

# PRINCE-MONT SWIM LEAGUE

## I - RULES FOR SWIMMING COMPETITION

### 1. General

These rules are specifically designed for closed meets between PMSL member pools and shall govern the conduct of all swimming meets scheduled, sponsored, or sanctioned by the League. Rules of the United States Swimming pertaining to strokes, disqualification's, duties of officials, judging, timing, turns, starts, finishes, and similar technical matters shall be observed at all League meets unless modified by these rules. The PMSL season is defined as the period from May through September. The dual meet schedule shall be determined annually by no later than the Spring Meeting.

### 2. Competitor Eligibility

- a. Each competitor shall be a bona-fide member of the Pool Club he/she represents during the current season. A bona-fide member is defined to mean a member of the pool or club who meets the criteria for membership of that pool or club. Competitors cannot represent more than one Club in this League during the same season at the same time. (For Leagues - Team switching-- see Sec. 1, Para. 3).
- b. The eligibility of a competitor to compete in a particular age group shall be determined by his/her age on 11:59 p.m. on the last day of May of the current season. Each team shall maintain an up-to-date roster of its swim team, containing the following information under each age group: an alphabetical listing of swimmers, and the birth date and sex of the swimmers. The roster shall be in the format prepared by PMSL. Copies of the roster shall be supplied to the Division Chairman, Division Data Manager, and League Representatives of their division member teams one week prior to the start of the League competition. Teams may add to or delete from this list during the season. At dual meets, the current rosters shall be exchanged with the lineups by 8:00 PM on the Thursday prior to a meet so as to be a ready reference in case of eligibility disputes. All roster changes shall also be filed with the Division Chairman and Division Data Manager, weekly as they occur. If the eligibility of a swimmer is protested to the Referee, he/she may accept other evidence of eligibility. Protest of his/her decision is subject to PMSL protest rules. Inaccuracies and omissions are a valid basis for appropriate penalty by the League. In any case where a child's eligibility is in question, he/she shall be permitted to swim pending final resolution of his/her status.
- c. Participation in activities other than competitive swimming (e.g. diving, water polo, etc.) shall not prevent swimmers from competing in Prince-Mont League swimming competition even if such activities are associated with competitive swimming sanctioned by another League.
- d. In all meets (both dual and championship), a competitor may compete in his/her own or in a higher age group. A competitor may be moved up to a higher age group, but must compete at that age level for the entire meet - including relays. A swimmer shall declare his/her age group for a meet in the first event that he/she swims. (Note: A swimmer competing in the 10 & Under Butterfly shall declare his/her age group, either 8 & Under or 9-10, in the second event he/she swims.) A swimmer who swims out of his/her declared age group for that meet (up or down) shall be disqualified from that event. The event however shall count as one of his/her official swims and he/she may continue to compete for the remainder of the meet in the originally declared age group for that meet. A competitor may enter up to four events; no more than three events can be individual events in any given meet.
- e. The youngest age group shall be the eight-and-under. Coaches are responsible for selecting youngsters who can swim the distance required without delaying the meet or endangering themselves. Top age group shall be 15 to 18 years.

- f. A swimmer may participate under protest. However, if the decision goes against him/her or if an irregularity is detected for the first time after the event has been completed, the points earned by the illegal entrant shall be canceled, the order of finish corrected and the meet score adjusted accordingly.
- g. Swimwear Design
  - 1) Swimsuits worn for competition shall not cover the neck, extend past the shoulder, nor past the knee.
  - 2) Swimsuits worn for competition must be non-transparent and conform to the current concept of the appropriate.
  - 3) The Referee shall have the authority to bar offenders from the competition until they comply with the rule.
  - 4) Medical waiver requests may be submitted to the League President at least 48 hours prior to the meet.
- 3. **League-Team Switching**
  - a. Each competitor shall be a bona-fide member of the Pool or Club he/she represents during the current season.
    - 1) Competitors may represent only one team in PMSL competition in any one season.
    - 2) A swimmer that desires to represent a PMSL team who has represented another PMSL team the previous season may do so with the provision that he/she cannot switch teams again within a two year period. Allowable exceptions are covered in paragraph 3), below. A team-Switching form must be submitted by the swimmer to be eligible to compete. (A form can be found on the league website and in this book; refer to the Table of Contents.)
    - 3) The only exceptions to the two year rule of paragraph 2) are:
      - a) the previous team has withdrawn from League competition; and
      - b) a change is made in the swimmer's residence.
  - b. If a swimmer is claimed by two or more teams, or any related protests arise, the matter shall be adjudicated by the President and Board of Directors.
- 4. **Limitation on Entries**
  - a. Dual Meets: The following limits shall apply unless mutually agreed upon between the two team Meet Managers prior to the day of the meet. Prior arrangements shall not be modified on the day of the meet:
    - 1) There shall be no more than nine swimmers per team in an individual freestyle event.
    - 2) There shall be no more than six swimmers per team in any individual non-freestyle event.
    - 3) There shall be no more than three relay entries per team in a relay event.
    - 4) In the event that the host team can not accommodate the number of swimmers as stated in 1.4.a.1) through 1.4.a.3), above, the host team may appeal to the Chair of the Rules Committee prior to the date of the meet. The Chair of the Rules Committee may grant an exception to the number of swimmers specified above; however, the number of swimmers can not be reduced below 3 heats for freestyle events and one heat for all other events.
    - 5) Line-ups will be exchanged on Thursday evening. Both teams will send their line-up by email to the designated third party (as indicated on the PMSL website) no later than 8:00 PM on the Thursday preceding the meet. Three files will be sent to constitute the line-up: (1) a Meet Entries file exported from Team Manager, (2) a Roster file exported from Team Manager, and (3) a Meet Entries Report (sorted by event) from Team Manager. All line-ups are final, except for substitutions allowed by 1.5.a. Relay names will not be submitted before the meet, but will be submitted before the relay events on the designated form. The fastest swimmer for each team shall be assigned lane 3 or 4; next fastest

swimmer shall be assigned lane 5 or 2, etc. with the slowest swimmer assigned the outside lanes. (8 lane pool - 4/5, 3/6, 2/7, 1/8). The official line-up for the relays shall be turned into the lane timers before the start of the event.

b. Divisional Meets:

