

September, 2006

CAPITAL AREA SWIM LEAGUE CONSTITUTION

I. PURPOSE

To provide a summer competitive swimming program.

II. CONSTITUENCY

The constituency shall consist of those pools and their membership who conform to the following:

- A. Have a written policy as to participating membership and fees for membership.
- B. Agree to uphold the league rules and regulations.
- C. An annual league fee will be charged each participating team to meet operating expenses. Fee to be determined by the league. (\$4.00 per swimmer)
- D. The number and location, as well as conditions for entry of teams into the league, will be determined by the League Committee.

III. ORGANIZATION

- A. The league is governed by a committee composed of one representative from each of the teams in the league. This committee shall be known as the League Committee.
- B. The League Committee will meet in accordance with the following:
 - 1. In the Spring, to elect League Officers and conduct league business.
 - 2. In the Fall, to conclude all league business.
 - 3. The President has the prerogative to call the League Committee into session for any purpose concerning the business and welfare of the league.
- C. At the Spring meeting, a President, vice-President, Secretary, and Treasurer will be elected from the League Committee to serve for a two-year period.
- D. At the Spring meeting, an Executive Committee can be formed of the elected officers and a representative from each division elected by members of his division and must be a league member and not an alternate to serve for one year. This Committee will assist the League President in planning and making decisions not covered under the constitution and rules and

regulations of the league.

IV. RULES AND REGULATIONS

By recommendation of the League President and the Executive Committee, the annual rules and constitution may be changed by a 2/3 (two-thirds) vote of approval by the entire League Committee.

V. PROGRAM

The program shall consist of:

- A. Age group competitive dual swim meets within specified divisions of the league.
- B. A Divisional Championship Meet, on an individual basis, which shall be a qualifying meet for the All-Star Meet.
- C. An All-Star Meet which will have champions from each division, then the next best times league-wide competing against each other, and which shall be a qualifying meet for the Mid-Cap Meet.
- D. A Mid-Cap Meet shall have the best times from the Capital Area Swim League against the best times from the Mid-Penn Swim League.

CAPITAL AREA SWIM LEAGUE RULES AND REGULATIONS

I. GENERAL

- A. League Rules are current National Federation Swim Rules unless otherwise defined herein or amended or altered by the League committee.
- B. Any rule or regulation not covered will be presented to the League committee for consideration and a decision.
- C. Any violation of rules or regulations should be reported to the League committee for action.

II. LEAGUE DIVISION

- A. The league will be divided into divisions. The number of teams in a division and the number of divisions will be determined by the League Committee.

- B. Each year the composition of the division will change based on the standings of the previous year. The top team in each division will move up to the next higher division and the bottom team will move down.
- C. New teams accepted into the league will enter the lowest division.
- D. Division championships will be based on won-lost percentages. In the case of two-way ties the outcome of the dual meet held between the two teams will be used to decide the ranking in the division. In the case of three-way ties the order of finish is determined by the total points scored against the other two teams tied.
- E. Scoring will be determined by the number of lanes at the pool. Score will be kept by age group only to determine age-group winners. The meet winner will be the team scoring the most total points.
- F. A suitable plaque or trophy will be given to the winners of each division and a plaque will be given to the winners of each age group per division.

III. ELIGIBILITY

- A. All swimmers must be current members of the pool they represent.
- B. A swimmer may compete with only one Capital Area Swim League team during any one season.
- C. The maximum swimming age limit is 19 years old, if attending high school or just graduating from high school the June preceding the dual meet season.
- D. The eligibility of a competitor to compete in a particular age group shall be determined by his/her age on the first day of June.
- E. Swimmers may move up two age groups. Swimmers may also compete in their own age group even if they move up for an event within the dual meet.
- F. In order to compete for points in a dual meet a swimmer must be listed on his Team Roster 24 hours prior to the third meet of the season. Swimmers joining therefore can only swim as exhibit entries.
- G. A Team Roster is to be provided to the League Secretary prior to the season and updated as needed. The Roster shall include swimmers and coaches on the team.

