

2007 OPERATING PLAN

MIDLAKES SWIM LEAGUE

A. Dues, Assessments, Entry and Insurance Fees

1. \$185.00 swimming fee per club due at spring meeting.
2. \$3.00 per swimmer fee for League insurance.
3. \$1.50 per person per event entered in the Div. Championships.
4. \$6.00 per team entered for each relay in the Div. Championships.
5. \$1.50 per person per event entered in the League Preliminaries.
6. \$6.00 per team entered for each relay in the League Preliminaries.
7. All Midlakes fees should be paid by check, made payable to the Midlakes Swim League.

B. Club Requirements

1. Proof of Insurance (see article VIII of By-Laws)
2. Proof of all coaches certifications in First Aid, CPR and either Life Guard Training or Coaches Safety Training to the Coaches Rep before the season begins. Copies of the above certification for at least one coach must be submitted to the Coaches rep before the first practice.
3. Failure to provide proof of certification will result in exclusion of the club from Midlakes insurance benefits, forfeiture of the meet(s) and a \$250.00 fine.

C. Division Alignments

1. There should be five divisions. The Board of Governors will determine the division alignments prior to each fall meeting. The primary criteria for division alignment will be the results of the previous dual meet season. As secondary criteria, they may also consider Championship Meet results and requests by member clubs for changes.

2. Division 5 would consist of those teams in the past who have requested swimming only one meet per week and would have to agree to the following:
 - a. Only one scheduled meet per week with the option to swim more if agreed upon.
 - b. Only to swim those teams in Division 5, there will be no cross divisional meets.
 - c. Remain in Division 5 and could only move up by petitioning the Midlakes Board
 - d. If a petition is granted the move would take place the following season.
 - e. Division 5 winners would have to be determined strictly by win/loss record even though each team may not swim each other twice
 - f. Division Champs would follow the standard Midlakes rules.

D. Meets

1. Division Dual Meets
2. All-League Championship Meets. These will include the League Championships, Junior Girls Prelims, Junior Boys Prelims and Senior Prelims.
3. Div. Championship Meet for each division.

E. Competitive Regulations

1. Current United States Swimming Rules will be followed in all league meets except the following and those noted in Appendix A (pg. 48):
 - a. Where they conflict with League rules.
 - b. Copies of the USS Swimming rule book will be allotted to each pool – one for stroke & turn officials and one for coaches. Additional copies can be purchased.
2. Competitor's age for the League season is the age on June 15 of that season.
3. A Stroke & Turn briefing will be held with all judges prior to each meet.
4. All clubs should be in compliance and using the current seasons approved version of HyTek software. All Dual Meet entries must be submitted using Meet Manage software via disk or jump drive in compliance with League standards.
5. Total team scores shall be kept to determine placement for League Championship Meets and Dual Meets.
6. All record times must have been timed by at least three watches, or two watches and an electronic timing system, and recorded to the 100th of a second. Records must be submitted on a League approved format to the Midlakes Officials/Records Rep. Records are recorded by the event swum, not the age of the swimmer. If a swimmer swims in a higher age group, he/she will only be eligible for a record in the age group in which he/she swam.

7. In all League Meets, a swimmer may not swim in the same individual event(s) which differ only by distance, in more than one age group.
8. Each club is to provide a list of all "A" swimmers and their best times in yards in each individual event, and best relay times using HyTek software. These shall be delivered by a club representative, in League approved format on disk or other electronic method, to a common location which shall be specified at the Annual Spring Meeting (ergo, the designated host pool). All clubs will be able to view this information which will be posted on the league website. Any club showing up later than 1/2 hour beyond the specified time will be assessed a fine of \$100.00. Late clubs and "no shows" must pay the fine prior to obtaining their copies of other clubs' "A" times and will be disqualified from championship meets until the fine is paid. The fine must be paid prior to the time that Championships take place.
9. Warm-up Procedures:
 - a. No diving or backstroke starts allowed from the blocks or edge of pool. Swimmers must enter pool feet first in a cautious manner.
 - b. One or more lanes may be designated by the meet referee for racing starts from the blocks.