- 1) No swimmer may compete in the Division Meet without participating in at least two scheduled PMSL dual meets in the current season.
- 2) Teams may not enter more than two swimmers per individual event in the Division Meet. Each team may enter only one relay team for relay events (See Section II). The regular order of events shall be used. The official line-up for the relays shall be turned into the lane timers before the start of the event.
- 3) All entries shall be made on the PMSL Official Timer's Report. Submitted times shall be the best recorded dual meet time of the current season including any time swam as a legal entry in a PMSL dual meet, regardless of age group. If the swimmer applies for an event where he/she has no dual meet recorded time then he/she shall be assigned to the next slowest lane after those filled by official times.

c. All-Star Meet

- 1) The best available swimmer or relay team in each event of each Division Meet qualifies for the All-Star meet. The next-fastest swimmers or relay teams in the Division meets from the entire League will also qualify for the All-Star Meet up to the maximum number of lanes available for two heats. If one or more of the eligible swimmers or relay teams is unable to participate, the next ranking swimmers or relay teams from the entire League shall be eligible to compete. However, a club qualifying a relay team may substitute eligible swimmers when necessary because of sickness, injury or absence of one or more of the swimmers on the qualifying team. If no alternates are available, the lane will not be occupied for that event. Individual awards will be granted for first through eighth place winners and ribbons will be awarded for ninth through sixteenth place.
- 2) The designated person shall be notified by 8:00 p.m. the Tuesday preceding the All-Star Meet, so that a replacement swimmer can be invited to fill that vacancy.
- 3) Any scratches occurring after 8:00 p.m. on the Tuesday preceding the All-Star Meet can only be replaced by the next available alternate swimmer from the entire League.

5. **Substitutions**

a. Dual meets:

- 1) Substitutions may be made when necessary because of competitor sickness, injury or absence with the authorization of the Referee.
- 2) A competitor who is already entered in three individual events may not be a substitute in any other event.
- 3) A competitor who has swum in three individual events may be a substitute in one relay event.
- 4) Authorized substitutions shall be reported to the Clerk of Course as soon as possible, and no event will be delayed to permit substitutions.
- 5) No substitutions may be made after competitors have been checked in by the Clerk of Course except at the discretion of the Referee.

- b. Division Meets: Open substitutions will be permitted after the seeding meeting until 8 p.m. the Tuesday preceding the Divisional Meet for \$5 per substitution. After 8 p.m. on the Tuesday preceding the Divisional Meet, substitutions will be permitted only in the event of injury, sickness or absence from the entire meet. Substitutions shall be submitted to the Clerk of Course in the PMSL Official Timer's Report no later than ½ hour prior to the scheduled start of the meet. Sickness or injury during the meet may be allowed as an exception with the approval of the Referee.

- c. All-Star Meet: Substitutions are authorized only as permitted in paragraph 4.c.(1) of Section I, and as determined by the League.

6. **Heats**

- a. All heats are official. All swimmers are official.
- b. The fastest swimmers shall be placed in the last heat.
- c. When heats are required in Division Meets, places will be awarded on a time basis between heats.
  - 1) Competitors shall be grouped into heats according to the times submitted on the PMSL Official Timer's Report.
  - 2) The fastest swimmers shall be placed in the second heat.
  - 3) The Clerk of Course shall seed each heat in descending order (fastest to slowest) of submitted times according to the following pattern for a six-lane pool: Lanes numbered 3, 4, 2, 5, 1, and 6.

7. **Lanes**

- a. There shall be a minimum of six lanes. Swimming lanes shall have a minimum width of five feet of unobstructed water. All lanes shall be separated by ropes with floats. Lane ropes shall be anchored at or slightly below water level. When ropes are required to define a wall interruption, the rope shall be placed to prevent any portion of the wall from projecting into the lane. All lanes must be cleared of obstruction such as diving boards, ladders, underwater steps, etc. Pennant markers placed 5 yards or 5 meters from the end of the pool and not less than three feet above the water level shall be used to warn swimmers of the end of the pool. A minimum of two pennant markers shall be over each lane.
- b. In dual meets lanes shall be assigned on a basis mutually agreeable to the official representatives of the competing teams. In the event of disagreement, lanes will be assigned by the Referee as follows: The host team shall use the odd-number lanes, the visiting team shall use the even - numbered lanes (See Sec. III, Para. 1).
- c. For the All-Star Meet, contestants shall be assigned to lanes in descending order (fastest to slowest) of the time recorded in the Division Meets. The pattern for a six-lane pool shall be lanes numbered 3, 4, 2, 5, 1, and 6; for an eight-lane pool, lanes numbered 4, 5, 3, 6, 2, 7, 1, and 8.

8. **Events**

- a. For team meets, the events listed in Section II shall apply and shall be run in the order indicated, except as provided for under Section IV, paragraph 1.a. For team meets held in pools of length greater than 25 meters and not equipped with turning boards, pennant flag finishes shall be used for individual events. In such cases, the event length shall be 25 yards and 50 yards, or 25 meters and 50 meters, at the discretion of the host pool. For any given meet, this provision may be waived by mutual consent between the competing teams, in which case, individual events will be swum at the length of the pool instead of the distances above.
- b. For Division and All-Star meets, the events listed in Section II shall apply and shall be run in the order indicated, unless modified by the League, or as provided for under Section IV, Paragraph 1.a.
- c. In relays, length shall be as near to 25 yards or meters as feasible.

**9. Officials**

a. The following officials represent minimum dual meet requirements:

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Referee-----One	Announcer-----One	Head Timer-----One
Head Judge-----One	Starter-----One	Roving Timer-----One
Clerk of Course--One	Place Judges---Two	Scorers-----Two
Assistant	Stroke and Turn	
Clerk of Course--One	Judges-----Two	Timers--Three per lane

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For duties of officials see Sec. IV.

- b. For dual meets three Timers shall be assigned to each active lane by the Head Timer and Referee. It is mandatory that three Timers be assigned to each lane for Division and All-Star Meets.
- c. Approximately one week prior to the date of a dual meet, the meet manager of the host team shall contact the meet manager of the visiting team(s) to work out the details for supplying officials. Unless otherwise agreed to, each team will furnish the following officials and equipment.

