

## **CAPITAL AREA SWIM LEAGUE CONSTITUTION**

### **I. PURPOSE**

To provide a summer competitive swimming program, as governed by the Capital Area Swim League (referred to as the "League").

### **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 to each participating team to meet operating expenses. The Fee for each team is determined by the number of registered swimmers@ \$7.00 per swimmer.
- D. The League will not assess an entry fee for each swimmer/ event for the Divisional, All-Star, or Mid-Cap meets.
- E. 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 conduct League business.
  - 2. In the Fall, to conclude all League business, including the election of officers.
  - 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 Fall meeting, the officers, including a President, Vice-President, Secretary, Treasurer, and League Scorer, will be elected from the League Committee to serve for a two-year period.
- D. The Executive Committee will be comprised of the elected officers. The Executive Committee will make decisions as necessary to enforce the League's requirements, rules, and regulations. The Executive Committee will do planning and will make decisions not covered under the Constitution and rules and regulations of the League.
- E. The League will have two (2) paid position, the League Scorer and the Webmaster, with the payment for each position set by the League Committee.

#### **IV. RULES AND REGULATIONS**

By recommendation of the Executive Committee, this Constitution and rules thereunder may be revised by a 2/3 (two-thirds) vote of approval by the 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 include the top 16 times per individual event and the top 8 relays by time.
- D. 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 Executive Committee and, if necessary, to the League Committee for consideration and a decision.
- C. Any violation of rules or regulations must be reported to the President and the Secretary who will engage the Executive 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.

## **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 or her Team Roster at least 24 hours prior to the start time for a dual meet. Swimmers joining after the 3rd dual meet can only swim as an exhibition entry.
- G. A Team Roster must be provided by email to the League Secretary and Treasurer prior to the season, with the deadline for submission being 24 hours before each team's 1" dual meet, and updated as needed. A \$50.00 fine will be assessed against any team for late submission. The Roster shall include team coaches by name and contact information and all swimmers by first and last name and birth date. Each Team's Roster is final after the 3rd dual meet.

#### **IV. ENTRIES**

- A. Final entries shall be submitted to the meet host by electronic submission preferably the day prior to the competition, BUT no later than 45 minutes prior to the scheduled start of the meet. Entries shall conform to the current meet entry standards using industry standard platforms such as Go Motion, HyTek, Commit, etc.
- B. Changes can be made until the meet starts. No changes may be made to the entries after submission to the scoring table, except for sickness or for other reasonable circumstances prompting a change.
- C. 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.
- D. Scratched competitors are eligible to compete in other events in which they are entered in dual meets.
- E. 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.
- F. Swimmers 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.

- G. All 8 & under individual events should start off the blocks.
- H. In all 8 & under relays the second and fourth swimmer will start in the water at all meets with his or her foot in contact with the wall until the first or third swimmer touches the wall.
- I. 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.
- J. 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 9)
- K. 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 engage the Executive 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 AND RESULTS**

- 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. All teams are required to send their Hy-Tek meet back up file to the League Scorer and President by 12:00 Noon on Sunday following the scheduled meet. A \$25.00 fine will be imposed on the home team for failure to report the full results, by designated time. The team's head coach will be disqualified for any championship meet until all fines are paid. Failure to do so may result in forfeiture of the meet, as determined by the Executive Committee.
- E. All meet information, in paper and electronic form, must be kept until the end of the season.
- F. The League requires every team to use Meet Manager for all meets.

## **VIII. CONDUCT OF THE MEET**

- A. All dual meets will be held on Saturday morning no later than 9:00 A.M. unless a different start time is listed on the League Roster or unless both coaches agree on another time at least two (2) days before the scheduled meet.
- B. The host team will cancel any dual meet due to weather conditions only at the latest possible time, following NFHS Guidelines.
- C. Postponement of a meet in progress will be at the discretion of the Referee, who shall follow the NFI-IS 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) They shall quarter the pool as areas of responsibility
  - 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)
- 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. Lane timer sheets
  
- 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.
  
- G. Swim suits must be one piece and cannot contain zippers or other fastening systems.
  - 1. Male swim suits shall not extend above the waist nor beyond the top of the kneecap.
  - 2. Female swim suits shall not extend beyond the shoulders nor beyond the top of the kneecap.
  
