

CENTRAL VALLEY RECREATIONAL SWIM LEAGUE

**BYLAWS
2006**

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ARTICLE I: OBJECTIVES & BOUNDARIES

SECTION A: OBJECTIVES

- [1] The objective and primary purpose of this organization shall be the education, instruction and training of all individuals, 18 years and younger¹ for the purpose of developing and improving their capabilities in the sport of swimming.

SECTION B: BOUNDARIES

- [1] The geographic boundaries and name designation of Central Valley Recreational Swim League (CVRSL) shall include the counties of Fresno, Kings and Tulare.

ARTICLE II: MEMBERSHIP

SECTION A: TYPES

- [1] The membership shall consist of group members and individual members.
 - [a] **GROUP MEMBERS.** Group members are those organizations or teams which have joined and are in good standing as members of CVRSL.
 - [i] Any team that wants to be granted group membership will be required to accept the CVRSL bylaws and then be accepted by majority vote of the House of Delegates.
 - [b] **INDIVIDUAL MEMBERS.** Individual members are:
 - [i] Those individuals who are athletes or coaches who have joined a group member (team) and are in good standing with that team.
 - [ii] Individual members are limited, within the league, to one team at a time.
 - [c] **AGE GROUP DETERMINATION.** All swimmers are placed into age groups based on age as of June 1st of current year.

SECTION B: CHANGING TEAMS

- [1] **OBTAINING RELEASE.** A release from current team must be obtained before joining another team within the league.
 - [a] Individual members may be granted only one release per year.
 - [b] Teams may deny a release to any individual member who is not in good standing with the team. The team may deny the release until good standing is regained.

ARTICLE III: MANAGEMENT

SECTION A: CVRSL HOUSE OF DELGATES

- [1] The House of Delegates is made up of one voting member from each Team and the Executive Board. The presiding executive officer shall vote only in the event of a tie.

SECTION B: EXECUTIVE BOARD

- [1] The Executive Board is made up of four (4) elected positions: President, Vice President, Secretary, and Treasurer. The positions of Secretary and Treasurer may be held concurrently by one person. The position of President and Vice President must be individually held. Officers are elected annually at the September meeting.

ARTICLE IV: MEETINGS

SECTION A: GENERAL MEETINGS

- [1] General Meetings will be held on the third Thursday of February, March and September.
 - [a] February–Meet Requirements for all teams to be handed out
 - [b] March – Scheduling Meeting for all dual meets/Host teams planning meeting
 - [c] September –Time Trial and Final’s host teams selected

¹Refer to Article II Section 1C

SECTION B: SCHEDULING MEETING

- [1] The scheduling meeting will be held at the March meeting. Unless otherwise notified no business, other than scheduling will occur.
- [2] The meeting will run according to the guidelines set in the Scheduling Meet Guidelines (attachment I).
- [3] The meeting will end after all teams have filled their meet schedules for the current season. (i.e. as many as they want or can get)

SECTION C: TIME TRIALS & FINALS HOST TEAM MEETING

- [1] Time Trial and Finals Host Teams shall meet immediately after the league scheduling meeting (planning).
- [2] Time Trial and Finals Host Teams shall meet during the last week of June (planning).
- [3] Time Trial and Finals Host Teams shall meet after end of season (follow-up/evaluation).

SECTION D: TIME STANDARD COMMITTEE MEETING

- [4] A Time Standard Committee will be appointed at the February meeting. The Time Standards Committee will review the results of all current years time trials. The recommendations of the committee will be presented to the House of Delegates, for adoption, at the September meeting.

SECTION E: SPECIAL MEETINGS

- [1] Other meetings may be called by the Executive Board.

SECTION F: WRITTEN NOTICE OF MEETINGS

- [1] Written notice must be mailed/emailed to all persons on the latest CVRSL Contact List at least two weeks before a scheduled meeting.

ARTICLE V: DUES & FEES

SECTION A: YEARLY DUES

- [1] Each team is required to pay yearly dues to CVRSL.

SECTION B: DATE OF PAYMENT

- [1] CVRSL dues must be paid in full at the February General Meeting (3rd Thursday of February) .
 - [a] Dues must be paid before any dual meets may be scheduled.

SECTION C: AMOUNT OF DUES

- [1] The amount of dues is set by the House of Delegates
 - [a] The amount of dues is currently one hundred dollars (\$100).

SECTION D: ADDITIONAL FEES

- [1] The amount of \$1.00 per swimmer is due by the last Monday in June.
- [2] The House of Delegates may impose additional fees by majority vote.