**Host Team:** Referee, Head Timer, Stroke and Turn Judge, Clerk of Course, Hy-Tek Operator (The Hy-Tek Operator can perform the duties of the Head Scorer), Head Scorer, Place Judge, Announcer, Runners, half the Timers and watches, Roving Timer, and Team Representative. (The Team Representative shall not be the Coach.)

**Visiting Team:** Starter, Head Judge, Assistant Scorer, Assistant Clerk of Course, Stroke and Turn Judge, Place Judge, half the Timers and watches, and Team Representative. (The Team Representative shall not be the Coach.) In all meets the host team will provide the starting device and the visiting team will provide a backup.

- d. Officials for the Division and All-Star Meets shall be assigned by the League.
- e. Each member team of the League shall insure that persons in the following capacities are qualified: Referee, Head Judge, Head Timer, Lane Timers, Starter, Stroke and Turn Judges, Place Judges, Relay Take-off Judges, Scorers, and Roving Timers.
- f. At each meet, the Referee, Head Judge, and Head Timer shall list on the appropriate league Form, the roster of qualified officials prior to the start of the meet. The roster shall be signed by the Referee, Head Judge, and Head Timer and turned over to the scorer who will submit it to the Meet manager with copies of the Meet Results.
- g. Under no circumstances are unqualified persons to be used as officials in any League meet. The Referee may delegate to the appropriate official the responsibility to instruct and qualify his or her personnel.
- h. For the Division and All-Star Meet, the following officials represent minimum requirements:
- i. The on deck officials (Referee, Starter and Stroke & Turn Judges) shall be required to wear appropriate attire, as may be determined by the League, while participating in a League meet.

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Referee.....One	Announcer.....One	Starter.....One
Head Timer.....One	Head Judge.....One	Stroke Judges....Two
Clerk of Course.....One	Scorers.....Two	Turn Judges.....Two
Assistant	Place Judges.....Two	Timers..Three per lane
Clerks of Course.....Two		

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## 10. Starting

- a. Starting blocks shall not be used in PMSL competition.
- b. Starts shall be by an electronic starting device (e.g., Colorado Starting System).
- c. Relay swimmers will not use a running start from the edge of the starting platform. Any violation of this rule will result in a mandatory disqualification.
- d. All starts at meets shall be made in a minimum water depth of 48 inches (4 feet). (Note: For the purpose of racing starts, the water depth is the measured depth of the pool one meter (1 m) from the starting end.) All starts at team practices shall be made in a minimum water depth of 60 inches (5 feet).
  - 1) If a pool or a facility has one end of the pool with water depth of at least 48 inches and the other end of the pool is less than 48 inches, then all starts will take place at the end of the pool with the depth of at least 48 inches. (Note: In this situation, the two legs of the 8 & Under Relay that start at the end of the pool that is less than 48 inches will start in the water.)
  - 2) If a pool has both ends of the pool with water depth less than 48 inches, then all starts will begin in the water. (Note: In this situation, the starter will instruct all swimmers to enter the pool feet first. Failure to follow the instructions of the starter will result in the swimmer's disqualification.)
  - 3) If a pool has some lanes that meet the 48 inch water depth criteria for starts and other lanes which are less than the 48 inch water depth requirement, the teams may choose to use all lanes with starts beginning in the water for all lanes OR the teams may choose to use only those lanes that meet the 48 inch water depth criteria for starts (i.e., a six lane pool may now be used as a five lane pool).

## 11. Disqualifications

- a. Disqualifications shall be governed by the rules contained in the current USA SWIMMING Official Swimming handbook and shall be strictly enforced at all meets by the Referee.
- b. In case of disqualification, the referee or designate will notify the Team Representative or designate, before the start of the next event, as to the reason why the swimmer was disqualified.

## 12. Protests

- a. Protests involving starts, turns, strokes and other swimming technicalities.
  - 1) Any protest or complaint of this type shall be lodged by the Team Representative with the Referee within 30 minutes after the event has been recorded.
  - 2) For each meet, each team shall designate a Team Representative to present and/or handle protests of this type. No protest or complaint lodged by another person will be considered valid nor will it be entertained.
  - 3) Decisions rendered by Referees on protests of this type shall be binding upon all parties involved. Appeals may be as stated under Section 12. b. below.
- b. Protests involving League rules in meets other than a Divisional or All-Star Meet.
  - 1) When protest of this type arise before, during or after a meet, the parties concerned shall make all possible efforts to resolve their differences. Failing this, the protest may be referred in writing by the league Representative, with a \$25 fee to the Division Chairman within three days from the date of the meet. Upon receipt of such protest and fee, the League president shall appoint a protest committee made up of himself/herself (or the Vice President if the President's team is involved or for some other reason he is not available) and three or more League members representing pools in Divisions other than that in which the protest originated. The League President shall serve as protest

committee chairman. The protest committee shall have authority to examine any and all meet records or other evidence deemed pertinent to the matter under investigation and to require that all parties to the protest submit written statements outlining the facts in the case or appear before the committee.

- 2) Decisions rendered by the protest committee shall be final and binding upon all parties involved. If the protest is upheld, the \$25 fee shall be refunded.
- c. Any disputes arising out of a Divisional or All-Star Meet shall be resolved by the League's Board if a protest is submitted in writing within three days to the Division Chairman and League President. In this case, the Board shall exercise all powers of a protest committee as outlined in Section I, Para. 12.b(1) and (2). A \$25 fee shall accompany the protest sent to the League President.
- d. No protest of any nature shall be entertained later than three days after the day of the alleged violation. However, protests relative to the swimmer's eligibility may be lodged at any time during the current season.
- e. Each pool shall preserve all meet records for meets that it hosts and shall produce these records without delay upon the request of the chairman of a protest committee. Meet records may be disposed of no sooner than 14 days after the day of the last League event of the current season.

### 13. Scoring

a.

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	Individual Events	Relay Event
Dual Meets	5 - 3 - 2 - 1	7 - 5 - 4 - 3
Division meets	7 - 5 - 4 - 3 - 2 - 1	14 - 10 - 8 - 6 - 4 - 2

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Ties: Points of that place and the next lower place should be divided between the competitors teams, but the swimmers get duplicate ribbons.

