equal on a per family basis.

SECTION 5. TERMINATION—Membership shall terminate automatically if a family membership is not renewed during the next year's registration period, or if dues are more than thirty (30) days in arrears as determined by the Registrar.

ARTICLE III – FEES, SCHOLARSHIPS, AND PARTICIPATION

SECTION 1. MEMBERSHIP FEES—Registration Fees will be set by the Board of Directors, with the concurrence of a majority of the members present, to cover the projected expenses of the program. The Board of Directors shall, upon review of the financial position of the Association, recommend any fee adjustments necessary to maintain the financial health of the Association. Fees may not be adjusted retroactively.

SECTION 2. SCHOLARSHIPS— Scholarships may be made available. Any family participating under a scholarship shall have full membership in RSTA. All scholarship information shall be held in the strictest confidence.

SECTION 3. VOLUNTEER PARTICIPATION – A quality program as conducted by RSTA requires the active participation of all members in the operation of this league and the teams, in the operation and maintenance of the necessary facilities and equipment, and in other activities. Membership carries with it the obligation to participate in these activities to the extent and in accordance with such rules and regulations as the Board shall promulgate to assure that these obligations are fairly shared by all members.

ARTICLE IV – MEETINGS OF MEMBERS

SECTION 1. BI-ANNUAL MEMBERSHIP MEETINGS

- (a) **Time and Place** – At least two (2) general meetings shall be held each year, one before the summer season on or before March 15 and one after the conclusion of the summer season on or before October 31.
- (b) **Purpose** – The first general membership meeting of the calendar year shall be for the purposes of approving the annual operating budget of the association, receiving committee reports, and transacting such other business as may be required. The second general membership meeting of the calendar year shall be for the purpose of electing Directors to take office at the beginning of the next term, receiving committee reports, and transacting such other business as may be necessary.

SECTION 2. SPECIAL MEMBERSHIP MEETINGS

- (a) **Call** – A special meeting of the membership shall be called upon the presentation of a petition to the Board of Directors containing the signatures of at least twenty-five (25) members or by vote of an absolute majority of the Board of Directors. Any special meeting shall be open to the general membership.
- (b) **Time and Place** – Special meetings of RSTA shall be held at such reasonable time and place as the Board may designate.
- (c) **Purpose** – The purpose of any special meeting shall be stated in the notice of the call, and no other business shall be transacted.

SECTION 3. NOTICE OF MEMBERSHIP MEETING—Written notice of any meeting of members shall be given to each member not less than 10 days or more than 45 days prior to such meeting.

(a) **Delivery** – Delivery of notice to each family shall be by email or by US mail.

(b) **Posting** – Notice of meetings shall be posted on the RSTA website.

SECTION 4. QUORUM – One-tenth (1/10) of members in good standing and eligible to vote or fifteen (15) members present, whichever is less, at any properly called meeting shall constitute a quorum. Each membership unit (hereinafter referred to as voter) shall be eligible to cast one (1) vote.

SECTION 5. MEETING ORGANIZATION AND AGENDA

(a) **Presiding Officer** – The RSTA President shall preside at any meeting of members, and if absent, a Vice President shall preside. If neither is present, the members present shall elect a presiding officer.

(b) **Secretary** – the RSTA Secretary shall serve as secretary for the meeting, and if absent, the presiding officer shall appoint an acting secretary.

(c) **Order of Business** – The order of business at any meeting, if applicable, shall be:

- (1) Call to Order;
- (2) Proof of Notice of Meeting;
- (3) Approval of Previous Minutes;
- (4) Reports of Officers;
- (5) Reports of Committees and Task Groups;
- (6) Old Business;
- (7) New Business.
- (8) Adjournment

SECTION 6. VOTING

(a) **Method** – Voting may be viva voca, but ten (10) members or the president shall have the right to demand voting by roll call.