IV. ENTRIES

- A. Firm entry sheets or disks shall be exchanged by coaches at least 15 minutes prior to the start of the meet. Entry sheets and result sheets must include a competitor's first and last name. A copy of the entry sheet will be given to the scoring table at the same time. No changes may be made to these lists after this exchange is completed.
- B. Substitutions may be made in individual or relay events when necessary because of sickness, injury, or absence of competitors. No competitor who is already entered in four events may be scratched and used as a substitute. No changes will be permitted except upon mutual consent of the coaches and the scoring table must be advised of changes.
- C. Scratched competitors are eligible to compete in other events in which they are entered in dual meets.
- D. Irregular entries discovered before or after an event is swum shall be scratched and no substitutions shall be permitted. The score shall be adjusted if necessary.
- E. Swimmers 10 and under on up may enter a maximum of four events, three of which may be individual events. This pertains to dual meets only. Championship meets will still have a limit of three events per swimmer. Swimmers 8 and under may enter a maximum of three events.
- F. All 8 & under individual events should start off the blocks with the swimmer going from the deep end into the shallow end.
- G. In all 8 & under relays the second and fourth swimmer will start in the water at all meets with their foot in contact with the wall for their start.
- H. Exhibition heats shall be limited to one heat per event and shall be run after the actual event unless a change is agreed upon by mutual consent of the coaches.
- I. A medley relay shall be swum at the beginning of the meet and a free style relay shall be swum at the end of the meet for all age groups. (See order of events on page 7)
- J. Boys will swim as boys. Girls will swim as girls. Co-ed relays may be entered as exhibition entries.

V. DISQUALIFICATIONS

- A. It is the duty of the disqualifying official to notify the coach of the disqualification before the next event.

VI. PROTESTS

- A. All parties concerned should make all possible effort to resolve their differences at the meet. Failing this, the protest may be referred in writing to the League President within three days of the date of the meet. The League President will form a Protest Committee which will review the protest and make a final decision which shall be binding to all parties prior to the All-Star Meet.

VII. RECORDS

- A. The league shall maintain a set of records for all events swum in All-Star competition.
- B. All records must be timed according to NFHS and submitted on official time slips to the League Secretary.
- C. Times must be recorded for all places in dual meets.
- D. The home team is required to send either by e-mail or regular mail completed original meet results and original entry sheets to the League Secretary the day of the meet. Failure to do so may result in forfeiture of the meet.
- E. All meet forms and material must be kept until the end of the season.
- F. Forms for all meets will be provided by the league.

VIII. CONDUCT OF THE MEET

- A. All dual meets will be held on Saturday morning no later than 9:00 unless both coaches previously agree on another time that week.
- B. The host team will cancel any dual meet due to weather conditions only at the latest possible time (departure time of visiting team).
- C. Postponement of a meet in progress will be at the discretion of the Referee, who shall follow the NFHS Guidelines. A maximum delay of 30 minutes will be permitted. Postponement will

be allowed for reason of inclement weather only. The referee and coaches will arrange to complete the meet prior to the next regularly scheduled league meet.

D. Number of officials required as listed below. Each team should supply the officials designated.

1. Two timers on each lane. (one from each team)
2. Four stroke and turn judges. (two from each team)
3. One HEAD TIMER. (from home team)
4. One starter. (from home team) Starter may also act as Referee.
5. One Referee. (from home team)
6. Three finish judges. (two from visiting team, one from home team)
7. Two record clerks. (one from each team).

E. Requirements for running the meet:

1. Announcer should use public address system.
2. Officials should meet with Referee 15 minutes prior to meet.
3. Materials required 30 minutes prior to meet:
 - a. Starting Device (no guns permitted per PIAA)
 - b. Score Sheets
 - c. Event Cards

F. A standard event card may be used to record the results of each race. The cards should be made up before the meet and placed in the order of events. The announcer will use the official line-up to announce the meet.

IX. DIVISIONAL CHAMPIONSHIP MEET

- A. A Divisional Championship Meet will be held at the conclusion of the dual meet season. The time and place of each Divisional Meet will be determined by the committee members of each respective division. The selected pools must be all be either meters or yards.
- B. All entry times for the Divisional Meets must be accomplished by a swimmer in the current dual meet season.
- C. A swimmer must have swum in at least 50 percent of the league meets in order to be eligible for the Divisional Championships.
- D. A swimmer must swim in his own age group in individual events and is permitted to swim in higher age groups in relays.

- E. A swimmer may enter only 3 events.
- F. There are no restrictions on the number of entries in individual events. However, a coach should realize that this is a championship meet and enter only those swimmers he feels has a chance to place. A maximum of two relay entries in each age group will be permitted per team.
- G. A seeding meeting may be held at the pool of the Division host team on the Monday before the meet. No additions to the meet will be added after this meeting.
- H. After the Divisional Meet the coaches and/or representatives must be present at the seeding meeting for the All-Star Meet to be held immediately following the Divisional Meet. It is the coach's responsibility to notify those on his/her team who have qualified.
- I. Awards for the Divisional Meet will be ribbons for the top six.