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- b. The Lane Timer's watches shall govern all place finishes where Place Judges are not in mutual agreement.
- c. In dual meets, teams may score for only two places in individual events and relay events, but ribbons will be awarded to swimmers according to place. A team must have at least two entries in an event to receive points for two places. If only one swimmer is entered, the team gets points of one place only, and the other team, with two or more entries, still receives points from just two places. The team with only one entry receives the highest score available (i.e. first, second, or third)
- d. All scores announced at the conclusion of swim meets are considered unofficial until 3 days after the meet. During the interval both meet managers or alternates will independently rescore the swim meet. If they disagree on the score, the difference shall be resolved by the Division Chairman. The Division Chairman will certify the official scores of meets.

### 14. Ties

- a. When ties occur in dual meets, the team with the most first place winners shall prevail. Second, third, and fourth places shall be used as necessary. A relay event counts as a single first or second place in breaking a tie. If the teams are still tied after this procedure is completed, the meet shall be declared a tie.
- b. A first-place tie at a Division meet shall be swum off at the conclusion of the meet or as otherwise agreed upon by the respective coaches to determine which swimmer will automatically qualify for the All-Star meet. The time recorded during the regular event shall be used for All-Star seeding. Meet scores and duplicate awards shall not be changed as a result of the swim-off. All other ties shall be swum off at the end of the meet in order to determine the order of eligibility for the All-Star Meet.

**15. Determination of Division Champions and Order of Finish**

- a. The champion team in each Division is determined by combining the won-lost dual competition record, and the standing in the Division Meet.
- b. Points will be given 8 - 6 - 4 - 2 - 1 - 0 for first, second, etc. in won-lost dual competition. If two or more teams finish the regular dual meet schedule with identical records, the points for the places in question will be split evenly among the teams.
- c. Points for the order of finish for the Divisional Meet will be 6 - 4 - 3 - 2 - 1 - 0. If two or more teams finish the Divisional Meet with identical meet points, the points for the places in question will be split evenly among the teams.
- d. The champion team in each Division is determined by combining the won-lost dual competition record, and the standing in the Division Meet. The points earned by each team in parts (b) and (c) are combined. The team with the most combined points is declared the champion team for the Division.
- e. If there is a tie in the combined number of points (part d), the winner of the dual meet between the two teams will be declared Division Champion. Order of finish will be determined similarly if there is a tie between two other teams.

**16. Awards**

- a. Individual awards will be given to at least competitors who place first, second, third, fourth, fifth and sixth in all dual meets. For dual meets, these awards shall be provided by the host team at the immediate conclusion of the meet.
- b. Suitable duplicate awards will be given for all ties in all Meets.
- c. A suitable award shall be given annually to each Division Champion by the League.
- d. Awards shall be given to swimmers who place first through eighth and ribbons will be given to swimmers who place ninth through sixteenth in the League All-Star Meet.
- e. The league shall provide all awards for Division and All-Star Meets.
- f. PMSL record patches shall be awarded at the end of each season to swimmers who at the Division and All-Star meets establish the new record time or who become co-holders of the existing record time in any event. Certified records in dual meet competition will also be recognized at this time. Current records, maintained by the records chairperson, shall be posted to all teams weekly, via the Division Chairman.

**17. Meet Venues**

- a. PMSL swim meets can only occur in league-approved pools. The home pools of all PMSL teams are league-approved pools.
- b. If a team's home pool is not available for a home meet, they should arrange another PMSL-approved pool for the meet. The visitor's home pool can be chosen as the alternative venue. If this occurs, the meet will still be managed (e.g., assignment of officials, lane assignments, etc.) as a home meet. For example, if Team A is the home team and Team B is the visitor team, but the meet is swum at Team B's pool, the meet will still be run as a home meet for Team A.
- c. A team can seek league approval for an alternative pool and use of this pool as a replacement pool for a home meet if the following conditions are met:
  - 1) At least 2 weeks before the event, the team provides the league with a written request for approval of an alternative pool. This request will explain the reason for the change, the reason why no existing PMSL-approved pool is suitable, demonstrate insurance coverage for meets held at that pool, and provide basic pool information equivalent to the pool information for PMSL-approved pools in the PMSL handbook for that year.
  - 2) Within 1 week of receiving a written request with the required information, the league will determine whether to approve the alternative pool. Once approved, information about the pool will be distributed to all teams in the affected Division by the Division Chair or the League President.

- d. A visiting team must receive at least 5 days notice of a change in venue and must receive a description of the new venue equivalent to the venue information in that year's PMSL handbook. The written notice will also explain where to park at or near the venue.
- 1) If the 5 days notice requirement is not met, and if the home team's pool remains unavailable, then the meet shall be swum at the visiting team's home pool if available.
  - 2) If neither pool is available, then Section III, Rule 14 shall be followed.

**18. Location of Division and All-Star Meets**

- a. All-Star Meets shall be held, whenever possible, in 6 or more lane pools measuring 25 and 50 yard/meters in length unless turning boards are installed to provide one of these lengths.
- b. Divisional Meets shall be held, whenever possible, in 6 or more lane pools measuring 25 and 50 yard/meters in length unless turning boards are installed to provide one of these lengths.
- c. Pools selected for these events (a. & b.) shall have lanes approximately 5 feet in width. Lanes shall be free of obstructions such as ladders or steps and shall be separated by ropes with floats.

**19. Conversion Tables**

- a. Conversion times shall be acceptable for seeding Divisional Meets using dual meet times or the All-Star Meet using times from the Divisional Meets.
  - 1) The time will be in seconds divided by the factor shown.
  - 2) For events swum in 50 yard/meter pools, 2 percent is subtracted to compensate for fewer turns.

Pool	Course	Divide by	Event
<b>AR</b>	<b>50 feet</b>	<b>1.22</b> <b>0.61</b> <b>1.02</b>	<b>I.M. only</b> <b>8 &amp; Under Relay;</b> <b>All Others Except 25 m Events</b>
BAF	30 meters	1.22	All Events
IH	100 feet	1.22 0.91	All Except 100 Free 100 Free
NCR	25.77 meters	1.03	All Events
PGP	25.96 meters	1.04	All Events
TB	85 feet	1.03	All Events
WLS	80 feet 2 inches	0.98	All Events
<b>OH, TP and WA</b>	<b>25 yards</b>	<b>0.90</b>	<b>All Events</b>

In order to insure compatibility with available software products, the League may multiply the times by the inverses of the above factors rounded to two decimal places.