(b) **Decision** – All matters coming before the meeting for vote shall be decided by majority vote of those voting, except where different requirements are given elsewhere in these Bylaws.

SECTION 7. MINUTES OF MEETING – Minutes of each meeting shall be available for inspection by any member desiring to do so as soon as practicable but no later than sixty days after completion of a general membership meeting.

ARTICLE V—BOARD OF DIRECTORS

SECTION 1. BOARD COMPOSITION

The Board of Directors shall be comprised of a maximum of 33 directors allocated as follows:

- a) Three (3) directors from each of the teams participating in the RSTA League
- b) Up to eight (8) directors-at-large, and
- c) The immediate past president.

The three directors from each team will be known as Team Representatives. The team representative's team affiliation is to be determined by the team on which the candidates' child or children swims.

SECTION 2. QUALIFICATIONS

Candidates for the Board of Directors must:

- a) Be members in good standing of RSTA and
- b) Be willing to work to advance the mission of RSTA.

SECTION 3. TERMS

- a) Directors shall be elected to serve a one-year term.
- b) Directors may serve terms in succession. Team Representatives shall not serve as Team Representatives more than five years in succession.
- c) The term of office shall be considered to begin upon election at the October General Membership meeting and continue until the following year's October General Membership meeting.

SECTION 4. ELECTION OF DIRECTORS

- a) **Nomination.** Directors from teams in the Association who will serve as Team Representatives may be nominated by the team they will represent, be self-nominated, or be nominated from the floor at the General Membership meeting.
- b) **Election.**
 - 1) **Team Representatives** shall be elected annually by a plurality vote of those members attending the General Membership meeting on or before October 31 of each year. The top three vote recipients from each team will be declared the Team Representatives for that team.
 - 2) **Directors-at-Large** shall be elected by a ballot cast by the newly elected Team Representatives and the immediate past president. Up to nine (9) directors-at-large shall be elected, with those receiving the greatest number of votes being elected.
- c) **Vacancies.** Should vacancies occur in the Board for any reason, they shall be filled by

another member upon a majority vote of the Board. At the discretion of the Board, by majority decision, a position may remain vacant until the next general election of the board of directors.

SECTION 5. REMOVAL OF DIRECTORS FROM OFFICE

- a) **Removal by Board Action.** Members of the Board of Directors may be removed from office for just cause. Just cause shall be determined by a quorum of the Board of Directors by three-fourths (3/4) vote, excluding such member. A Director missing three (3) consecutive meetings of the Board without an excused absence may be removed from office by majority vote of all the other Board members.
- b) **Automatic Removal.** A Director whose membership is terminated in accordance with ARTICLE II, SECTION 5, shall automatically be removed from the office.

SECTION 6. MEETINGS OF THE BOARD

- a) **Frequency of Meetings.** The Board of Directors shall hold monthly meetings, or as necessary with the exception of a recess in August.
- b) **Notice.** Seven (7) days' notice, by email or by telephone, shall be given all Directors of meetings called by the President or by the majority of Directors. Notice of meetings shall be distributed at each location where sponsored teams are practicing if time permits or by posting to the RSTA website and by email notification.
- c) **Open Meetings.** All meetings of the Board shall be open to any RSTA member except that executive sessions shall be permitted for the purpose of contract negotiations, employment issues, and for administering the financial assistance fund.
- d) **Quorum.** A majority of the Directors shall constitute a quorum for the transaction of business and the act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board. If at any meeting of the Board there shall be less than a quorum present, a majority of those present may adjourn the meeting without further notice, until such quorum shall have been attained.
- e) **Special Meetings of the Board.** Special meetings of the Board of Directors shall be convened at the request of at least five (5) members of the Board or at the direction of the president. The request should be accommodated within 30 days of the request unless extenuating circumstances prevent it. The purpose of the special meeting shall be stated in the notification of the meeting to all Board members.
- f) **Meetings by Electronic Conference.** Any meeting, regular or special, may be held by electronic conference, webinar, or similar communication method, so long as all directors participating in the meeting can communicate with one another and their identities can be confirmed.