SECTION E: LATE FEES

- [1] Payment must be delivered or postmarked no later than the dates of specific due/fee deadlines or appropriate late fee will be assessed.
 - [a] \$10 late fee will be assessed on CVRSL dues (sec B.1).
 - [b] 10% late fee will be assessed on \$1.00 per swimmer fee (sec D.1).

ARTICLE VI: DUAL MEETS

SECTION A: MEET SCHEDULING

- [1] Scheduling of dual meets will take place at March General Meeting.
- [2] A map to pool and a list of requirements must be provided to each visiting team at the February meeting. The requirements must be provided to each visiting team at the February General Meeting. The Requirements Check List (attachment II) is the minimum amount of information for each teams' Meet Requirements.
- [3] No team may schedule meets until their yearly team dues have been paid.
- [4] No pre-scheduling of meets is allowed.

SECTION B: LOCATON

- [1] The location of meets will be determined at the Scheduling Meeting.

SECTION C: TIME

- [1] WARM UP. Warm up times will be listed on the Meet Requirements List.
- [2] START. Start times will be listed on the Meet Requirements List.
- [3] CUT OFF. Any mandatory end of meet times will be listed on the Meet Requirements List

SECTION D: DISTANCE, EVENTS, AND LANE ASSIGNMENTS

- [1] DISTANCE. Dual meets will be held in 25 yard pools.
- [2] EVENTS. The CVRSL Schedule of Events will be followed
 - [a] ALL dual meets will be age-group in nature.
- [3] LANE ASSIGNMENTS. Home and Away lanes will be listed on the Meet Requirements List.

SECTION E: AWARDS

- [1] It is recommended that ribbons be given to 1st through 6th place.
 - [a] Additional or alternate awards may be given

SECTION F: SCORING

- [1] SCORING PROCEDURE. The CVRSL Scoring Procedures (attachment III) will be followed by all teams.
 - [a] COMPUTERIZED SCORING. Hy-Tek's Meet Manager II software may be used to score the meet, print result sheets and print ribbon labels and given to visiting team.
 - [b] MANUAL SCORING. All swimmers times must be listed on results sheet per event.
- [2] INDIVIDUAL EVENTS. Individual events will be scored 6-4-3-2-1-0.
- [3] RELAY EVENTS. Relay events will be scored 8-4-2-0.

SECTION G: NUMBER OF SWIMS PER SWIMMERS

- [1] NUMBER OF EVENTS. Swimmers are limited to three (3) individual events and two (2) relay events to include one medley relay and one freestyle relay.
- [2] UNOFFICIAL SWIMS. Swimmer may swim in additional events as an unofficial swimmer, so long as (1) coaches from both teams and starter are agreeable, (2) the other swimmers in the heat are informed before the swim, (3) the relay or individual is recorded on the lane slip as "unofficial". Unofficial swims are not scored, placed, or awarded.

SECTION H: RELAY SWIMMERS & MOVING UP AN AGE GROUP

- [1] AGE GROUP. Swimmers must compete with swimmers of their own sex and age group.
 - [a] MOVING UP AN AGE GROUP TO SWIM A RELAY. One (1) swimmer per relay may be from the age group directly preceding (younger) the age group in which the event is swam. For example: An 11-12 girls relay may consist of four (4) 11-12 girls or three (3) 11-12 girls and one (1) 9-10 girl. The fourth swimmer may not be 8&U (two age groups preceding) and may not be a 13-14 (following age group) and can never be a boy.

SECTION I: ELIGIBILITY

- [1] OFFICIAL TEAM ROSTER. Each team (Host and Visitor) must submit at least one (1) copy of their official roster to the scoring table prior to the start of the meet. Only those swimmers whose names appear on the official Team Roster will be scored and awarded. The host team must provide at least one (1) copy of their roster to the visiting team.

SECTION J: STROKE & TURN

- [1] U.S.S. RULES. We will adhere to the United States Swimming rules on stroke & turn.
- [2] CLINICS. Stroke & Turn Clinics will be given at opportune times
- [3] PROVIDING OFFICIALS FOR MEETS. It is recommended that Home & Visiting teams provide a Stroke & Turn Official.

SECTION K: STARTS

- [1] U.S.S. RULES. We will adhere to the United States Swimming rules on starts.
- [2] WHSITLE START, shall be used at all meets.

SECTION L: HEATS

- [1] NUMBER OF HEATS. The number of heats, per event, will be listed on the Meet Requirements List. By mutual agreement they may changed at any time.
- [2] DECK SEEDING SWIMMERS. The fastest swimmers, from each team should swim in the earliest heats.

SECTION M: MULTIPLE EVENT IN THE SAME HEAT

- [1] COMBINING EVENTS. Events may be combined (lane space permitting).
 - [a] LANE ASSIGNMENT. Swimmers in the same event must swim in adjacent lanes.