**20. Records**

- a. The League shall maintain an up-to-date set of records of the best performance established in League competition. These records shall be maintained current for each event swum in League competition.
- b. PMSL Meet performances are admissible for League records when pools are of standard 25 or 50 yd/m size (3 inches short of 25 yd/m or 6 inches short of 50 yd/m and any deviation over standard size shall not cause a record to be disallowed.) However, no performance is admissible unless it shall have been timed with no less than three watches, or recorded using an automatic timing system. Records will include dual meet performances when swum in standard size measured pools, as defined above, which have been certified for record purposes by the Rules Committee. Individual swimming times in all relay events shall not be considered for individual League Records.

- c. It shall be the responsibility of the host team Meet Manager in a dual meet to submit any PMSL records achieved to the Records Chairman on the PMSL report forms prescribed for reporting league records within 72 hours after completion of the meet.

**21. Strokes and Turns**

These shall be defined in the current USA SWIMMING Official Swimming Handbook.

**22. Warm Up**

- a. A coach or the Team Representative must be on deck, pool-side while their team warms up.
  - b. Swimmers will enter the pool feet-first, from one end of the pool only, except when the coaches have cleared the lane for one-way sprints.
  - c. Restrictions on racing starts due to water depth in 1.10.d. apply during warm up.
  - d. Coaches are responsible for the safety of their team during warm up.
23. Beginning in 2010, the League will require Referees, Starters, and Stroke & Turn officials to have documented attendance at one or more PMSL Clinics within the last 15 months.

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## II - RULES AND EVENTS FOR TEAM MEETS AND ORDER OF SWIMMING

1. An 8 and under swimmer may swim in 10 and under Events, and an 8 and under and a 10 and under may swim in 12 and under Events without losing eligibility to swim in his/her regular age group Events. **Interpretation** - This means for example, that an 8 and under may swim 10 and under Fly and 12 and under IM and still swim in the 8 and under Back or Free, as well as the 8 and under relay. Also, a 10 and under can swim 12 and under IM plus two 10 and under Events and as a 10 year old in relay.
2. Refer to Section I, Para. 2 through 6 for competitor eligibility.
3. A ten minute break shall be taken after **Event 46**.
4. 8 and under Mixed Freestyle Relay: Each team may field as many teams as assigned lanes, however, each official relay team must have 2 boys and 2 girls unless only one swimmer of a given sex has swum in the meet. If this situation is encountered, the only official relay team shall be one swimmer of a given sex and three swimmers of the other sex. **Interpretation** - The rule states that there can only be one relay team if a team cannot field teams of 2 boys and 2 girls. If a team has one 2 boy and 2 girl team, it cannot field a 1x3 or 3x1 team also.
5. The graduated ages for the Freestyle Relay shall be 9-10, 11-12, 13-14, 15-18 years. Team members in this Relay must swim in the above age order. Each shall swim 50 yards/meters.
6. Each Medley Relay team shall consist of four eligible swimmers from any age group. Interpretation – Four swimmers for each relay team, each to swim one-fourth of the prescribed distance in the following order: first, backstroke; second, breaststroke; third, butterfly; and fourth, freestyle. The 200 yard/meter Medley Relay will be scored as a Relay Event.
7. No competitor shall swim more than one leg in any relay race.

**Recommendations**

**1. Extra Heats**

It is recommended that there be at least three swimmers in every heat. However, no team is required to drop swimmers out of the fast heat to accommodate extra heats.

**2. Dual Confirmation**

It is suggested that during relays, additional officials be placed at each take-off end to confirm take-off violations. The Referee shall NOT be used as a take-off judge during relay events.

### III - MEET PROCEDURES

1. The host team must provide a pool that meets the requirements outlined in I. Rules for Swimming Competition, 7a. Lanes and 8a. Events.
2. The host team Meet Manager shall contact the visiting team Meet Manager one week in advance of the meet. The starting time shall be in the morning not earlier than 8 a.m. nor later than 10 a.m. Traditional starting time is **8:30** a.m. The starting time shall be agreed to by the Meet Managers of both teams. The Meet Managers shall also come to a mutual agreement as to the number and source of officials one week prior to the meet. The visiting Meet Manager shall have the privilege of visiting the host facility one week prior to the meet to inspect the facility for purposes of selecting odd or even numbered lanes. In the event this right is not exercised, the provisions of Sec. I Para. 7. b. prevail.
3. The host pool shall be placed in final readiness at least 30 minutes prior to the meet time. (See section V.)
4. All officials including the Team Representatives shall report to the meet manager at least 30 minutes prior to meet time.
5. When directed by the announcer, swimmers may take a short warm-up swim after which they will return to their assigned places and hold themselves ready to report immediately to the Clerk of Course when their events are called.
6. Fifteen minutes before the meet time, the Referee assembles all officials, checks assignments, and issues instructions to render them qualified. The Head Timer checks the assignments of Lane Timers and Roving Timer. The Starter and Head Timer conduct a check of the stop watches. The Referee instructs and coordinates the Stroke Judges and Turn Judges.
7. The Clerk of Course checks-in the swimmers for the first events five minutes before the meet time and keeps three or four events ahead at all times with the help of the Assistant Clerk of Course and the Announcer.
8. No event will be delayed pending the late arrival of a competitor nor to rest a competitor, except as a result of a false start, and where the Referee determines that a delay or reordering of events is appropriate.
9. Once swimmers have reported to the Clerk of Course, they must remain in that location until directed or escorted by the Clerk of Course to take their places on the lanes. Once reported, they shall receive no coaching or assistance. Any swimmer so coached or assisted shall be subject to disqualification by the referee. Actions such as allowing backstroke swimmers to secure a handhold on teammate's ankles for starting, or placing towels on pool edges when necessary for starting shall not be construed as coaching or assistance within the intent of this paragraph.
10. Coaches, Team Representatives and swimmers shall remain in their assigned areas during the meet. Each Team shall be assigned a team area as designated by the host team, and as much as possible, equal in terms of placement in the general area relevant to close proximity to the starting line and clerk of course. Coaches, Team Representatives, and swimmers shall conduct themselves in a manner that does not interfere with the progress of the meet.
11. Spectators shall be strictly controlled, and reasonable measures shall be taken to insure that spectators do not interfere with officials in the performance of their duties.
12. The Head Timer signals the Referee when all timers are ready. The Referee blows his/her whistle which is the cue for the Starter to take charge of the swimmers. For each event, the Roving Timer times the swimmer coming in first place except when replacing a Lane Timer. After the conclusion of each event, the Head Timer proceeds down the Lanes and collects the time sheets, checking that the official time is recorded properly. The Head Timer then confers with the Head Judge; times and places are checked. The Head Judge then passes the completed Event Time Sheets to the Primary Scoring System which can be the Hy-Tek Operator or the manual Scorers who record all swimmers. The Announcer should announce the scores from time to time during the meet.