SECTION 7. POWERS OF THE BOARD – The Board shall provide governance of the association, as well as regulate and supervise the management and operation of RSTA. It shall attend to all internal affairs of RSTA, shall make such arrangements for carrying on the busi-

ness as it deems best and in addition to the powers by these bylaws expressly conferred upon the Board, it may exercise all the powers of the association and to all such lawful acts and things as are not by statute or by the charter or by these bylaws required to be done or exercised by the members. The control of the Board over these affairs of RSTA shall be subject to any action from time to time taken by vote of the members of RSTA.

ARTICLE VI—OFFICERS

SECTION 1. SELECTION

- (a) **Officers** – Only members of the Board of Directors are eligible to hold office in the Association. Officers of RSTA shall be President, two Vice Presidents, Secretary, Registrar, and Treasurer; and shall be elected by the Board of Directors.
- (b) **Election**— At the Board meeting which shall be held immediately after the adjournment of the fall general membership meeting, the Board of Directors Elect shall elect the officers of the association. Officers shall be elected by a plurality of the board of directors.
- (c) **Terms** – The elected term of officers shall be from the date of election until October 31 of the following year. No officer, with the exception of treasurer and registrar, shall serve in the same position for more than two (2) consecutive years. No person shall serve as an officer in any capacity for more than four (4) full consecutive terms.
- (d) **Vacancies** – Should vacancies occur in the officers of the Association due to any reason, the Board of Directors shall solicit and select a replacement for such vacancy from the remaining members of the Board of Directors, and such person selected shall be deemed elected to such office. Should a further vacancy be created by such process, the process would be repeated until all such vacancies are filled.

SECTION 2. REMOVAL OF OFFICERS – Any officer may be removed for “just cause.” The Board of Directors shall determine “just cause” by three-fourths (3/4) vote of the Board excluding such officer.

SECTION 3. POWERS AND DUTIES OF THE PRESIDENT –The President shall:

- (a) Preside at all meetings of members of the Board, have general and active management of the business of RSTA, and see that all orders and resolutions of the Board are carried into effect.
- (b) Appoint standing and ad hoc committees, subject to approval of the Board, and serve as ex-officio member of such committees except for the nominating committee.
- (c) Authorize, with the Treasurer, all checks and other instruments of payment by the treasury in excess of \$3,000.00.
- (d) Be responsible for the timely sending of notices and calls of meetings and for keeping members informed of decisive actions by the Board and of issues to be brought before the membership.
- (e) Perform such other duties as the Board may direct.

SECTION 4. POWERS AND DUTIES OF THE VICE-PRESIDENTS – The Vice-Presidents shall:

- (a) In the absence of the President, or in case of his failure to act, in conjunction with the Secretary, have all the powers of the President, and the two of them acting together shall see that all orders and resolutions of the Board are carried into effect.
- (b) Perform such other duties as the Board may direct or the president may delegate.

SECTION 5. POWERS AND DUTIES OF THE SECRETARY – The Secretary shall:

- (a) Have charge of the records and of the Corporation, and perform all the duties inherent to the office of the Secretary of the Corporation subject at all times to the direction and control of the Board.
- (b) Record and the minutes of all general membership meetings.
- (c) Record the minutes of all meetings of the Board of Directors, which minutes shall be presented to the next meeting of Directors for approval.
- (d) Keep a copy of the Charter of the Corporation, together with a dated copy of the current bylaws and amendments.
- (e) Maintain a current list of members with addresses, and prior to any meeting of members, with the assistance of the treasurer update this list in accordance with ARTICLE II, SECTION 6.
- (f) Conduct the general correspondence of RSTA.

