

CHESAPEAKE AND POTOMAC SWIMMING LEAGUE
RULES OF COMPETITION AND MEET PROCEDURES

ARTICLE I GENERAL RULES

- Section 1 All persons associated with the YMCA competitive Swimming Program are to comply with the spirit and intent of the “Rules That Govern YMCA Competitive Sports” as published by the National Board of the YMCA.
- Section 2 General Swimming Rules - Competition will be governed by the current revision of the USA Swimming Technical Rules, plus such rules as are set forth herein. In the event of conflict of ambiguity, the rules herein will prevail.
- Section 3 Eligibility of Swimmers
- (a) The current season is defined as September 1 to May 1,
- (b) In order to compete in a C&P League dual or tri-meet an individual may not have represented another team in open and closed competition during the current season, subject to the following exceptions:
- (i) Swimmers may represent their high school in closed interscholastic competition
 - (ii) Swimmers may be 21 years of age as of Dec 1st and compete in the C&P league provided they are still in High School.
 - (iii) Swimmers who are 18 by Dec 1st may compete in the C&P league provided they are not competing for a College team.
 - (iii) Other exceptions as may be granted on petition to the President of the League
- (c) All competitors must be listed on the current team roster submitted to the league prior to the meet as required in Article III, Section 1(a).
- Section 4 Eligibility of Teams - All League member teams shall be eligible for League competition providing payment of membership dues at the beginning of each season.
- Section 5 Protest of Swimming Rules - Protests claiming any violation of League rules must be made, in writing by e-mail, to the League Vice President within 72 hours of the alleged violation. Copies shall be sent to the President and Secretary as well. The Vice President shall resolve all protests in accordance with the procedure set forth in Appendix 1.
- Section 6 Penalties
- (a) Competition by an ineligible swimmer will result in forfeiture of the swimmer’s points for that meet and all preceding meets in which the swimmer was ineligible.
- (b) A swimmer may swim under protest. However, if the decision of the Appeals Committee goes against the swimmer, the points earned by that swimmer will be forfeited according to Section 6(a) above.
- (c) Any team that is found to be in violation of the USA, YMCA or C&P League Rules shall forfeit all the dual meets in which such violations occurred.
- Section 7 Meet Administration— All C&P meets will be administered and scored using the Meet Manager software from Hytek or TouchPad from Team Unify.

ARTICLE II COMPETITION

Section 1 Age Groups

(a) Age groups for League competition will be: 15 & older, 13-14 years, 11-12 years, 9-10 years and 8 years and under.

(b) There will be separate age group competition for boys and girls.

(c) A swimmer will compete in the age group as determined by his or her age as of December 1st of that competitive season.

Section 2 Age Group For Competition-Each swimmer must compete in his or her correct age group. This does not apply to exhibition or unofficial swims.

Section 3 League Divisions

(a) The League will consist of a number of divisions to be decided at the Spring meeting.

(b) Divisional alignment shall be discussed by the league at the Spring meeting and then decided on and distributed to the League by the Board within 30 days following the Spring Meeting.

(c) The League Invitational Meet will be held without regard to the Divisional separation.

Section 4 Number of Entries Per Swimmer

(a) In a dual meet, each competitor may be entered in four (4) events, regardless of team size. If a competitor is entered in four events, at least one must be a relay.

(b) In tri-meets, each competitor may be entered in three (3) events unless agreed otherwise by all teams.

(c) League Invitational Meet participants will be allowed to enter up to four "scored" events, as determined by Article VI. If four "scored" events are entered, at least one must be a relay. Participation in "open" events is limited to three individual events

(d) If, by mistake, a swimmer is entered in more than the allowed number of "scored" events the swimmer must swim in the first events for which he or she is listed on the official line-up, within the provision of Article II, Section 4(a) or 4(b), above.

(e) Any swimmer not reporting for or competing in a scheduled event shall not be penalized, but the event missed will be counted as a completed event.

(f) Official Swimmers - In all dual meet or tri-meet competition, all swims shall be counted for the purpose of compliance with Article II, Section 4(a) and 4(b). A coach may declare any swimmer in any event as "exhibition", but exhibition swims shall still count toward the limits Article II, Section 4(a) or 4(b). Exhibition swims shall be clearly indicated in the Meet Manager entries by means of an "X" next to the seed time. Exhibition swims shall not count toward the team score.

ARTICLE III GENERAL PROCEDURES

Section 1 General Procedures

- (a) By September 30th each team must submit to the League Secretary a roster in the form of a Team Manager or Team Unify export of athletes file. This file will include a complete team roster of male and female swimmers, listing, by age group and sex, the name and birth date of each eligible swimmer. Any additions to the roster must be submitted to the league secretary 5 days prior to the first competition for the added swimmer(s). The Secretary will distribute additions to rosters on the Thursday before any league meet weekend. Swimmers deleted from the official roster may not be re-added during the current season without the express written permission of the League President.
- (b) Each team must provide a minimum of three officials; one starter/referee and two stroke and turn judges. Each team must provide half of the timers required per request of the host team. The host team may ask for additional help clerking, scoring or helping with awards, if needed.
- (c) In the event that any team cannot provide the proper number of timers, judges, workers or qualified officials, its team representative should notify the corresponding team representative(s) 72 hours prior to the scheduled start of the meet, so that proper action can be taken.

ARTICLE IV DUAL MEETS

Section 1 Meet Procedures

- (a) All meets shall be conducted following current USA Swimming Technical Rules
- (b) All meets shall be administered and scored using the HyTek MeetManager or Team Unify TouchPad software. Entries and results shall be exchanged using the embedded export functions of MeetManager or Team Unify.
- (c) The host team shall prepare and provide at no charge an agreed upon number of copies of the meet heat sheets for use by the visiting team. Copies should be distributed at least 30 minutes prior to the start of the meet.