13.
  - a. The Hy-Tek Operator will print copies of the Meet Results, one for each team, which will be verified and signed by both teams. If there are separate manual Scorers, then the Scorer and the Assistant Scorer will maintain the Meet Results, one for each team which will be verified and signed by both teams. If any PMSL records are claimed, the Official League Record form will note such achievements and be sent to the Records Chairman by the Host Team Data Manager.
  - b. It is suggested that at Divisional Meets provisions be made so that each participating team may have a copy of the Meet Results after the meet.
14. All meets shall be swum and completed as scheduled unless extraordinary conditions or situations prevent it. In the event that a meet must be rescheduled or completed at another time, it shall be rescheduled by mutual agreement of the Meet Managers to be completed prior to the next PMSL-scheduled meet. **Teams shall use the original meet line-up for the re-scheduled meet. Substitutions can be made in accordance with rule I.5.a.** In case of dispute over rescheduling, the Division Chairperson's decision shall prevail, unless the dispute involves his/her team, in which case the dispute will be resolved by the Board of Directors. Failure to complete the meet prior to the next PMSL scheduled meet will result in forfeiture of the meet and a \$100 fine per team. The Board of Directors may then still reserve the right to schedule the meet at a neutral location prior to the divisional meet. The \$100 fine per team will not be refunded in this case.
15. No swim team representative, coach, or team member from either team shall be permitted to be bodily thrown into the pool by another team member or participant.
16. At the conclusion of the meet, the Host Manager is responsible for:
  - a. Ensuring that the meet is entered into Hy-Tek and the Hy-Tek Operator/Team Data Manager prints Meet Results which will be verified and signed by both teams. The Meet Results must be electronically delivered to the Division Data Manager within 24 hours.
  - b. Ensuring that the Team Data Manager electronically delivers copies of the Meet Results and Team Rosters to the Division Chairman and other Team Data Managers in his/her Division within 24 hours.
  - c. In the event of an inter-divisional dual meet, it is the responsibility of both the home and visiting team to comply with the provisions of 15. a. and 15. b.
17. All teams are responsible for delivering results to their local media in a timely manner.
18. Preplanning by both teams and the respective Meet managers is essential. Remember that the objective is to hold an enjoyable, smoothly functioning and fast moving meet, starting at the appointed time and ending approximately three hours later, with a minimum of bother and harassment. To this end, all persons concerned should cooperate to the utmost with the Meet Manager and the Referee.

#### IV - DUTIES OF OFFICIALS

Each of the assigned officials have specific duties assigned to them to provide a fair and well-run meet. (See Section I, Para. 9) A disqualification can be made only by the official within whose jurisdiction the infraction has been committed. The duties of the officials shall be as outlined in the applicable rule of the current USA SWIMMING Official Swimming Handbook. All officials shall be familiar with the content of the Handbook. Beginning in 2010, the League will require Referees, Starters, and Stroke & Turn officials to have documented attendance at one or more PMSL Clinics within the last 15 months.

##### 1. Referee

Any conduct which the Referee deems to be inherently unsafe to a swimmer or other individuals should be dealt with by appropriate sanction which may include disqualification or barring the offender from further competition or the meet area.

- a. The order of events, as stated in Section II, shall not be changed, added to, or altered, except by the Referee.
- b. He/she has full authority over all officials and shall assign, instruct, and qualify them. He/she shall enforce the rules and decisions of the PMSL, and shall decide all questions relating to the actual conduct of the meet, the final settlement of which is not otherwise assigned by said Rules.
- c. Disqualifies competitors for any violations of the rules that he/she personally observes, such as:
  - 1) Obstructing another competitor by swimming across lanes or otherwise interfering shall disqualify the offender subject to the discretion of the Referee.
  - 2) No swimmer is permitted to wear any device to help his/her speed or buoyancy during an event.
- d. While the swimmers are exiting the water and the timers are recording the times, he/she signals the next heat to get ready behind the start by blowing a series (4 or more) of short whistles (chirps).
- e. When he/she sees that all officials are ready, he/she blows another long whistle commanding the swimmers to move to the edge of the pool (or for backstroke, to step into the pool). The swimmers shall respond by taking position sufficiently close to the forward edge of the pool that they may promptly respond to the Starters command by assuming a position with at least one foot on the forward edge of the pool. For backstroke starts, they shall be instructed as follows: "Heat x, step in feet first please." The swimmers shall respond by entering the water promptly facing the starting end with both hands placed to start.
- f. When he/she is satisfied that the swimmers are in position, he/she turns the race over to the Starter by an outstretched arm to the starter indicating to the Starter and Judges that he/she is ready for competition to resume, the Judges and Timers are in position and that the course is clear before each start.
- g. He/she shall give a decision on any point where the opinions of the Judges differ. He/she may interfere in a competition at any stage after the start to ensure that the racing conditions are observed.
- h. Should a foul endanger the chance of success of a contestant, the Referee shall have the power to allow him/her to swim in the next round, or should the foul occur in the final, he/she may order it re-swum. In case of collusion to foul another contestant, the Referee may, at his/her discretion, disqualify the contestant for whose aid the foul was committed, as well as the contestant doing the fouling.
- i. With Head Judge and Head Timer, prepares roster of qualified officials.
- j. Coaches and team representatives having entrants in any event on the program shall not be allowed upon the starting platform or deck of the pool, which must be clearly designated, during the progress of any competition. (Exception as noted in Sec. III, Para. 8.) Upon being appraised of a violation of this rule, the Referee shall remove such offender immediately. Coaching of contestants during the progress of an event shall not be permitted.
- k. A Referee should not interfere unless there is a disagreement between officials responsible for the decision or unless there is an infraction of the rules.
- l. The Referee shall modify the rules according to the needs of handicapped swimmers.