SECTION 6. POWERS AND DUTIES OF THE TREASURER – The Treasurer shall supervise the bookkeeper in the following:

- (a) Keep accurate and full accounts of receipts and disbursements, collect and deposit all monies and other properties and effects in the name of and to the credit of RSTA in such depositories as the Board may direct.
- (b) Disburse the funds of RSTA as may be ordered by the Board, taking proper vouchers for such disbursements.
- (c) Render to the Board upon its request, an account of any and all transactions as Treasurer and of the financial condition of RSTA, and at the annual meeting of members present a like report for the preceding year.
- (d) Authorize disbursement and payment by the bookkeeper of \$3,000.00 or less.
- (e) Perform such other duties as are inherent in the office of treasurer or as directed by the Board.

SECTION 7. POWERS AND DUTIES OF THE REGISTRAR – The Registrar shall:

- (a) Chair the registration committee.

- (b) Manage the annual registration process.
- (c) Manage the annual new swimmer evaluation process.
- (d) Supervise the registration administrative assistant in processing registrations.
- (e) Make final assignments of swimmers to teams.

ARTICLE VII – COMMITTEES

SECTION 1. COMMITTEE STRUCTURE

To facilitate the business and management of RSTA, work shall be accomplished through standing and ad hoc committees with duties and responsibilities as established and enumerated by these bylaws.

- a) **Powers.** All powers assigned to standing committees are subject to the authority of the Board.
- b) **Membership.** Membership in standing committees may be comprised of both board members and general members. The president of RSTA may be an ex officio member of all committees.
- c) **Chair.** Standing Committees shall be chaired by a director who is elected by the members of the committee at the start of each term of office following the October election. Co-chairs may be elected at the discretion of the committee, as needed.
- d) **Size.** Committee size will vary depending on the number of members needed to accomplish the work of the committee and shall be not smaller than three nor more than fifteen.

SECTION 2. STANDING COMMITTEES

Standing Committees shall be as follows: All Stars, Audit, Awards, Computer, Equipment, Executive, Fundraising, Handbook, Managers, Personnel, Registration, Rules of Competition and Officiating, Schedule & Meet Management, and Winter Swim.

- a) **All Stars & IMs Committee** shall be responsible for organizing and conducting the IM Meet and the All Star Meet to be held at the end of the season. This will include (but is not limited to) ranking and invitation of swimmers, establishing meet rules and order of events, coordination of volunteers, distribution of awards, choosing of officials, publication of results, recording of records, and coordination with fundraising committee on the sale of any items deemed worthy (e.g., food, programs, shirts, caps, etc.)
- b) **Audit Committee** shall be responsible for validating the bank accounts and other accounts of RSTA, and for auditing the treasurer's records of income, expenses and bank balances at least once per year and no later than 31 March of their term.
- c) **Awards Committee** shall be responsible for the development and recommendation of an achievement awards program for participants in RSTA; the design and purchase of all materials needed to implement the achievement awards program; and the distribution of

RSTA records awards.