Coaches shall actively supervise their swimmers swimming this lane. All swimming in this lane shall be in one direction, with the swimmers exiting the pool at the completion of one length. The meet referee has the authority to remove from the deck, for the remainder of the warm-up session, any swimmer or coach who is in violation of the warm-up procedures.
10. Safety Credentials for Coaches:

All coaches and assistants are required to be current in First Aid and CPR certification, and have completed the Coaches Safety Course. Coaches are not allowed on deck in a coaching capacity until certification is on file with Midlakes. The responsibility for lifeguard certification will remain with the individual clubs.
11. No logos for school or club teams other than Midlakes shall be allowed on caps or meet suits.

F. Dual Meets

1. All teams shall be required to swim every "A" team in their division.
2. All teams in Divisions I-IV shall be required to swim every "B" team in their division. A team may be excluded from this requirement, if on written request; this is approved by the Midlakes Board prior to the first meet. All swimmers must compete in at least two dual meets during the season in order to be eligible for post season meets (including Division championships, league prelims and league finals).

3. Schedule changes will be submitted to the division rep prior to the start of the dual meet season.
4. Once scheduled, a meet may not be canceled or rescheduled without the approval of both clubs. In the absence of mutual consent, the Board, at its discretion, may penalize the offending team with forfeiture of the meet.
5. For the purpose of establishing official time or to give swimmers equal opportunity to participate, additional heats or events may be added in a dual meet with the agreement of both coaches. Coaches are to limit the number of Exhibition heats to 10 per team per meet in six lane pools, 12 per team in five lane pools and 15 per team in four lane pools. Exhibition events, i.e., events or heats of events that will not be scored as part of the meet, will be scheduled as best accommodated. As a usual rule, all exhibition heats of a dual meet event will be run before the scored heat of that event, with the visiting team's exhibition heats swimming first. With the mutual consent of the coaches involved in a particular dual meet, exhibition heats may be swum out of usual dual meet event order. Coaches must notify the starter and the scorekeeper of such an order change prior to the start of the meet. In the interest of time, if exhibition event or heat swimmers swim concurrent with the scored heat, they should be identified to the judges as such prior to the start, and placed in the outside lanes. This information should then be disseminated to the scorekeeper.
6. Coaches should strive for equality of competition, particularly when a stronger team is swimming against an obviously weaker team. Each team is limited to a maximum number of 115 swimmers entered in any particular dual meet (A or B).
7. In dual meets, all individuals are limited to a total of four events, inclusive of relays. An individual may swim a maximum of three individual and one relay, or two individual and two relays (one medley and one freestyle relay). The first four races swum will be counted. If a swimmer is disqualified for any reason, that event is counted. Exhibition must be clearly indicated in the Meet Manager entries file or it will be counted as an event swum.
8. In dual meets, once a swimmer has achieved a "B" disqualifying time in a given stroke, they may not swim that same event (individual or as part of a relay) in a "B" dual meet. This shall not disallow swimming up an age group or penalize the swimmer first achieving their "B" disqualifying time at a "B" Dual Meet.
9. The home team scorekeeper shall enter all results into Meet manager in compliance with League standards. At the conclusion of the meet the home team will provide the visiting team with a backup of the meet, meet results and any other requested Meet Manager file via floppy disk or thumb drive provided by the visiting team.

10. Results for ALL MEETS, including out of division, shall be submitted to the Midlakes website. The Home club is responsible for this task. Results should be submitted with 24 hours of the conclusion of the meet.
 - a. If a club fails to submit completed results, it may forfeit the right to participate in the League and Division Championships. Action will be at the discretion of the Board of Governors.
11. The Awards and Records Administrator summarizes results from all “A” and “B” meets at the end of the season.

G. Championship Meets

1. League preliminaries will be open to all League members. Division Championship participation is subject to “B” disqualifying times established by the League each year.
2. In order to swim in the Championships, a swimmer must participate in at least two dual meets. Exceptions may be granted upon written appeal to the Board.
3.
 - a. **Number of Events for Champs**

Individuals are limited to a maximum of three events between the League and Division Championships combined, with one exception. Swimmers who swim three events in the Division Champs may participate, either as a swimmer or an alternate, in one League Champs relay event. No other combination of four events qualifies as an exception. In other words, swimming in two Div. and two League or one Div. and three League Champs is not allowed. If a swimmer’s entries exceed the allowable number of events, the events will be counted as follows: First, relays and second, individual events, starting with the lowest numbered event. Listing as an alternate will not be included in this total until the event is actually swum.
 - b. **Type of Events for Champs**

Individuals who swim in three Division Champs events may swim in any combination of relay and individual events and also may swim in one relay event at League Champs, as outlined in Section (a) above. However, individuals who swim in three League Champs events, or who swim in some combination of three events split between Div. and League Champs, may swim no more than two individual events. In other words, the only swimmers who may be entered in three individual events during the Div. and League Champs are participants who swim in three Division Champs events.