			Correct							Incorrect			
Lane	1	2	3	4	5	6	Lane	1	2	3	4	5	6
Event	79	79	MT	80	80	80	Event	79	80	79	80	79	81

- [b] SPACING. There should be an empty lane between events.

			Correct							Incorrect			
Lane	1	2	3	4	5	6	Lane	1	2	3	4	5	6
Event	81	MT	79	79	MT	80	Event	79	80	80	81	82	83

SECTION N: MEET RESULTS

- [1] SCORE SHEETS. The host team shall provide final score sheets to the visiting team at the conclusion of the meet. Results must show ALL swimmers times.
- [2] LANE SLIPS. The host team shall retain all lane slips for home dual meets through the conclusion of the season .

ARTICLE VII: NON-LEAGUE MEETS

SECTION A: APPROVED MEET

- [1] MEET REQUEST. All request shall be submitted in writing to the CVRSL Executive Board accompanied by a complete meet and event information with the nature and value of prizes to be awarded. All approvals must be signed by an authorized representative of CVRSL and a record kept by the CVRSL Secretary.
- [2] DECISION. CVRSL Executive Board/Delegation have sole and exclusive authority to sanction or approve swimming competitions within it’s jurisdiction.
- [3] DISCLAIMER CLAUSE. The following clause shall appear on all approval application forms and on all forms upon which official approvals are granted;

“In granting this approval it is understood and agreed the Central Valley Recreational Swim League (CVRSL), shall be free of and held harmless from any claims and/or liabilities for damages by reason of injuries to anyone during the conduct of the event.”
- [4] REQUIREMENTS. Meets shall be conducted with:
 - a) Sufficient number of officials.
 - b) Compliance with CVRSL
 - Individual Stroke & Turn Rules (Article VI section J.1)
 - Swimmer Entry Limits Per Day (Article VI section G)
 - False Start Rules (Article VI section K.2)
- [5] RESULTS. Completed meet results must be submitted to the CVRSL Executive Board within 10 days of meet completion, one hard copy and one electronic copy.
- [6] WITHDRAWN/WITHHELD APPROVAL. Approval may be withheld or withdrawn by CVRSL if the competition or articles are not conducted in accordance with the above mentioned.

ARTICLE VIII: CHAMPIONSHIPS

SECTION A: DATE OF MEETS

- [1] TIME TRIALS. The CVRSL will conduct three (3) Time Trials, at different sites, on the third (3rd) Saturday of July. Host teams and sites are selected at the February General Meeting.
- [2] FINALS. Finals will be held on the fourth (4th) Saturday of July. Host team and site is selected at the February General Meeting.
- [3] DATE DEVIATIONS. The House of Delegates may move championship meet dates by majority vote for the current year only. If date is moved it will fall to the default dates the following year.

SECTION B: TEAM DIVISIONS FOR TIME TRIALS

- [1] TEAM PLACEMENT. Teams are placed with the ultimate goal of three balanced meets.
 - [a] The top nine are placed by their ranking in Finals the previous year.
 - [b] Both geographic location and size are considered in the placement of the remaining teams.

Division I	Division II	Division III
1 st	2 nd	3 rd
6 th	5 th	4 th
7 th	8 th	9 th

Other teams placed by size and area

SECTION C: HOST TEAM SELECTION

- [1] TIME TRIALS. One team from each leagues division will be selected host team by the House of Delegates.
 - [a] The team in each division that has not hosted Time Trials for the longest period of time shall be offered the position of host team.
 - [b] If the team above is unwilling/unable to host Time Trials, the team in that division with the next longest duration since hosting a time trials will be given the option to host Time Trials.
 - [c] If a tie occurs in the above process the decision will be decided by a vote amongst those teams in the division.
- [2] FINALS. Host team site is selected at the September General Meeting.
 - [a] Finals is offered in alphabetical order.
 - [b] Teams shall be made aware that Finals may not be offered to them again for approximately 20 years.