- d) **Computer Committee** shall be responsible for compiling times for each meet; producing labels for meet cards; updating records; maintaining all individual and relay team and league records; authorizing RSTA record awards; and publishing results of meets.
- e) **Equipment Committee** shall be responsible for the maintenance and repair of all equipment; the recommendation and purchase of new or replacement equipment; and making equipment required for the conduct of swim meets available to Team Managers.
- f) **Executive Committee** of RSTA shall be the elected officers and the immediate past president. A quorum of the Executive Committee for any meeting shall be at least three members of the Executive Committee. The Executive Committee shall conduct such business as is deemed necessary by the president or the officers. The executive committee is authorized to conduct urgent business of the association when there is not time or it is not feasible to wait for a regularly scheduled meeting of the board of directors.
- g) **Fundraising Committee** shall be responsible for organizing fundraising events and sales for the benefit of the league, including concessions at IM and All Star meets and sale of any items deemed worthy (e.g., food, programs, shirts, caps, etc.) This committee also will identify and recommend to the Board vendors for supplying team apparel, concessions, and other supplies not associated with other committees.
- h) **Handbook Committee** shall be responsible for updating and publishing the handbook.
- i) **Managers Committee** shall be responsible for the training of Team Managers and the distribution of all materials and information to Team Managers prior to the season.
- j) **Personnel Committee** shall consist of one team representative from each team. It shall be responsible for the recommendation and implementation of RSTA personnel policies governing the duties, salary, recruitment, hiring, dismissal, and performance evaluation of the RSTA coaching staff. The Personnel Committee shall select the coaches with consideration for age, swimming background, maturity, temperament, and past employment, including RSTA tenure, from the pool of available candidates. The Personnel Committee shall provide direction and guidance to all coaches in personnel matters, and shall provide counseling and support for the Team Managers in their daily activities with the coaching staff.
- k) **Publicity and Marketing Committee** shall be responsible for communicating to the general public to raise awareness of the association, promote a positive image of the league, and publicize events and programs through such means as the RSTA website, social media, email, and traditional media.
- l) **Registration Committee** shall be responsible for the design, implementation, and administration of a summer season registration program, including the assignment of swimmers to teams in accordance with the approved guidelines. The committee recommends registration tiers and dates, fees, and team cap levels for Board approval.
- m) **Rules of Competition & Officiating Committee** shall be responsible for the develop-

ment and recommendation of policies governing competition in the RSTA; the technical implementation of Board policies governing League competition and the conduct of meets; the training of officials; the establishment and implementation of safety policies and procedures for practices and meets (including warm-ups). They shall also be responsible for hearing and acting upon any and all disputes regarding interpretation of the rules in accordance with Board policy. Any member of this committee who has a personal interest in any party involved in a dispute (i.e., parent of swimmer or coach, team representative, manager or spouse of manager, etc., of the team or teams involved) shall disqualify him/herself from the committee until the matter has been settled. In the event that the committee is reduced to fewer than three (3) members by the application of this rule, the dispute shall be referred to the Board for immediate consideration.

- n) **Schedule & Meet Management Committee** shall be responsible for the recommendation and implementation of the RSTA competition schedule to include the times and locations for all regular and special meets, rain dates, pool parties, and any other items deemed necessary by the Board. In preparing the schedule, the Committee shall coordinate with Reston Association (RA) and, upon Board approval, conclude all arrangements with RA to implement the schedule. This committee shall be responsible for developing the forms required prior, during, and after a meet to make a meet run smoothly and efficiently (e.g., meet sheets, swimmers individual times, entry cards, etc.).
- o) **Winter Swim Committee** shall be responsible for providing swimmers eligible to swim with RSTA an opportunity to improve their swimming skills during the off-season. The committee shall define each of the winter swim programs (e.g., number & age range of swimmers; swimming pre-requisites; and fees), handle registration and staffing, and provide on-going oversight for the duration of all programs.

SECTION 3. AD HOC COMMITTEES— Ad Hoc committees shall be formed as deemed necessary by the Board of Directors. To form an ad hoc committee, the committee must be approved by a simple majority of the Directors present and voting at any regular meeting or at a special meeting called for this purpose. Upon approval of an ad hoc committee, members shall be selected from among the Directors and general membership. The committee shall designate its own chair and will disband upon completion of the purpose of the committee.

ARTICLE VIII – ACCOUNTING, BUDGET FINANCE

SECTION 1. AUDITS

- (a) **Annual Audit** – the Books of the association shall be closed on the last day of the fiscal year to be audited by a qualified individual or individuals other than the Treasurer and approved by the Board. The audit shall encompass a review of the bank accounts, financial assets, cash flow, and deposits and expenditures. The written report of the audit shall be prepared in time to be presented to the members at the first general membership meeting following the completion of the audit.
- (b) **Special Audits** – An audit similar to the annual audit shall be prepared at any time there

is a change in the office of Treasurer during the fiscal year.