The Referee shall have the power to recommend to the League President punitive action for any conduct at a meet, which is deemed detrimental to the best interests of the League. Each club shall be responsible for the actions of its representatives with regard to the conduct of the meet.

## **2. Starter**

- a. For each new event, the starter, upon hearing the series of short whistles/chirps from the Referee, the starter announces the event and the number of heats, then announces "Heat 1". For subsequent heats, the starter just announces the heat number.
- b. After the Referee's single long whistle, the Starter directs the swimmers "take

your mark,” to which they must respond immediately (for forward starts) by assuming a starting position by having at least one foot at the front edge of the pool deck. Sufficient time should follow “take your mark” to enable swimmers to assume starting positions, but no swimmer shall be in motion immediately before the starting signal is given.

- c. Starters instructions shall consist of at least the following:
  - 1) The distance to be covered.
  - 2) The stroke or strokes to be swum and when relevant the order in which they are to be swum; and
  - 3) The number of lengths in the event.
- d. Every swimmer in any event who breaks his starting position before the signal is given, commits a false start if the Referee and Starter independently observe the same swimmer(s) having done so. A swimmer who has false started because of the action or movement of another competitor may be relieved of the responsibility for the false start.
- e. Any competitor, who, in the opinion of the Starter, causes unnecessary delay of the start commits a false start.
- f. The Starter shall not call back all competitors if a swimmer breaks or leaves his position and the starting signal is then given. Any swimmer having done so shall be charged with a false start (including those who may have done so in response to movement of another competitor) if the Referee and Starter independently observe the same swimmer(s) having done so.
- g. A recall signal shall be given promptly if an unfair start occurs. No swimmer shall be charged with a false start if a recall signal is given (whether intentional or inadvertent.)

### 3. Judges

- a. Head Judge
  - 1) With the Referee and Head Timer, the Head Judge compiles the roster of qualified officials.
  - 2) The Head Judge reviews the time sheets and turns them over to the Hy-Tek Operator.
- b. Place Judges
  - 1) There shall be two Place Judges, one from each team for dual meets. For Division Meets, there shall be two mutually agreed upon Place Judges.
  - 2) Place Judges shall sweep 1<sup>st</sup> and 2<sup>nd</sup> place. The order of finish shall be governed by the decision of the Place Judges when the Place Judges are in agreement. **Place Judges must agree on 1<sup>st</sup> and 2<sup>nd</sup> place in order for the 2<sup>nd</sup> place judgment to be valid.** The Lane Timer's watch times shall govern any place(s) where the Place Judges are not in mutual agreement.
  - 3) Place Judges should make a “no call” if they do not see the order of finish clearly.
  - 4) By mutual agreement of Meet Managers and Referee, the requirement for Place Judges may be suspended for a meet when there is a shortage of officials.
- c. Take-off Judges: The Referee shall appoint, instruct and deploy take-off Judges. Dual confirmation by appointed Take-off Judges is required for disqualification. Take-off Judges shall not raise a hand if a violation is observed. The Take-off Judges shall use a disqualification slip (D.Q. slip) to indicate the Event, Heat and Lane Number and which swimmer left early during the relay (2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> swimmer). The D.Q. slips are turned over to the Referee and the Referee will issue a disqualification if the D.Q. slips confirm a dual confirmation. The Referee shall NOT be a take-off judge.
- d. Turn Judges
  - 1) The Turn Judges shall be familiar with the USA SWIMMING rules governing turns and touches for Freestyle, Breast, Back and Butterfly strokes.

- 2) The Turn Judges shall operate on both ends of the pool, and determine that when turning or finishing, the swimmer complies with the turning and finishing rules applicable to the stroke used.
  - 3) Report all disqualifications to the Referee on the appropriate form.
  - e. Stroke Judge
    - 1) The Stroke Judge shall be familiar with the USA SWIMMING rules governing Freestyle, Breast, Back, and Butterfly strokes.
    - 2) The Stroke Judges shall operate on both sides of the pool, preferable walking abreast of the swimmers to ensure that the rules relating to the style of swimming designated for are being observed.
    - 3) Report all disqualifications to the Referee on the appropriate form.
  4. **Head Timer**
    - a. Times each event in order to substitute for any Timer if required.
    - b. The decision of the Head Timer as to the exact time of each watch shall be final and absolute.
    - c. Instructs Timers to clear watches after each event, with Head Judge's approval.
    - d. With Head Judge and Referee, prepares roster of qualified officials.
    - e. Assigns Roving Timer in a dual meet to time the first place swimmer in each event for record purposes.
  5. **Lane Timers**
    - a. Each Timer shall look at the starting device and start his/her watch the instant of the flash, rather than by sound.
    - b. Holds watch securely. Starts and stops the watch with the same type of finger movement.
    - c. If a timer misses a start, the Head/Roving Timer should be notified.
    - d. Stops the watch immediately when any part of the swimmer touches the solid end of the pool. In the cases where finishes are not at the solid end of the pool, the finish shall be when any part of the swimmer passes through the vertical plane of the designed finish line.
    - e. When reading the watch, it is to be held so that the hand of the watch is in the position of 12 o'clock. If the hand of the watch is toward the following mark, read the following mark.
    - f. Timers do not clear their watches until given the "Clear Watches" signal by the Head Timer.
    - g. In a lane, if the time of two watches agree, that time shall be the official time. If three watches disagree, the time of the intermediate watch shall be the official time. If times from only two watches are available for any lane, the average of the two watches shall be the official time. If both watches are digital, the average is to the slowest 1/100<sup>th</sup> of a second; otherwise, it shall be rounded to the slowest tenth.
    - h. Unless all manual times are by use of digital hand-held watch/timers, the times shall be recorded by tenths with any time reading in the hundreds being recorded to the next slower tenth.
    - i. If all manual times are by use of digital hand-held watch/timers, the times shall be recorded by hundredths.
    - j. The Head Timer and Roving Timer shall start their watches at the start of every event. The former's time shall be used, should any watch fail to start properly or stop properly.
    - k. All Timer's after an event has started, should watch the swimmer in their own lanes and not the watch.
  6. **Clerk of Course**
    - a. The Clerk of Course shall have assistants and should be provided with the names of competitors in all events prior to the start of the meet. He/she should have the swimmers wait behind the start, until the Starter takes control of the event.
    - b. He/she shall control his/her assistants and assign them such duties as will assist in the prompt dispatch of all events.
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- c. He/she makes sure the swimmers are in their proper lanes.
- 7. Scorers (Duties may be assumed by the Hy-Tek Operator)**
  - a. The Scorer shall record the order of finish and the times in all events for all swimmers as determined by the Head Judge and Head Timer and shall note all disqualifications.
  - b. He/she compiles team scores.
  - c. Under the direction of the Scorer, the awards table prepares awards in name of swimmer, team, stroke, distance, swimmer's time, age group and date.
- 8. Team Representatives**
  - a. Each team shall designate a person to be the official Team Representative during the meet. This person should not serve in any other official capacity. Coaches shall not be the Team Representative. Responsibilities include:
  - b. Reporting to the host pool not later than 30 minutes before the meet is scheduled to begin.
  - c. Ensuring his/her team remains in their assigned areas.
  - d. Responsibility for the conduct of the team at all times.
  - e. Consulting with the Referee on any questions pertaining to the USA Swimming and League Rules, conduct of the meet or decisions of officials. He/she may not consult with the Referee while an event is in progress.
  - f. Lodging protests involving turns, strokes and other technicalities within 30 minutes after the event has been recorded.
  - g. The Team Representatives are to be stationed at pool side so they are in a position to receive reports of disqualifications from the Referee.
- 9. Hy-Tek Operator**
  - a. The Hy-Tek Operator shall enter the times in all events for all swimmers as determined by the Head Judge and Head Timer and shall note all disqualifications.
  - b. He/She compiles and prints the team scores and ensures that all teams receive a copy of the Meet Results.
  - c. He/She shall provide all data in electronic form to the Host Team Data Manager.
  - d. He/She shall ensure that the Team Roster is current and consistent with that received by the Clerk of Course at the start of the meet.
  - e. Under the direction of the Hy-Tek Operator (the Hy-Tek Operator may use the Ribbons Label program if purchased with the Hy-Tek Program), the awards table prepares the awards in the name of swimmer, team, stroke, distance, swimmer's time, age group, and date.