- H. The home team shall swim in odd lanes. The visiting team shall swim in even lanes.

## **IX. DIVISIONAL CHAMPIONSHIP MEET**

- 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. *1\* 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 eight (8) places.

#### **X. THE GARY SHANK ALL-STAR MEET**

- A. The best times swum in the Divisional Meets will qualify for this meet. For individual events, the 16 fastest swimmers will qualify. For relays, the 8 fastest relays by time will qualify.
- 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 for places 1 through 8 and will be rosette ribbons for places 9 through 16. The 1<sup>st</sup> place swimmer in each individual event will also receive an All-Star swim cap.

**This meet has been named in honor of Gary Shank. Gary was the first president of the Capital Area Swim League and was instrumental in developing the Capital Area Swim League and was instrumental in developing the All-Star Championships.**



## **XI. ORDER OF EVENTS**

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

## **XII. 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. 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 marks," shall say, "Place your feet."

## **XIII. GUIDELINES FOR DIVISIONAL CHAMPIONSHIPS**

### **A. 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. 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.

5. 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.
6. Entries are due by 9:00 P.M. on Sunday following the final dual meet.
7. Eight and under events will start from the starting end of the pool.

**B. REPRESENTATIVE**

1. Representatives of each host team will send instructions to division teams at least 21 days before the Divisional meet.
2. After Divisionals, a representative or a coach for every team will attend the seeding meeting for the All-Star Meet. It is the coach's responsibility to inform his/her swimmers of qualification for the All-Star Meet.

**XIV. GUIDELINES FOR ALL-STARS**

**A. SEEDING**

1. The All Star Meet host will collect result files from the Divisional meet host and compile the All Star qualifiers by 5pm on the day prior to the All Star competition and distribute through electronic means to all CASL Team Representatives.
2. It is the coach's responsibility to notify his/her swimmers of All Star Qualification.
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. For individual events, "the Top 16 times from the results of the combined divisional meets shall advance to the CASL All Star Meet.

**B. 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 and volunteers are required:
  - 3 Referees (1 boys & 1 girls & Administrative)
  - 2 Starters (1 boys, 1 girls)
  - 1 Chief Timer
  - 6 Stroke & Turn Judges
  - 1 Announcer
  - 16 Timers (fewer if automatic timing is used)
  - 2 Clerk of Course
  - 2 Computer Operators
  - 2 Timing Machine Records
  - 4 Awards Table People
4. The meet officials including the starters, referees and stroke and turn judges shall be PIAA or USA certified. A Stipend to set by the Executive Committee shall be offered to each of these officials.
5. Following the All-Star Meet there will be a brief scratch meeting to confirm qualifiers for the Mid-Cap Meet.

## **XV. THE PAULA JEANNE HOWLEY CASL OLYMPIC COMMITMENT**

The Capital Area Swim League (CASL) will contribute to the properly and legally established expense fund of any swimmer who has participated in the CASL as long as the swimmer meets the requirements set up by the League, when he or she becomes a member of the United States Olympic Swimming Team.

A swimmer who participates in the League for three seasons up to and including the age of 13, fulfilling the requirements to participate in the end of season championships, and then leaves to swim other places, will receive \$500. If the swimmer swims past 13, but does not meet the requirements of the 14 to 18 age category, but has a total of 3 years participation, the swimmer will still qualify for the \$500 award.

A swimmer who swims for 3 seasons between the age of 14 and 18, fulfilling the requirements to participate in the end of season championships, and becomes a member of the US Olympic Swimming Team any time in the future qualifies to receive the following grant. The CASL will contribute \$1,000 to the swimmer's properly and legally established expense fund when the swimmer becomes a member of the United States Olympic Swimming Team.

There is no age limitation to this award. To receive an award, the swimmer must have participated in the League during his or her period of CASL eligibility. A swimmer can receive this grant only once every four (4) years.

**This honorarium has been named in honor of Jeanne Howley. Jeanne is a long-time PIAA/CASL official, and she recently retired as the PIAA's Statewide Interpreter for Swimming and Diving. Jeanne serves as a CASL board member and Mid Cap Swimming Championships league representative.**

Revised by League Committee, May 2025