Number of Events in Division Championships		Number of Events in League Championships	
Individual	Relay	Individual	Relay
3	0	0	1
2	1	0	1
2	0	0	1
2	0	0	0
1	0	0	1
1	0	1	0
1	2	0	1
1	1	1	0
1	1	0	1
1	0	1	1
1	0	0	2
0	2	0	1
0	2	1	0
0	1	2	0
0	1	1	1
0	1	0	2
0	0	2	0
0	0	2	1
0	0	1	2

4. Entries and a master list for League Preliminaries and Div. Championships shall be submitted according to the schedule voted upon at the Fall meeting. All entries must be submitted with a League approved hard copy printout from HyTek software along with the associated disk copy of the data or other approved electronic method. All entries must be submitted in yard times. Complaints will be resolved by the Board of Governors prior to the start of the meet. Complaints must be in writing and submitted by the coach or official team representative only. Changes will not be permitted after the heat sheets are published except for clerical errors between the master entry forms and the heat sheets. Empty lanes resulting from insufficient entries will not be filled. Entry fees must be received by the League Treasurer prior to the League Preliminaries. Any club showing up later than 1/2 hour beyond the specified time will be assessed a fine of \$250.00. Late clubs and "no shows" must pay the fine prior to obtaining their copies of other clubs "A" times. The fine must be paid prior to the time that Championships take place.

5. Substitutions may be made in relays for injury or illness. When a substitution is made, the swimmer who is deleted may not swim in any events. The substitute swimmer must be listed as an alternate on the entry sheet. Regulation #3 under Championship Meets still applies to the new swimmer regarding number of events entered.

H. Div. Championship Regulations

1. No swimmer may swim in the Div. Championships in an event (individual or that event in a relay) for which they have achieved a “B” disqualification time during the dual meet season. From the summary sheets submitted to the League divisional representatives, a roster will be maintained of all swimmers achieving “B” disqualification times, including those achieved in exhibition heats. This roster will include all divisional or inter-divisional meets swum prior to the Div. Championship entry deadline. If a swimmer makes a “B” disqualification time after the Division entries deadline, that swimmer may still swim in the Div. Championships in that event, but is not granted entry into League Championships.
2. To be properly seeded, Div. Championship entries must contain a verifiable time and the Meet Manager document or MM file verifying when such time was made. A verifiable time is one swum during a regular dual meet (which could include exhibition heats) and recorded in the official meet results. Entries not verifiable, such as due to a missing date or times from a time trial, will be seeded in the slowest heats, while entries with "no time" will not be accepted. Times from USS meets are not acceptable.
3. Div. Championship entry errors: A swimmer entered in an individual Div. Championship event with a "B" time, when that swimmer has achieved a “B” disqualification time prior to the entry deadline, shall be pulled from that event and allowed to enter another event for which the swimmer is qualified. A swimmer entered into an individual Div. Championship event with a “B” disqualification time inadvertently listed (the swimmer has not achieved a “B” disqualification time) shall be allowed to swim the event. Seeding and heat sheet listing in either case shall be at the discretion of the host club.
4. No additions will be accepted after 72 hours prior to the start of the Divisional Championship meet. (e.g. Wednesday morning prior to a Saturday Division Championship meet).

I. League Championship Regulations

1. The Championship consists of a series of preliminaries, typically the Monday, Tuesday and Wednesday, preceding finals and Championship finals that are normally held on the Saturday or Sunday of the same week (dates and location to be determined at the Fall membership meeting). All events, including relays, will be swum at the League prelims. During the Fall meeting it will be determined which events, if any, will be swum at prelims only. Prelims are used to determine the top individual swimmers or relay teams in each event.
2. The number of finalists will be determined by the number of lanes available at the facility used for league finals. The number of swimmers in the consolation heat will swim the first heat of the event, one swimmer per lane; the number of swimmers in the scoring heat will swim in the second heat of the event, one swimmer per lane. Alternates will be the 2 consecutive places after the scoring and consolation heat winners. For example: in a six lane pool the top six swimmers (relay teams) will swim in the final heat for that event at

finals, the seventh through twelfth places will swim in the consolation heat at finals, places 13 and 14 will act as alternates at finals. Alternates may swim at finals in the case of scratches or no-shows.