X. ALL-STAR MEET

- A. The best times swum in the Divisional Meets will qualify for this meet. For individual events, the winner of each Divisional meet plus the next fastest swimmers by time will qualify. The number of swimmers will be determined by the league.
- B. The officials for this meet will be taken from the list brought by the division hosts for this purpose.
- C. The same order of events will be used in this meet as is used in all meets.
- D. Awards will be medals.

XI. ORDER OF EVENTS

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|----|-------------------------------------|----|-------------------------------|
| 1 | 100 meter medley relay 8 & U Boys | 39 | 100 meter free 10 & U Boys |
| 2 | 100 meter medley relay 8 & U Girls | 40 | 100 meter free 10 & U Girls |
| 3 | 200 meter medley relay 10 & U Boys | 41 | 100 meter free 12 & U Boys |
| 4 | 200 meter medley relay 10 & U Girls | 42 | 100 meter free 12 & U Girls |
| 5 | 200 meter medley relay 12 & U Boys | 43 | 100 meter free 14 & U Boys |
| 6 | 200 meter medley relay 12 & U Girls | 44 | 100 meter free 14 & U Girls |
| 7 | 200 meter medley relay 14 & U Boys | 45 | 100 meter free Open Boys |
| 8 | 200 meter medley relay 14 & U Girls | 46 | 100 meter free Open Girls |
| 9 | 200 meter medley relay Open Boys | 47 | 25 meter breast 8 & U Boys |
| 10 | 200 meter medley relay Open Girls | 48 | 25 meter breast 8 & U Girls |
| 11 | 100 meter IM 10 & U Boys | 49 | 50 meter breast 10 & U Boys |
| 12 | 100 meter IM 10 & U Girls | 50 | 50 meter breast 10 & U Girls |
| 13 | 100 meter IM 12 & U Boys | 51 | 50 meter breast-12 & U Boys |
| 14 | 100 meter IM 12 & U Girls | 52 | 50 meter breast 12 & U Girls |
| 15 | 100 meter IM 14 & U Boys | 53 | 50 meter breast 14 & U Boys |
| 16 | 100 meter IM 14 & U Girls | 54 | 50 meter breast 14 & U Girls |
| 17 | 100 meter IM Open Boys | 55 | 50 meter breast Open Boys |
| 18 | 100 meter IM Open Girls | 56 | 50 meter breast Open Girls |
| 19 | 25 meter free 8 & U Boys | 57 | 25 meter fly 8 & U Boys |
| 20 | 25 meter free 8 & U Girls | 58 | 25 meter fly 8 & U Girls |
| 21 | 50 meter free 10 & U Boys | 59 | 50 meter fly 10 & U Boys |
| 22 | 50 meter free 10 & U Girls | 60 | 50 meter fly 10 & U Girls |
| 23 | 50 meter free 12 & U Boys | 61 | 50 meter fly 12 & U Boys |
| 24 | 50 meter free 12 & U Girls | 62 | 50 meter fly 12 & U Girls |
| 25 | 50 meter free 14 & U Boys | 63 | 50 meter fly 14 & U Boys |
| 26 | 50 meter free 14 & U Girls | 64 | 50 meter fly 14 & U Girls |
| 27 | 50 meter free Open Boys | 65 | 50 meter fly Open Boys |
| 28 | 50 meter free Open Girls | 66 | 50 meter fly Open Girls |
| 29 | 25 meter back 8 & U Boys | 67 | 100 m free relay 8 & U Boys |
| 30 | 25 meter back 8 & U Girls | 68 | 100 m free relay 8 & U Girls |
| 31 | 50 meter back 10 & U Boys | 69 | 200 m free relay 10 & U Boys |
| 32 | 50 meter back 10 & U Girls | 70 | 200 m free relay 10 & U Girls |
| 33 | 50 meter back 12 & U Boys | 71 | 200 m free relay 12 & U Boys |
| 34 | 50 meter back 12 & U Girls | 72 | 200 m free relay 12 & U Girls |
| 35 | 50 meter back 14 & U Boys | 73 | 200 m free relay 14 & U Boys |
| 36 | 50 meter back 14 & U Girls | 74 | 200 m free relay 14 & U Girls |
| 37 | 50 meter back Open Boys | 75 | 200 m free relay Open Boys |
| 38 | 50 meter back Open Girls | 76 | 200 m free relay Open Girls |