SECTION 2. FISCAL YEAR – The fiscal year of RSTA for reporting and filing purposes shall be from October 1 to the following September 3. The operational year will run from January 1 to the following December 31.

SECTION 3. BUDGET – An annual operating budget year shall be prepared by the Treasurer with the assistance of the executive committee with input from all standing committees, for presentation and approval at the first general membership meeting of the calendar year. A copy of this budget shall be posted on the RSTA website not later than ten (10) days prior to this meeting.

SECTION 4. CONTRACTS – Contracts for personal services shall require approval of two-thirds (2/3) of the full Board of Directors. Contracts involving loans, leases or other obligations of more than twelve (12) months' duration shall have to be ratified by a majority of all members of the association. Contracts with the Reston Association shall be signed by the president or the president's delegated representative.

SECTION 5. REIMBURSEMENT – Officers and Directors may be reimbursed for reasonable out of pocket expenses made on behalf of RSTA, but shall not otherwise be compensated.

SECTION 6. INDEMNIFICATION – RSTA shall indemnify and save harmless any individual against the expense of any action, suit or proceedings in which they are made a part by reason of his being or having been a Director, Officer or duly authorized agent of RSTA, except in relation as to matters to which they shall be adjudged in such action, suit or proceedings to be liable for gross negligence or willful misconduct in the performance of their duties. This right shall extend to all such persons, their successors, heirs and legal representatives.

SECTION 7. INSURANCE – The board shall obtain sufficient insurance from commercial carriers to manage the financial and legal risks to the association, to provide “directors and officers” liability insurance, and to meet any reasonable insurance requirements stipulated by the Reston Association.

SECTION 8. DISSOLUTION – In the event this organization dissolves, splits, or otherwise ceases to legally exist under the terms and conditions of these bylaws, the remaining assets of RSTA, after all just debts have been discharged, shall be disbursed to any non-profit organization or organizations. These other organizations shall be determined by the individual members; and their pro rata share of the assets shall be sent to that non-profit organization.

ARTICLE IX – BYLAWS AND RULES OF ORDER

SECTION 1. BYLAWS – These bylaws, duly revised and adopted on the 11th day of February, 2008 succeed any and all previous bylaws and amendments thereto, which are declared null and void.

SECTION 2. INTERPRETATION – Any question as to the proper interpretation of any provision of these bylaws shall be determined by the Board.

SECTION 3. AMENDMENTS – These Bylaws may be amended by two-thirds (2/3) majority vote of those eligible voters present at any general meeting of the Association duly constituted in accordance with Article IV, provided that fifteen (15) days prior notice has been given to all eligible members of the nature of the proposed amendment.

Adopted September 25, 1979	Amended November 11, 1981
Amended October 13, 1982	Amended October 12, 1983
Amended October 15, 1984	Amended February 25, 1985
Amended October 7, 1985	Amended February 10, 1986
Amended October 20, 1986	Amended February 8, 1987
Amended October 11, 1988	Amended February 13, 1989
Amended October 7, 1991	Amended October 19, 1992
Amended March 14, 1994	Amended March 20, 1995
Amended October 4, 1999	Amended October 10, 2000
Revised and reissued February 11, 2008	Amended April 13, 2015
Amended March 12, 2018	Amended April 11, 2021

SECTION 4. RULES OF ORDER – *Roberts Revised Rules of Order* shall be the parliamentary guide for all meetings of the general membership, the Board of Directors or of Committees, but shall not take precedence over these bylaws.