2. Swimmers who will be unable to participate in the finals, i.e., planning to be out of town on vacation or have some other conflict that will prevent their attendance, are prohibited from swimming in the preliminaries. If a record is set during the preliminaries and the swimmer does not swim in the finals (except in case of injury or illness), the record will be disallowed.
3. Coaches must supply scratches at the coaches meeting thirty (30) minutes prior to the start of the meet. Only relay changes and scratches will be allowed at this meeting, no additions. Coaches meetings will be held prior to each preliminary and final session. A roll call will be made at the coaches meeting to ensure a representative of each team is present. At the League Championship meet, a swimmer or a relay must be scratched at the scratch meeting prior to the meet. During preliminaries there will be no points penalty for scratches or no-shows. During finals if an individual or a relay is scratched after the scratch meeting or becomes a “no- show” for an event then that respective team will be penalized the highest number of points it could possibly obtain for that event (For example in an 8 lane pool: 7 for the consolation heat, 16 for the Championship heat, and 32 for a relay event), except for proof of injury or illness after the scratch meeting. The meet referee will decide if the rule is violated or not.
4. Scratching one individual event or being a “no show” for an individual League Championship will result in that swimmer being scratched from all subsequent individual events. In the case of an individual swimmer not being available to swim in his/her designated relays, the affected relay may use one or more of the alternate swimmers included in the HyTek entry file (subject to the maximum entry limit). If no qualified alternate (an alternate who is listed on official entries for which the maximum entry limit does not apply) is available for the relay, then for prelims, the meet referee will allow the relay team to swim the event as an exhibition. At finals the meet referee will attempt to reseed the heat and allow one of the alternate relay teams to swim the event. If it is not feasible to reseed the event, then at the referee’s discretion the relay may swim the event as an exhibition. If a league record time is achieved by an exhibition relay at prelims or finals the time will not be recorded as such.

J. Championship Management

1. When asked, any pool will assume responsibility for at least one preliminary session of an all-league meet or a championship. When no team steps forward in a specific division to host a championship, the Board will assign the responsible team based on the longest time away from hosting a championship or all-league meet. When two or more teams desire to host the same event, the same process will be used based on that specific event.

2. Each club will furnish one watch for every 1-8 swimmers entered in the League Preliminaries and Div. Championships. Each club will provide two watches for the League Championships. Digital watches are required for all Preliminaries and Championships. It will be up to each host club to determine how many timers and officials it needs for the Div. Championships. Timers must have timed in a minimum of two dual meets. The name and telephone number of each timer is to be submitted on the required volunteer form accompanying meet entries. Certified S & T officials will be provided by host clubs for Division Championships.
3. There shall be three timers on each lane for the Div. Championships and all League Prelim meets with digital watches, or two timers and an electronic timing system. There shall be two back-up timers assigned, one to each side of the pool, with digital watches. Final placement in each event will be determined by the official time from each lane.
4. Electronic timing will be utilized at the League Championship meet, and will be hired and paid by the League. Two hand-held timers will be assigned to each lane in the League Championship Meet.
5. In the League Championship meet, 25 yard races (where electronic timing cannot be utilized) will have two timers per lane and four place Judges assigned to determine final placement.
6. Host club's Board will appoint stroke and turn judges, a referee, and a starter for the Div. Championship meet.
7. The Midlakes Board will be responsible to recruit and assign USA Swimming Certified officials (meet referee, deck referee, starters & judges) for the League Preliminaries and Championship meets.
8. All officials must report to the scheduled officials meeting prior to the start of the meet.
9. League prelims will start at 4:00 p.m., unless permission for a change has been granted by the Board.
10. The Midlakes Board will be responsible to hire and pay for computer assistance in seeding, preparation of heat sheets and results for all League Prelim and Championship meets. The host club for Divisional Championships is responsible for this individual(s).
11. Heat sheets at all championship meets, including prelims, shall list swimmer's entry times.
12. The host club should submit prelim and League Championship results to the League Webmaster for posting to the website. League preliminary results should be sent at the completion of the days events.