SECTION D: TIME TRIAL ENTRIES

- [1] NUMBER OF MEETS REQUIRED. Swimmers must compete in at least (3) dual meets during meet season to be eligible to compete in Time Trials or Finals.
- [2] ENTRY REQUIREMENT. Disk and Hard Copy of entries must be submitted to event coordinator by specified deadline.
- [3] ENTRY DEADLINES
 - [a] Entries. Time Trial entries are due by 5 p.m., the Sunday before Time Trials.
 - [b] Late Entries. Late entries are due by 12 noon, the Wednesday before Time Trials¹. No later entries will be accepted.
 - [i] Only new entries will be accepted. Time improvements will not be accepted.
- [4] ENTERING RELAY EVENTS
 - [a] Each team may enter two (2) relays per event. Note: there are no qualifying times for relays.
 - [b] Relay teams shall be designated as "A" Team and "B" Team.
 - [c] Relay entries are to be submitted with a time.
 - [d] Relay Cards. Coaches are responsible to submit relay cards to host team by 5:00 PM the Wednesday prior to the meet.
 - [e] Swimmers may be listed on multiple relays in the same event, either as a relay swimmer or relay alternate, but may swim on one relay team in that event.
 - [f] Swimmers may be "Relay Only Swimmers", i.e., may swim in relays only, without having qualified in any individual events.
 - [g] Any swimmer that is on a relay that is disqualified at Time Trials may not swim in the same event at Finals. i.e., The "A" Team is disqualified at Time Trials and the "B" Team goes to Finals, anyone of the "A" Team are ineligible to swim in that event at Finals.

[5] ENTERING INDIVIDUAL EVENTS

- [a] Swimmers may not enter more individual events than they are allowed to swim in dual meets.
- [b] Swimmers must meet a qualifying time standard to enter individual events.
 - [i] TIME STANDARDS. Swimmers must swim as fast or faster than the minimum qualifying time during the current dual meet season to enter individual event at Time Trials. (attachment V)

SECTION E: AWARDS

[1] PURCHASE OF AWARDS

- [a] ORDERING AND PURCHASING. All awards will be ordered by the CVRSL. The host team will pay for awards through CVRSL.
 - [i] Host teams will be required to pay for ribbons
 - [ii] Host Teams will be required to give a check, for the cost of the medals to the treasurer at the time the medals are distributed.
- [b] CHARGE TO TEAMS. Awards will be charged to teams at cost. No other fees of any kind may be assessed, without the expressed approval of the Executive Board.
- [c] TIME OF PAYMENT. Visiting team will pay host team for awards at conclusion of the meet.

[2] TIME TRIALS

- [a] TROPHIES. No trophies will be given
- [b] MEDALS. Medals will be given to First (1st) through third (3rd) place in all events.
- [c] RIBBONS. Ribbons will be given to fourth (4th) through twenty-fourth (24th) place in individual events and fourth (4th) through fourteenth (14th) in relay events. Participant ribbons will be available.

[3] FINALS

- [a] TROPHIES. No trophies will be given
- [b] MEDALS. Medals will be given to First (1st) through third (3rd) place in all events.
- [c] RIBBONS. Ribbons will be given to fourth (4th) through twenty-fourth (24th) place in individual events and fourth (4th) through sixteenth (16th) in relay events. Participant ribbons will be available.

SECTION F: SCORING

[1] TIME TRIALS

- [a] Time Trial meets will not be scored.

[2] FINALS

- [a] INDIVIDUAL EVENTS. Finals are scored to 16 places in individual events.
 - [i] The scoring of individual events are:

Place	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Points	20	17	16	15	14	13	12	11	9	7	6	5	4	3	2	1

- [b] RELAY EVENTS. Finals are scored to 8 places in relay events.

- [i] The Scoring for relay events are:

Place	1	2	3	4	5	6	7	8
Points	40	34	32	30	28	26	24	22

SECTION G: CHANGE OF MEET SITE

- [1] The House of Delegates reserve the right to change the site of any championship meet for safety reasons.

SECTION H: MEET SITE

[1] GENERAL

- [a] SAFETY. Water depth and height of blocks per CVRSL Bylaws.
- [b] RESTROOMS. Adequate restrooms
- [c] P.A. SYSTEM. Loudspeaker capable of informing spectators and swimmers of upcoming events, score, etc. **AT POOL DECK AND TENT AREAS**
- [d] SEATING. Adequate seating for spectators.
- [e] SHADE. Adequate shade for officials.
- [f] CAMP. Adequate camp areas for participants.

[2] TIME TRIALS

- [a] NUMBER OF LANES. There shall be at least six (6) competition lanes.
- [b] RIM FLOW POOLS. any rim flow pool can use blocks at both ends of the pool during competition.

[3] **FINALS**

- [a] **NUMBER OF LANES.** There shall be eight (8) competition lanes.
- [b] **MINIMUM LANE WIDTH.** A minimum of seven (7) foot wide lanes.
- [c] **COOL DOWN.** There shall be a warm-up/cool-down area.