CURRENT CHANGES FROM NATIONAL FEDERATION RULES:

- A. Delete Rule 1, Sec. 1, Art. 1 When a team is accepted into the League, it is understood that their facilities and equipment, on a year-to-year basis, are completely acceptable. Each team must submit a written list of variances that differ from Rule 1 to the League Secretary.
- B. Delete Rule 3, Sec. 1, Art. 1 - Championship entries and dual meet entries.
- C. Amend Rule 3. Sec. A, Art. 1 - First sentence to read, "A competitor shall be permitted to enter a maximum of 4 events, no more than three of which shall be individual events."
- D. Delete Rule 5. Sec. 3, Art. 5 - See seeding arrangements in GUIDELINES FOR DIVISIONAL CHAMPIONSHIP AND ALL-STAR MEETS.
- E. Delete Rule 5. Sec. 4, Art. 2 - Eight (8) swimmers to qualify for MidCap championships from All-Stars.
- F. All eight (8) and under swimmers are permitted one false start before they are disqualified.
- G. The Federation "Jewelry Rule" is modified. Swimmers are discouraged from wearing jewelry. Swimmers should be warned if jewelry is observed. If they fail to heed the warning, they may be disqualified.
- H. Amend Rule 8, Sec. 1, Art.1- The Starter or Referee may instruct forward start swimmers to correct their position before starting an event. In the Medley Relay and individual backstroke events, the starter, prior to the command, "Take your mark," shall say, "Place your feet."

GUIDELINES FOR DIVISIONAL CHAMPIONSHIPS

COACHES

1. A swimmer must compete in at least 50 percent of the dual meets in order to be eligible for the Divisional Meet. (Adjusted for unequal divisions.)
2. A swimmer must compete in his/her own age group for individual events, but may swim up in relay events. A swimmer may compete in three events only, including relays.
3. Teams are restricted to a maximum of two entries in the relay events, but are permitted an unlimited number of entries for individual events.
4. Coaches are requested to be realistic in the number of swimmers that they submit. While there are no qualifying times required, the best swimmers should be selected from the children who confirm that

they will be present for the meet.

5. There will be no substitutions after the entry sheets are submitted for seeding. Only listed alternates may swim in relays in the event of a scratch.
6. Use meter times. Converted times may be used by teams having swum most of their meets in yard pools, but only the League approved aqua converter may be used, and both meter and yard time must be listed on the sheet.
7. Entries are due Saturday evening or Sunday morning following the final dual meet.
8. Eight and unders events will start from the starting end of the pool.

REPRESENTATIVE

1. Representatives of each host team should meet approximately two weeks prior to Divisionals to go over the software so that everything is uniform.
2. The Sunday before Divisionals representatives doing the seeding should meet in order to complete the seeding.
3. After Divisionals representatives should meet to do the entries for the All-Star Meet. Coaches should make arrangements with the representatives to pick up the information or make arrangements with the league chairman to pick up the information. It is the coach's responsibility to inform his/her swimmers of qualification for the All-Star Meet.

GUIDELINES FOR ALL-STARS

1. Each host representative must meet immediately following the Divisional Meet at a time and place designated by the League Chairman for the purpose of seeding the All-Star program.
2. At the conclusion of the seeding meeting, coaches may pick up a copy of the All-Star program at a time and place to be determined by the league chairman. It is the coach's responsibility to notify his/her swimmers.
3. Those relay competitors recording the eight fastest times in the combined Divisional Meets will be eligible to compete. Those swimmers ranked 9th and 10th will be alternates. In case of ties for eighth place, a swim-off will be held prior to the All-Star Meet.

4. Those individual competitors winning a Divisional event plus the next 12 fastest swimmers by time from the combined Divisional results will be eligible to compete. Those swimmers ranked 17th and 18th will be alternates.

OFFICIALS

1. Each team representative will provide at least five names to the Meet Director at the seeding meeting.
2. The Meet Director will advise the team representative of the selection of officials.
3. The following number of officials are required:

1 Referee	16 Timers (fewer if automatic timing is used)
2 Starter (1 boys, 1 girls)	2 Clerk of Course
1 Chief Timer	2 Computer Operators
6 Stroke & Turn Judges	2 Timing Machine Records
1 Announcer	4 Awards Table People
4. Each team will provide one awards person.
5. Following the All-Star Meet there will be a brief scratch meeting to confirm qualifiers for the Mid-Cap Meet.