13. **Meet Referee** - A volunteer, appointed by the Midlakes' Rep for officials, who is familiar with U.S. Swimming rules and regulations. Shall have full authority over all officials and shall assign and instruct them; shall enforce all applicable rules 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; can overrule any meet official on a point of rule interpretation, or on a judgment decision pertaining to an action which the Referee has personally observed.
14. **Deck Referee** - A volunteer who is assigned by the meet referee to act as a back-up to the meet referee when required during the meet.
15. **Meet Director** - Shall be appointed by the meet host club and in most cases is a volunteer parent. Responsibilities include, but are not limited to: preparing the facility; arranging for volunteer personnel, equipment, and supplies necessary for meet operation.
16. **Midlakes Consultant** - At League prelims and championships, the Midlakes board president and/or any other Midlakes board member(s) appointed by the president, who serve as a resource to help the Meet Referee in the interpretation of any Midlakes rules. As necessary this person will act as a liaison between the Meet Referee and coaches, clerks of course or computer data entry operators.
17. **Scratch (from an event)** - Withdraw an entry from competition.
18. **No-show** - Failure to arrive at the starting block in time for an event in which the swimmer (relay team) was entered.

K. Seeding

1. **Timed Finals - All Divisional Championships**
 - a. **Heats** - In order to assure seeded positions, the best competitive times of all entries must be submitted. The last heat shall be composed of the swimmers with the fastest submitted times, the next-to-last heat composed of the next fastest swimmers, etc. There shall be a minimum of three swimmers or relay teams seeded into any one timed-final heat. The last heat should be a full heat, but the requirement of seeding three into any heat may result in failure to fill the final heat.
 - b. **Exception** - There shall be a minimum of three swimmers seeded into any one heat, but subsequent scratches may reduce the number of swimmers in such heat to less than three.
2. **Preliminary Heats when finals are scheduled (League Preliminaries)**. In order to assure seeded positions, the best competitive times of all entries must be submitted. These times shall be assembled with the fastest swimmer first and the slowest swimmer last. Swimmers, whose submitted times are identical, should be assigned places in the list by draw. Swimmers with no submitted times shall be considered the slowest and shall be

placed in heats according to a draw. Swimmers shall be placed in heats according to the following:

- a. Three heats or less - The fastest swimmer shall be placed in the third (or last) heat; next fastest in the second, next in the first (assuming three heats). The fourth fastest swimmer shall be placed in the third heat, the fifth in the second heat, and the sixth fastest in the first heat, the seventh fastest in the third heat, etc.
- b. Four heats or more - The last three heats of an event shall be seeded in accordance with 2a above. The heat preceding the last three heats shall consist of the next fastest swimmers; the heat preceding the last four shall consist of the next fastest swimmer, etc.

3. Lane assignments within heats:

Lanes shall be assigned starting with the fastest time through the slowest time, as follows:

4-lane pool	2-3-1-4
5-lane pool	3-2-4-1-5
6-lane pool	3-4-2-5-1-6
8-lane pool	4-5-3-6-2-7-1-8

L. Championship Placement

1. League Championships

a. Preliminary/Final Individual Events

- 1) Swimmers in the consolation heat will compete for places 7 through 12 or 8 through 16 in an eight lane pool.
- 2) Swimmers in the final heat will compete for places 1 through 6 or 1 through 8 in an eight lane pool.

b. Relays

All relays will be swum at League Preliminaries. Each club may enter as many relays as it chooses, but only the two fastest relays from each team shall advance to finals. Twelve relays in each event shall advance to finals, or 16 depending on facility.

c. Timed Final Individual Events will all be swum at the League Preliminaries.

2. Div. Championships

Final placement will be determined by the official time of all competing swimmers.

M. Officials for Meets

1. Dual Meet officials should include: (Minimum)
 - 1 USA swimming certified official designated by the host team as referee
 - 1 starter, who may act as referee if no USA swimmer certified official is available to assume this duty, and he/she has attended the Midlakes Officials Clinic for the current year.
 - 2 stroke and turn judges (one from each team)
 - 2 timers per lane (minimum; 3 recommended)
 - 2 spare timers (if possible)
 - 2 scorers (minimum)

The visiting team shall provide one stroke and turn judge and one timer with digital watch per lane. Coaches may not serve as officials in a meet in which their club is participating.
2. Championship meet officials should include:
 - 1 referee (may combine referee and starter, see M1, above)
 - 1 starter
 - 1 clerk of course
 - 4 stroke and turn judges (the starter may serve as one)
 - 3 timers per lane or two timers and a calibrated electronic timing system
 - 2 spare timers
 - 4 scorers and medals/ribbons writers
3. Duties of officials shall be as defined in the current United States Swimming Rule Book
4. All stroke and turn judges are urged to be USS Certified and are required to attend the Midlakes clinics at the start of the season at least every two years.