RELAY TAKE OFF JUDGE

Event # 21

Boys 8 & Under 100 m Freestyle Relay

	<u>Swimmer Number</u>			
Lane: 1	2	3	4	
Lane: 2	2	3	4	
Lane: 3	2	3	4	
Lane: 4	2	3	4	
Lane: 5	2	3	4	
Lane: 6	2	3	4	
Lane: 7	2	3	4	
Lane: 8	2	3	4	

Signature: _____

O = Good Take-Off X = Early Take-Off

RELAY TAKE OFF JUDGE

Event # 23

Boys 9-10 100 m Medley Relay

	<u>Swimmer Number</u>			
Lane: 1	2	3	4	
Lane: 2	2	3	4	
Lane: 3	2	3	4	
Lane: 4	2	3	4	
Lane: 5	2	3	4	
Lane: 6	2	3	4	
Lane: 7	2	3	4	
Lane: 8	2	3	4	

Signature: _____

O = Good Take-Off X = Early Take-Off

RELAY TAKE OFF JUDGE

Event # 25

Boys 11-12 100 m Medley Relay

	<u>Swimmer Number</u>			
Lane: 1	2	3	4	
Lane: 2	2	3	4	
Lane: 3	2	3	4	
Lane: 4	2	3	4	
Lane: 5	2	3	4	
Lane: 6	2	3	4	
Lane: 7	2	3	4	
Lane: 8	2	3	4	

Signature: _____

O = Good Take-Off X = Early Take-Off

RELAY TAKE OFF JUDGE

Event # 22

Girls 8 & Under 100 m Freestyle Relay

	<u>Swimmer Number</u>			
Lane: 1	2	3	4	
Lane: 2	2	3	4	
Lane: 3	2	3	4	
Lane: 4	2	3	4	
Lane: 5	2	3	4	
Lane: 6	2	3	4	
Lane: 7	2	3	4	
Lane: 8	2	3	4	

Signature: _____

O = Good Take-Off X = Early Take-Off

RELAY TAKE OFF JUDGE

Event # 24

Girls 9-10 100 m Medley Relay

	<u>Swimmer Number</u>			
Lane: 1	2	3	4	
Lane: 2	2	3	4	
Lane: 3	2	3	4	
Lane: 4	2	3	4	
Lane: 5	2	3	4	
Lane: 6	2	3	4	
Lane: 7	2	3	4	
Lane: 8	2	3	4	

Signature: _____

O = Good Take-Off X = Early Take-Off

RELAY TAKE OFF JUDGE

Event # 26

Girls 11-12 100 m Medley Relay

	<u>Swimmer Number</u>			
Lane: 1	2	3	4	
Lane: 2	2	3	4	
Lane: 3	2	3	4	
Lane: 4	2	3	4	
Lane: 5	2	3	4	
Lane: 6	2	3	4	
Lane: 7	2	3	4	
Lane: 8	2	3	4	

Signature: _____

O = Good Take-Off X = Early Take-Off

RELAY TAKE OFF JUDGE

Event # 27

Boys 13-14 100 m Medley Relay

	<u>Swimmer Number</u>			
Lane: 1	2	3	4	
Lane: 2	2	3	4	
Lane: 3	2	3	4	
Lane: 4	2	3	4	
Lane: 5	2	3	4	
Lane: 6	2	3	4	
Lane: 7	2	3	4	
Lane: 8	2	3	4	

Signature: _____

O = Good Take-Off X = Early Take-Off

RELAY TAKE OFF JUDGE

Event # 29

Boys 15-18 100 m Medley Relay

	<u>Swimmer Number</u>			
Lane: 1	2	3	4	
Lane: 2	2	3	4	
Lane: 3	2	3	4	
Lane: 4	2	3	4	
Lane: 5	2	3	4	
Lane: 6	2	3	4	
Lane: 7	2	3	4	
Lane: 8	2	3	4	

Signature: _____

O = Good Take-Off X = Early Take-Off

RELAY TAKE OFF JUDGE

Event # 51

Boys Mixed Age 200 m Freestyle Relay

	<u>Swimmer Number</u>			
Lane: 1	2	3	4	5
Lane: 2	2	3	4	5
Lane: 3	2	3	4	5
Lane: 4	2	3	4	5
Lane: 5	2	3	4	5
Lane: 6	2	3	4	5
Lane: 7	2	3	4	5
Lane: 8	2	3	4	5