SECTION I: OTHER MEET REQUIREMENTS

- [1] **START TIME.** All Championship meets will start at 9:00 A.M.
- [2] **STROKE AND TURN OFFICIALS.** A minimum of four (4) stroke and turn officials, preferably Central California Swimming (CSS) Officials. If CSS Officials are unavailable, stroke and turn officials that have attended a stroke and turn clinic in the current season.
 - [a] The current CSS Official is _____
- [3] **STARTING SYSTEM.** Colorado starting system (strobe-light and horn)
- [4] **TIMING SYSTEM.** Colorado Timing System (CTS3000 or better)
- [5] **SEEDING.** All events deck seeded by time
- [6] **LIFEGUARDS.** Provide at least two (2) lifeguards—One to supervise the competition pool and one to supervise the warm-up/cool-down area.
- [7] **HOSPITALITY.** Provide “hospitality to timers, recorders, coaches and meet officials.
- [8] **LUNCHEES.** Provide light lunch for meet officials and coaches.
- [9] **SHADE.** Provide adequate shade for timers and recorders.
- [10] **PROGRAMS.** Provide each lane with a program of swimmers entered in the meet (used by recorders as back-up system) and programs for all meet officials.
- [11] **NUMBER OF TIMERS.** There will be three timers per lane.
- [12] **SIGHT JUDGES.** There will be no sight judges.
- [13] **SPECTATOR SHADE.** Provide as much shade as possible for spectators.
- [14] **ADDITIONAL RESTROOMS.** Provide portable toilets to meet the needs of spectators and swimmers in strategic locations.

SECTION J: WARM-UPS

- [1] **SUPERVISION.** Warm-ups must be supervised by a coach
- [2] **DIVE LANES.** Dive lanes will be designated. Only swimming in one direction will be allowed.
- [3] **LIFEGUARDS.** At least one lifeguard will be provided to supervise the warm-up/cool-down area.

SECTION K: LETTER TO TEAMS FROM HOST TEAMS

- [1] Provide clear directions and a map.
- [2] Specify team warm-up times.
- [3] Remind teams their warm-ups must be supervised by a coach.
- [4] Remind teams that swimmers must enter the water feet first for warm-ups and diving is permitted only in the designated dive lanes.
- [5] Delineate visiting team responsibilities, i.e. ,providing needed timers, recorders, officials, etc.
- [6] Set deadlines for entries (ARTICLE VI Section D.3)
- [7] Provide standard entry forms to teams, i.e., relay cards, scratch cards, etc.

ATTACHMENT I

Scheduling Meeting Clarification

Central Valley Recreational Swim League Scheduling Meeting Clarification

Master Scheduling Board

	Buccaneers 16	Coalinga 11	Selma 2	Woodlake 6	Hurricanes 20	Kingsburg 17	
	Tulare 8						Lindsay 10
	Fowler 5						Exeter 3
	League Representative						Sierra 9
	Waves 12						Hanford 13
							Seahawks 19
	Lemoore 14	Reedley 18	Corcoran 1	Dinuba 7	Neptunites 15	Sanger 4	

diagram above represents our meeting room with the tables set up. All teams are present and seated with name tags in front of their representatives. Each team should have: [1] a calendar, [2] their schedule from the previous year (most teams alternate home and away i.e. your pool last year, my pool this year), [3] a map and meet requirement packet (You brought yours to the February meeting. They will be found in your Meeting Folder provided by the League Representative), [4] some idea of who you want to swim against.

Before scheduling begins a “hat”, containing sequential numbers from one to the number of teams in attendance, is passed around the tables. Each team will draw a number from the “hat”. Any teams arriving after the numbers are drawn will be assigned the next number in the sequence. In the diagram above, the number in the box with the team name is number they drew from the “hat”.

A Master Scheduling Board is set up on one side of the room. As each team confirms a meet the Master Scheduling Board is updated. Keep track of what is on that board to help you decide who to try to schedule and when. The League Representative coordinates the meeting. We start with number 1.

Corcoran is # 1 and asks Tulare to come to Corcoran on the 21st of June. We wait until the dual meet is confirmed, then #2, Selma is allowed to schedule their first meet. After Selma has confirmed a date with a team, on to #3. The scheduling continues, in sequential order, until we reach the last team, in this case it is the Hurricanes. When the Hurricanes are done scheduling their meet we start again with #1, Corcoran. As schedules become full, teams will begin to “pass”. We continue scheduling, skipping teams with filled schedules until all teams have filled their schedules as much as possible.

The meeting will be adjourned when all teams have finished scheduling. Be sure to return your name tags and meeting folder to the League Representative.

NOTE: No dual meets should be scheduled prior to the Scheduling Meeting.