## **V - CHECK LIST FOR MEET MANAGER AT ALL MEETS**

- 1. Preparation of Pool Area**
  - a. Remove diving boards, ladders, and other obstructions, if any in swimming lanes. (see Sec. I, Para. 7.a.)
  - b. Install rope floats and pennant rope. (See Sec. I, Para. 7.a.)
  - c. Set up tables for Clerk of Course and Scorers with umbrellas, test P.A. system.
  - d. Designate team areas with adequate shade.
  - e. Determine start and finish points for all events and positions of officials.
  - f. Have pool filled to highest level.
  - g. Rope off spectator and scoring areas. (Optional)
  - h. Have helpers and officials on hand, ready, and briefed on duties no later than 15 minutes before meet is to start.
  - i. Designate a person to keep an official score on display board, visible to all spectators and competitors.
  - j. Select assistants who will be stationed in the parking area to regulate the incoming traffic flow and achieve ease of parking. Others should be stationed to direct the visiting team to locker rooms and the swim area, and visitors to the spectator area. Select an assistant to serve any request of the visiting coach.

## 2. Equipment List

- a. The Host Pool shall provide:
  - 1) Tables with umbrellas for Clerk of Course, Scorers, and Announcer, and chairs.
  - 2) Ropes, floats, lane markers and backstroke flags.
  - 3) P.A. system.
- b. The Host Team shall provide:
  - 1) Meet scoring and event forms, Officials' Roster Form and League Record Forms, individual place ribbons for at least places 1 through 6 (PMSL ribbons only and the same ribbons for all competitors) for dual meets.
  - 2) Clipboards for Head Timer, Head Judge, and Lane Timers.
  - 3) Pencils with erasers, one dozen - sharpened.
  - 4) Allotted number of accurate stop watches for host team timers.
  - 5) Electronic starting device with portable microphone, loudspeaker, and strobe light for Starter (e.g., Colorado Starting System).
  - 6) Whistle for Referee.
  - 7) Towels for starting positions if the pool walls are normally slick and use of towels are authorized by the Referee.
  - 8) Stapler (loaded), paper clips.
  - 9) Scissors, Scotch tape, scratch pads, rubber bands.
  - 10) Runners to assist Clerk of Course and Head Judge.
  - 11) League approved Version of Hy-Tek Team Manager and Meet Manager Software.
  - 12) Computer, printer, cables, paper, and power source to run Hy-Tek Software (If the Hy-Tek Operator is the Primary Scorer).
- c. The Visiting Team shall provide:
  - 1) Allotted number of accurate stop watches for visiting team timers.
  - 2) Backup electronic starting device with microphone, loudspeaker, and strobe light for Starter (e.g., Colorado Starting System).

## 3. General Administration of Meet

- a. Safety MUST be a primary concern in the conduct of a meet.
- b. START ON TIME!
- c. Permit competitors to warm-up in the water.
- d. All swimmers return to their area while Announcer introduces the Meet, introduces the officials, and describes the Meet (number of events, age-group competing, method of scoring points, etc.)
- e. Raise or otherwise display the American flag with appropriate ceremony.
- f. The Announcer introduces the coaches and teams.
- g. Start the meet. Introduce each event and the competitors in the particular event and the lanes they occupy.
- h. Periodically give results of the events completed and the score.
- i. Announce the meet results. Summarize briefly.
- j. The Host Team's Data Manager will print a copy of the official Meet Results and team scores and provide the copy to the visiting team representative at the conclusion of the meet. The Host Team's Data Manager will also E-mail a copy of the official Meet Results to the following personnel: The Division Chairman, the Division Data Manager, the visiting team's Data Manager, the Record's Chairman, and the League Webmaster within 24 hours of the completion of the meet.
- k. The Meet Manager mails his copy of Official's Roster to Records Chairman and Division Chairman to be received within 72 hours, and also telephones meet results to his Division Chairman.