Signature: _____

O = Good Take-Off X = Early Take-Off

RELAY TAKE OFF JUDGE

Event # 28

Girls 13-14 100 m Medley Relay

	<u>Swimmer Number</u>			
Lane: 1	2	3	4	
Lane: 2	2	3	4	
Lane: 3	2	3	4	
Lane: 4	2	3	4	
Lane: 5	2	3	4	
Lane: 6	2	3	4	
Lane: 7	2	3	4	
Lane: 8	2	3	4	

Signature: _____

O = Good Take-Off X = Early Take-Off

RELAY TAKE OFF JUDGE

Event # 30

Girls 15-18 100 m Medley Relay

	<u>Swimmer Number</u>			
Lane: 1	2	3	4	
Lane: 2	2	3	4	
Lane: 3	2	3	4	
Lane: 4	2	3	4	
Lane: 5	2	3	4	
Lane: 6	2	3	4	
Lane: 7	2	3	4	
Lane: 8	2	3	4	

Signature: _____

O = Good Take-Off X = Early Take-Off

RELAY TAKE OFF JUDGE

Event # 52

Girls Mixed Age 200 m Freestyle Relay

	<u>Swimmer Number</u>			
Lane: 1	2	3	4	5
Lane: 2	2	3	4	5
Lane: 3	2	3	4	5
Lane: 4	2	3	4	5
Lane: 5	2	3	4	5
Lane: 6	2	3	4	5
Lane: 7	2	3	4	5
Lane: 8	2	3	4	5

Signature: _____

O = Good Take-Off X = Early Take-Off

RSTA Deck Change Slip:

The Deck Change Slip will be reviewed and initialed by requesting and the opposing team manager.

The Deck Change Slip is presented to the Clerk of Course and attached to the Lane Time Sheet.

Deck Change Request Slip

Event # _____

Heat # _____

Lane # _____

Purpose of this change: _____

Add New Swimmer(s)

Change Swimmer(s)

Scratch Swimmer(s)

Reason for change: _____

Current Swimmer(s) _____

New Swimmers(2)

Requesting Team Review: ____

Opposing Team Review: ____

Clerk of Course Review: ____

RSTA Disqualification Form



Event #	Heat #	Lane #	Swimmer Name	Judge
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Stroke and Reason for Disqualification

Check

Butterfly	
After start/turn, shoulders not past vertical towards breast	
After start/turn, first pull does not bring to surface	
After start/turn head does not break water surface prior to 15m.	
Arm recovery alternating and/or underwater	
Alternated position of feet or executed scissors or breaststroke kick	
No simultaneous two-hand touch at turn/finish	
Backstroke	
After start/turn head does not break water surface prior to 15m.	
After start/turn or at finish, shoulders past vertical towards breast	
No touch at turn or finish	
Delay initiating turn	
During turning motion executed more than 1 single/double arm pull	
Breaststroke	
Hand past hip line during stroke after first pull at start/turn	
Head submerged as hands turned inward at widest part of 2nd pull	
Head remains submerged through a complete stroke cycle	
Arm pull and kick are non-sequential during stroke cycle	
Executed fly/flutter/scissors kick <i>(except a single butterfly kick is permitted during or at completion of first arm pull after the start and each turn, which must be followed by a breaststroke kick)</i>	
Arms not simultaneous in same horizontal plane	
Either foot turned inward during propulsive part of kick	
No simultaneous two-hand touch at turn/finish	
Not on breast at beginning of first arm pull at start/turn	
Shoulders not past vertical towards breast when feet leave wall	
Freestyle	
After start/turn head does not break water surface prior to 15m	
Walk or pushed off the bottom or used lane line for forward motion	
No touch at turn or finish	
False start or relay take-off before touch	
Other	