ATTACHMENT II

Meet Requirements Check List

CVRSL Meet Requirements Check List

- A legible map.
- Pertinent streets labeled on the map.
- Pool location and address marked on the map. (i.e. high school, recreation center).
- Driving directions for confusing parts of the route.
- How many lanes will be used for competition?
- Does the pool have blocks at one end or both ends?
- Approximate number of swimmers last year.
- Specific number of heats per event.
- Number of heats of:
 - Medley Relay (usually 1 or 2). Freestyle (usually unlimited).
 - Backstroke (usually 2 to unlimited). Individual Medley (usually 2 to 4).
 - Butterfly (usually 2 to 4). Breaststroke (usually 2 to 4).
 - Freestyle Relay (usually 1 to 2).
- Important Times.
- Warm-ups. Start of meet. Is there a mandatory cut-off time?
- Personnel from the visiting team needed? (usually timers or stroke & turn) how many?
- When and where do you need the roster e-mailed?(usually computer person's e-mail).
- Contact information for 2 - 3 people(maybe president, computer person and one other).
- Concession stand information (This is a good place to advertise special goodies).
- Any other information pertinent to your facility or meet (parking location perhaps).

ATTACHMENT III

Dual Meet Procedure

CVRSL Dual Meet Procedure

All teams will use Hy-Tek Meet Manager to record all times and calculate places and scores.

1. All visiting teams will provide a team roster to the host in advance of the scheduled meet. The roster should be e-mailed or delivered physically on a media acceptable to the host team. The roster will be in a Hy-Tek roster export format and should be immediately importable into Meet Manager.
2. The host team will provide copies of the team rosters (both teams) to the lane recorders. From the main menu in Meet Manager go to Reports and choose Athlete Rosters. Choose **Four Column Roster by Team** with both the **Include athletes with no entries** and **Include competitor #** checked. At the bottom of the window from left to right from **Sort** choose **Age**, from **Team** choose **All Teams**, from **Gender** choose **Both**, leave both boxes in **Age Range** blank. Click on OK at the bottom of the window. Be sure to print enough copies for all the lanes.
3. The host team will provide at least one copy of the visiting team's roster with competitor numbers to the visiting team.
4. Both teams will write the competitor number and their initials on the competitors before the start of the meet. [If Peter Rabbit is number 5 then on his (usually arm, shoulder or hand) the number 5 and the initials PR will be written.]
5. The official CVRSL Lane Slips will be used. Slips are available for purchase at the Scheduling Meeting in March.
6. The recorders for each lane must fill out the lane slips with the times, competitor number and competitor initials. All four swimmers competitor numbers need to be included for relay events.
7. At the completion of each event the lane slips will be picked up and delivered to the computer "room".
8. The lane slips should go to a lane slip reviewer. The reviewer should pay close attention to official time, event number and competitor number.
9. The lane slips should then be given to the data entry person. The data entry will be done within the Meet Manager program. The lane slips should be kept in order so any problems can be easily researched. Lane slips should be retained by the host team until the end of the season.

10. Results for all events should be posted as soon as possible. So mistakes can found and be corrected before the end of the meet.
11. Award labels should be printed and given to the awards table.(see Awards Procedure, later in this attachment, for tips on setting up the awards table.)
12. Once the ribbons are complete, they should be sorted, by team, into age group baskets.
13. At the conclusion of the meet the computer person should provide the visiting team with either an Export of **Results for Team Manager or SWIMS** or a **Backup** of the meet, which ever they prefer. A complete set of printed results should also be offered to the visiting team.

Awards Procedure

Items needed: 12 baskets – to hold ribbons (6 of one color, 6 of another), Business size envelopes,

Initial Set-up

1. Use the masking tape to label the baskets with team name and age group.
2. Label the envelopes with the event number and sex on the top left corner. In the middle of the envelope print the age group and event name (i.e. 9-10 25 Free)
3. Put the envelopes in the box in event order.

Meet Set-up

1. Place ribbons for all places being awarded in each envelope. Stagger the envelopes with girls in one direction, boys in the other.

ATTACHMENT IV

Forms

CVRSL
Relay Take Off Judge

Event# _____ Heat# _____

(Circle one-side or Lane)

	<u>Swimmer No.</u>		
Lane 1	2	3	4
Lane 2	2	3	4
Lane 3	2	3	4
Lane 4	2	3	4
Lane 5	2	3	4
Lane 6	2	3	4
Lane 7	2	3	4
Lane 8	2	3	4

Signature

CVRSL
Relay Take Off Judge

Event# _____ Heat# _____

(Circle one-side or Lane)

	<u>Swimmer No.</u>		
Lane 1	2	3	4
Lane 2	2	3	4
Lane 3	2	3	4
Lane 4	2	3	4
Lane 5	2	3	4
Lane 6	2	3	4
Lane 7	2	3	4
Lane 8	2	3	4

Signature

CVRSL
Relay Take Off Judge

Event# _____ Heat# _____

(Circle one-side or Lane)