N. Concessions

1. For all meets, host pools have the sole right to the sale and profit of food and beverage concessions.
2. The host for League Championships has the right to production, sale and profits of all shirts, hats and similar merchandise which advertise the Midlakes Swim League. Any other club which wishes to sell these products at their pools may also do so with the cooperation of the League Champs. The profits will be equally split between the League Champ and the host pool.
3. Before the production of any product in paragraph N2, the design must be submitted for approval by the Midlakes Board by June 9th.
4. The profits of all concessions and meet programs (heat sheets) shall be used to offset the expenses of running the meets.

O. Order of Events

The events will be swum in the following order (see next page). In Dual Meets, any event may be deleted, changed or added, with the mutual consent of the coaches involved in the particular meets. At League Championships events 35- 40 will be swum as timed finals at Prelims.

DUAL AND DIV. CHAMPS		LEAGUE CHAMPS			
<u>Girls</u>	<u>Boys</u>	<u>Girls</u>	<u>Boys</u>		
		1	2		12 & Under
		3	4		14 & Under
		5	6	*	17 & Under
1	2	7	8		8 and Under
3	4	9	10		10 & Under
5	6	11	12		12 & Under
7	8	13	14		14 & Under
9	10	15	16	*	17 & Under
11	12	17	18		10 & Under
13	14	19	20		12 & Under
15	16	21	22		14 & Under
17	18	23	24	*	17 & Under
19	20	25	26		8 and Under
21	22	27	28		10 & Under
23	24	29	30		12 & Under
25	26	31	32		14 & Under
		33	34	*	17 & Under
29	30	41	42		8 and Under
31	32	43	44		10 & Under
33	34	45	46		12 & Under
35	36	47	48		14 & Under
37	38	49	50		17 & Under
39	40	51	52		8 and Under
41	42	53	54		10 & Under
43	44	55	56		12 & Under
45	46	57	58		14 & Under
47	48	59	60	*	17 & Under
		61	62		8 and Under
		63	64		10 & Under
		65	66		12 & Under
		67	68		14 & Under
27	28	69	70	*	17 & Under
49	50	71	72		8 and Under
51	52	73	74		10 & Under
53	54	75	76		12 & Under
55	56	77	78		14 & Under
57	58	79	80	*	17 & Under
59	60	81	82		8 and Under
61	62	83	84		10 & Under
63	64	85	86		12 & Under
65	66	87	88		14 & Under
67	68	89	90	*	17 & Under
		35	36		12 & Under
		37	38		14 & Under
		39	40	*	17 & Under

P. Scoring

1. Dual Meets:			
Place	1	2	3
Individual	5	3	1
Relay	8	4	2

A team may not receive points for all three places. If one team places first, second and third, the third place point shall be awarded to the swimmer from the opposing team.

2. Championship scoring:
To be consistent with USA swimming guidelines for number of lanes.

Q. Awards: Awards will be given according to the League policy for the year.

1. Divisional dual meets - A permanent plaque or trophy will be awarded to the teams that:
 - a. Compile the best Divisional "A" dual meet record. These plaques (Div. I - V) will be presented at the League Championship meet.
 - b. Compile the best Divisional "B" dual meet record. These plaques will be presented at the League Championship Meets.
 - c. Dual meet records are calculated without regard to the results of cross-divisional meets.

2. Div. Championships

- a. Relays:
Medals for 1st through 3rd place,
Ribbons for 4th through 12th place.
- b. Individual Events:
Heat winner ribbons in all 8 & under, 9-10, and 11-12 events with more than two heats, for *all heats except last two heats* (since the winners of those two fastest heats will receive place ribbons).
Medals for 1st through 6th place,
Ribbons for 7th through 12th place.
- c. Division Championship winner: Trophy or plaque.
- d. Participation ribbons will be made available to any club at that club's expense. Order forms can be found on the league website.