	<u>Swimmer No.</u>		
Lane 1	2	3	4
Lane 2	2	3	4
Lane 3	2	3	4
Lane 4	2	3	4
Lane 5	2	3	4
Lane 6	2	3	4
Lane 7	2	3	4
Lane 8	2	3	4

Signature

CVRSL
Relay Take Off Judge

Event# _____ Heat# _____

(Circle one-side or Lane)

	<u>Swimmer No.</u>		
Lane 1	2	3	4
Lane 2	2	3	4
Lane 3	2	3	4
Lane 4	2	3	4
Lane 5	2	3	4
Lane 6	2	3	4
Lane 7	2	3	4
Lane 8	2	3	4

Signature

CVRSL
Relay Take Off Judge

Event# _____ Heat# _____

(Circle one-side or Lane)

	<u>Swimmer No.</u>		
Lane 1	2	3	4
Lane 2	2	3	4
Lane 3	2	3	4
Lane 4	2	3	4
Lane 5	2	3	4
Lane 6	2	3	4
Lane 7	2	3	4
Lane 8	2	3	4

Signature

CVRSL
Relay Take Off Judge

Event# _____ Heat# _____

(Circle one-side or Lane)

	<u>Swimmer No.</u>		
Lane 1	2	3	4
Lane 2	2	3	4
Lane 3	2	3	4
Lane 4	2	3	4
Lane 5	2	3	4
Lane 6	2	3	4
Lane 7	2	3	4
Lane 8	2	3	4

Signature

CVRSL
Relay Take Off Judge

Event# _____ Heat# _____

(Circle one-side or Lane)

	<u>Swimmer No.</u>		
Lane 1	2	3	4
Lane 2	2	3	4
Lane 3	2	3	4
Lane 4	2	3	4
Lane 5	2	3	4
Lane 6	2	3	4
Lane 7	2	3	4
Lane 8	2	3	4

Signature

CVRSL
Relay Take Off Judge

Event# _____ Heat# _____

(Circle one-side or Lane)

	<u>Swimmer No.</u>		
Lane 1	2	3	4
Lane 2	2	3	4
Lane 3	2	3	4
Lane 4	2	3	4
Lane 5	2	3	4
Lane 6	2	3	4
Lane 7	2	3	4
Lane 8	2	3	4

Signature

CVRSL
Relay Take Off Judge

Event# _____ Heat# _____

(Circle one-side or Lane)

	<u>Swimmer No.</u>		
Lane 1	2	3	4
Lane 2	2	3	4
Lane 3	2	3	4
Lane 4	2	3	4
Lane 5	2	3	4
Lane 6	2	3	4
Lane 7	2	3	4
Lane 8	2	3	4

Signature

EVENT # _____ TITLE _____

LAST NAME _____ FIRST NAME _____

TEAM _____ COACH _____

SIGNED _____ CLERK _____

CVRSL SCRATCH CARD

EVENT # _____ TITLE _____

LAST NAME _____ FIRST NAME _____

TEAM _____ COACH _____

SIGNED _____ CLERK _____

CVRSL SCRATCH CARD

EVENT # _____ TITLE _____

LAST NAME _____ FIRST NAME _____

TEAM _____ COACH _____

SIGNED _____ CLERK _____

CVRSL SCRATCH CARD

EVENT # _____ TITLE _____

LAST NAME _____ FIRST NAME _____

TEAM _____ COACH _____

SIGNED _____ CLERK _____

CVRSL SCRATCH CARD

ATTACHMENT V

Schedule of Events & Time Standards

2006

Central Valley Recreational Swim League

Schedule of Events & Time Standards

<u>Girls</u>		<u>Age Group</u>	<u>Event</u>		<u>Boys</u>
1	1:16.69	18 & Under	100 Yard Freestyle	1:16.69	2
3	NTS	8 & Under	100 Yard Medley Relay	NTS	4
5	NTS	9 - 10	100 Yard Medley Relay	NTS	6
7	NTS	11 - 12	200 Yard Medley Relay	NTS	8
9	NTS	13 - 14	200 Yard Medley Relay	NTS	10
11	NTS	15 - 18	200 Yard Medley Relay	NTS	12
13	31.49	6 & Under	25 Yard Freestyle	33.49	14
15	20.49	8 & Under	25 Yard Freestyle	22.49	16
17	17.49	9 - 10	25 Yard Freestyle	18.09	18
19	35.49	11 - 12	50 Yard Freestyle	36.09	20
21	32.49	13 - 14	50 Yard Freestyle	32.49	22
23	NTS	15 - 18	50 Yard Freestyle	NTS	24
25	38.49	6 & Under	25 Yard Backstroke	41.99	26
27	26.49	8 & Under	25 Yard Backstroke	29.49	28
29	22.99	9 - 10	25 Yard Backstroke	24.09	30
31	46.09	11 - 12	50 Yard Backstroke	47.59	32
33	42.49	13 - 14	50 Yard Backstroke	46.49	34
35	NTS	15 - 18	50 Yard Backstroke	NTS	36
37	NTS	6 & Under	100 Yard Freestyle Relay	NTS	38
39	NTS	8 & Under	100 Yard Freestyle Relay	NTS	40
41	1:48.99	10 & Under	100 Yard Individual Medley	1:51.49	42
43	1:34.69	11 - 12	100 Yard Individual Medley	1:34.69	44
45	1:28.69	13 - 14	100 Yard Individual Medley	1:28.69	46
47	NTS	15 - 18	100 Yard Individual Medley	NTS	48
49	27.99	8 & Under	25 Yard Butterfly	30.99	50
51	23.09	9 - 10	25 Yard Butterfly	25.49	52
53	46.99	11 - 12	50 Yard Butterfly	47.79	54
55	40.49	13 - 14	50 Yard Butterfly	42.89	56
57	NTS	15 - 18	50 Yard Butterfly	NTS	58
59	30.99	8 & Under	25 Yard Breaststoke	33.49	60
61	24.99	9 - 10	25 Yard Breaststoke	28.49	62
63	47.99	11 - 12	50 Yard Breaststoke	48.99	64
65	46.49	13 - 14	50 Yard Breaststoke	48.09	66
67	NTS	15 - 18	50 Yard Breaststoke	NTS	68
69	NTS	9 - 10	100 Yard Freestyle Relay	NTS	70
71	NTS	11 - 12	200 Yard Freestyle Relay	NTS	72
73	NTS	13 - 14	200 Yard Freestyle Relay	NTS	74
75	NTS	15 - 18	200 Yard Freestyle Relay	NTS	76

ATTACHMENT VI

**USA Swimming Rules
102.14 Starter**

102.14 STARTER

- .1 **Equipment** — Loudspeaker start system conforming to 103.15, with or without an underwater recall device, and an electronic strobe signal as provided in 105.3 shall be the preferred starting device. A .22 caliber starting pistol may be used.
- .2 **Preparation** — The Starter shall stand within ten feet of the starting end of the pool and upon signal from Referee, shall assume control of swimmers until a fair start has been achieved.
- .3 **Optional Instructions** — The Starter may:
 - A Announce the event;
 - B Advise the heat when a swimmer will be attempting to achieve a time at an initial distance.
 - C For backstroke event starts, give the command, "Place your feet."
- .4 **The Start**
 - A At the commencement of each heat, the Referee shall signal to the swimmers by a short series of whistles to remove all clothing except for swimwear, followed by a long whistle indicating that they should take and maintain their positions on the starting platform, the deck, or in the water. In backstroke and medley relay events, at the Referee's first long whistle the swimmers shall immediately enter the water and at the second long whistle shall return without undue delay to the starting position (101.3.1).
 - B When the swimmers and officials are ready, the Referee shall signal with an outstretched arm to the Starter that the swimmers are under the Starter's control.
 - C On the Starter's command "take your mark", the swimmers shall immediately assume their starting position, in the forward start, with at least one foot at the front of the starting platform or on the deck. Swimmers starting in the water must have at least one hand in contact with the wall or starting platform. When all swimmers are stationary, the starter shall give the starting signal.
 - D When a swimmer does not respond promptly to the command "take your mark", the Starter shall immediately release all swimmers with the command "Stand up" upon which the swimmers may stand up or step off the blocks.
- .5 **False Starts**
 - A Any swimmer starting before the starting signal is given shall be disqualified if the Referee independently observes and confirms Starter's observation that a violation occurred. Swimmers remaining on the starting blocks shall be relieved from their starting positions with the "Stand up" command and may step off the blocks. The Starter shall restart the race upon signal by the Referee.
 - B If the starting signal has been given before the disqualification is declared, the race shall continue without recall. If the Referee independently observes and confirms the starter's observation that a violation occurred, the swimmer or swimmers who have false started shall be notified of the disqualification upon completion of the race.
 - C If the recall signal is activated inadvertently, no swimmer shall be charged with a false start and the Starter shall restart the race upon signal by the Referee.
 - D A swimmer who would otherwise be charged with a false start may be relieved of the charge if the false start was caused by the swimmer's reaction to the "Stand Up" command.
 - E A swimmer shall not be disqualified for an illegal starting position at the start if the race is permitted to proceed. Enforcement of the correct starting position is the responsibility of the Starter.
 - F Declared false start: swimmers reporting to the Referee prior to the start of their race and declaring their intent not to compete will be disqualified except as noted in 207.12.10D.