3. League Championships

- a. Qualifier pins awarded to all prelim swimmers who do *not* participate in *any* event at finals. Order forms can be found on the league website.
- b. Relays:
Medals for swimmers in the finals heats.
Ribbons for swimmers in the consolation heats.
- c. Individual Events:
Medals for swimmers in the finals heats.
Ribbons for swimmers in the consolation heats.
- d. Team: Traveling trophy to the 1st place team

2007 MIDLAKES SWIM LEAGUE

COACHES' CERTIFICATION REQUIREMENTS

SAFETY CREDENTIALS FOR COACHES

All coaches and assistants are required to be current in First Aid and CPR certification, and have completed the Coaches Safety Course. The responsibility for lifeguard certification will remain with the individual clubs. Any Midlakes team without all coaches properly certified will not be permitted to participate in Midlakes competitive events.

A. (ARC) STANDARD FIRST AID

- * An 8-hour course (includes adult CPR)
- * Manual: (ARC) Standard First Aid
- * Must be current (valid for 3 years)
Note: The CPR portion of this course is valid for one year only. CPR must be renewed each year.

B. SAFETY TRAINING FOR SWIM COACHES

Current USA Swimming coaching certification or:

- * An 8-hour course

Note: Individuals possessing the Lifeguard Training or WSI (New Materials) Certification may take a 4-hour course.
- * Manual: ARC Safety Training for Coaches
- * Must be current (Valid for 3 years)

****COPIES OF ALL CERTIFICATIONS MUST BE IN THE MIDLAKES' PRESIDENT'S HANDS BEFORE THE FIRST MEET. ANY COACH WITHOUT CERTIFICATION WILL NOT BE ALLOWED ON DECK AT ANY MEET.**

C. LIFEGUARD TRAINING (Optional as per club policy)

- * A 27-hour course
- * Minimum age - 15
- * Main Text: Lifeguard Training
- * Must be current (Valid for 3 years)

2007 Midlakes Dual Meet Responsibilities

Coaches may not serve as officials in a meet in which their club is participating. Duties of officials shall be as defined in the current United States Swimming Rule Book.

- *Home Team will be in the Odd numbered lanes the Away team will be in the Even numbered lanes*
- *Division I meets will start at 5:30 PM, Home Warm-up at 4:30 PM Away Warm-up at 5:00 PM*
- *Division II-V meets will start at 6:00 PM, Home Warm-up at 5:00 PM Away Warm-up at 5:30 PM*

Home Team Provides.

- Meet Starter/Referee (see M1)
- 2 Timers with watches per Lane
- 2 backup timers per shift (if possible)
- 1 Stroke and Turn judge
- Computer with your team's complete roster (A & B team) and meet entries entered into Meet Manager. Please note that if a child is not on the roster that you turned in by the start of the meet he/she will not be allowed to enter the meet.
- 1 Runner to pickup timer sheets and deliver to the scorekeeper
- 1 or 2 volunteers for entering the meet results into Meet Manager.
- Ribbon Awards for both teams
- Results – to Away team, Division Rep and Division Teams. Note the Away team should receive a full backup of the meet not just an export of their results at the end of the meet. The home team is responsible for submitting results to the website within 24 hours of the meet.

Away Team Provides

- Meet entries on floppy disk or jump drive.
- 1 Timer with watch per lane
- 1 Stroke and Turn judge
- Disk or thumb drive with an export of your teams complete roster (A & B Team) and meet entries. This is due at the start of your warm-up time.
- Disk or thumb drive for a backup of the meet. (This can be the same as your entry disk)

Both Head Coaches should discuss at least the day before the meet how many exhibition heats each will have and any limitations or special rules of the host club. Example: shallow end starts for relays, Home club allows dives or does not allow dives. This is up to the home pool. The away team can chose not to dive if they wish.

Designation of Meet Referee

The Home Team will designate a Meet Referee for each Dual Meet. Preferably the meet referee designee would be a USA certified official. If a USA certified official is not available, then a person trained as a Midlakes Stroke & Turn official but not working the meet in that capacity (starter can double as meet referee if the starter has attended the Midlakes Officials clinic the current year). Coaches may not serve as the Meet Referee.

Primary duties:

- Make sure everything is in place to run the meet (safety comes first)
- Conduct a Stroke & Turn officials meeting including the stroke briefing
- Conduct a Timers meeting,
- Handle any disputes that may arise during the meet (the Meet Referee's decision is final although may be appealed to the Midlakes Board).

DIVISIONAL CHAMPIONSHIP GUIDELINES

MIDLAKES SWIM LEAGUE

Please read the Midlakes Operating Plan for specifics on the following:

- Fees
- Regulations
- Seeding and Lane Assignments
- Placement
- Officials
- Order of Events
- Scoring
- Awards **

** (Note: Midlakes provides the awards)

General Information

The host club should send a letter of invitation to all the clubs in the division, plus the Division Rep and Midlakes President. The letter should include the date, time and place of the meet with the address and phone number of the host club; a warm-up schedule with lane assignments; date, time and place to deliver entry files; master list and fees with a reminder that event numbers are different from the League Champs and that "NTs" are not accepted (NOTE: Divisions that include metered pools might also want to remind coaches that entries must be in yard times); a request for names and phone numbers of timers and other personnel required; the time of the scratch meeting; the time of the officials' meeting; and the name and phone number of the meet director or a person to contact with questions.

REMEMBER TO HAVE LOTS OF GARBAGE CANS AND AN EAGER CLEAN-UP COMMITTEE!

Fees

The fees go to the League Treasurer along with the master entry form. However, it is essential to have the master entry form at the meet as a reference for possible entry errors.

Officials

In addition to those listed in the Operating Plan, personnel needed are: an announcer, a supervisor to sort the youngsters as they progress from the clerk-of-course to the blocks, people to sell heat sheets and lots of runners. Most clubs find it helpful to have the meet director be someone other than the starter/referee so that the trouble-shooting does not hold up the meet. However, all questions of meet conduct and rules must be decided by the referee.

In a six-lane pool with three timers per lane, each club will need to provide six or seven timers (allowing for two shifts). Fewer will be needed for smaller pools.

The host club provides the starting system, scores of pencils and, if possible, a recall rope. In other words, all officiating equipment except the watches, although it is wise to have a supply of extra batteries for the watches.

Official Staff

The office needs: two people to record the top six places, one exceptionally cool, calm and connected person as scorekeeper, two typists for recording total results and one runner. The recorders should be provided with forms in triplicate; one to be posted, one for the scorekeeper and one to go to the announcer and from there to the awards table. The scorekeeper should have a copy of Divisional Championship Scoring.

Awards

Most clubs find it advisable to keep the awards table inaccessible to the public! Two people are needed to attach labels to ribbons and sort them by club. They are usually put into shoe boxes and given to the coaches at the end of the meet.

Entry Errors

Remember that "NTs" are not acceptable (although aggregate times may be used for relays). The date the entry time was achieved must be in yard times. Procedures for dealing with most entry errors are in the Operating Plan. Incidentally, there are no refunds for scratches!

Heat Sheets

Heat sheets must show entry times. Most divisions print between 100 and 150 copies and are usually able to find someone who will run them off at little or no cost (to the club). The price is determined by the host club and varies. Heat sheets should be set aside in advance for all coaches, the starter, referee, judges, announcer, clerk(s)-of- course, timers, plus several for the office. The clerk-of- course, the starter, and, if possible, the announcer, should attend the scratch meeting so as to have corrected heat sheets.

Results

The results are to be submitted to the website for posting. See requirements for posting results at www.midlakesswimleague.org.

APPENDIX A

This is to be used in conjunction with the USS mini-rule book which will be handed out at the Stroke & Turn/Starter clinics.

Current United States Swimming Rules will be followed in all league meets except the following:

FALSE START

- a) Each heat will be permitted one false start.
- b) After a second false start, that swimmer (or relay) shall be permitted to swim the event as an exhibition. In that case, no score will be permitted, and no record may be set. For championship meets (including preliminary heats), dual confirmation of the false start by the deck referee and either the recall starter or starter shall be required. (Exception to USA Swimming Rule 102.14.5.A)

BACKSTROKE TURN

Upon completion of each length, some part of the swimmer must touch the wall. During the turn the shoulders may be turned past the vertical toward the breast after which a single arm pull or a simultaneous double arm pull may be used to execute the turn. Independent kicking is allowed. The swimmer must have returned to a position on the back upon leaving the wall. (Exception from USA Swimming Rule 101.3.3)

Relays

IN THE WATER START

In relay races involving in-the-water starts, the team of a swimmer who's hand has lost touch with the end of the course before his/her preceding teammate touches the wall shall be disqualified, unless the swimmer in default returns to the original starting point at the wall. (Exception from USA Swimming Rule 101.6.3.G)

Personnel

The minimum personnel for swimming meets shall include the following: 1 Meet Referee; 1 Starter; 2 stroke and turn judges; 3 timers per lane (2 timers if automatic timing is being used). The referee and starter may be the same person. (Exception to USA Swimming MS 2.1)