Recommendation: It is recommended that the MeetManager or Team Unify Lane/Timer Sheets be used to record times during the meet. If time constraints prevent use of Lane/Timer Sheets. Heat Sheets may be used.

- (d) All events 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 League Representatives. In case of a dispute over rescheduling, the League Presidents decision will prevail. Failure to comply will result in forfeiture for both teams.
- (e) Place finishes in dual meets shall be determined on the basis of time.
- (f) At the conclusion of the meet, the host League Representative or IT person is responsible for e-mailing the Meet Results back-up file to the League Webmaster no later than 6pm Tuesday following the meet. Meet results shall include all swimmers in all events competed during the meet.
- (g) At the conclusion of the meet, the host League Representative or IT person shall provide the visiting League Representative or Coach with an electronic copy of the complete meet results in electronic form using the embedded functions of Meet Manager. The results may also be e-mailed to the League Representative or Coach no later than the Tuesday following the meet.

Section 2 Entry Procedures

- (a) Meet entries shall be prepared in advance using TeamManager or Team Unify and shall be exported using export feature of TeamManger or Team Unify for import into MeetManger. Dual meet events will be decided by the host team at least 10 days before the meet. The host will distribute the event file no later than 5 days prior to the meet.
- (b) Meet entries shall be exchanged electronically, by e-mail, by 7:30 PM on the second day before the meet (7:30 PM Thursday for a Saturday meet). With the agreement of both coaches, a later

exchange is permissible. The purpose of early submission is to permit heat sheets to be prepared for distribution or sale to parents and spectators.

Recommendation: Line-ups can be sent to home team e-mail by Wed. at 6 PM with any final changes by 7:30 PM on Thursday evening. This will allow home team to arrange the seeded heats to multiples of the number of competition lanes early in preparation of Program. THIS IS IMPORTANT for a fast meet.

- (c) All Entries submitted under Article IV, Section 2(a) and (b) must conform to the requirements of Article I, Section 3 at the time of submission.
- (d) A completed heat sheet shall be provided to the visiting team by 7:30 PM the day before the meet. This heat sheet shall form the basis for any last minute changes prior to the meet.
- (e) Changes on the day of the meet shall be limited to scratches and relay entries only. If mutually agreed by the coaches and lanes are available, other changes can be made but those swimmers will be marked as exhibition and will not score points.

Section 3 Order of Events

- (a) Standard Sequence of Events- shown in Table 1.
 - a. All events except 85 and 86 shall be scored. Home teams may choose to offer time trials in any other events in lieu of or in combination with Events 85 and 86.
- (b) Alternative Sequence of Events - With the joint agreement of both coaches, the dual meet order of events may be altered as shown in Table 2:
 - a. Scored Events for Alternate Sequence - For the purpose of computing a team score for dual meets, the events shall be scored as shown in Table 2. Scoring shall be as determined in Article V.

Section 4 Entry Limitations —Participation in any unscored event may be limited in order to achieve a Meet Manager predicted time line of no longer than 4 hours, or less by mutual agreement of the coaches. If necessary, entry limitations shall be imposed on the longer distance events first. Coaches shall be notified of any entry limitations when the Heat Sheets are prepared.

Section 5 Pool Requirements

- (a) All league competitions shall take place in pools that are 25 yards or meters in length, have a minimum of 4 lanes (6 or more preferred), have starting blocks in all competition lanes, and have a minimum of 5 feet water depth under the starting blocks.
- (b) Electronic timing devices may be used if available.

Section 6 Other Requirements

- (a) Computer Hardware -Except by mutual agreement between the competing teams, the host team shall provide the computer hardware necessary to administer and score the meet. The hardware shall include computer and printer.
- (c) Computer Software -Except by mutual agreement between the competing teams, the host team shall provide the computer software necessary to administer and score the meet. The league-standard software shall include the currently approved version of HyTek Meet and TeamManager or TeamUnify.
- (d) Infrastructure Failure — In the event that the computer hardware or software fails during the conduct of the meet, timing results shall be collected on paper for the duration of the meet. It shall then be the responsibility of the host team to enter the data, tabulate and print the results, and forward a paper and electronic copy of the meet results along with all ribbons and awards to the visiting team no later than seven days after the date of the meet. Failure to comply with this schedule shall be grounds for forfeiture of the meet by the host team.

ARTICLE V MEET SCORING

- Section 1 Dual Meet Scoring
- (a) Scoring will be done on an event and age-group basis in accordance with Table 1.
 - (b) Scored events will be scored 5-3-1 respectively for first (1st), second (2nd) and third (3rd) places. No team will be credited with more than eight (8) points per event.
 - (c) No team will be credited with less than one (1) point in an event in which it has a qualified swimmer. Relay events will be scored 7-0.
 - (d) In the event that two swimmers tie for a scoring position, the points awarded to that position shall be added to the points for the next lower finishing position, and divided between the two swimmers.
- Section 2 Tri-Meet Scoring
- (a) Tri-meets among teams may be set up by mutual agreement among coaches. Scoring shall be done on an event and age-group basis in accordance with Table 1.
 - (e) Individual events shall be scored 6-4-3-2-1 respectively for first (1st), second (2nd), third (3rd), fourth (4th), and fifth (5th) places.
 - (d) Relay events shall be scored 8-4-0.
 - (e) In the event that two swimmers tie for a scoring position, the points awarded to that position shall be added to the points for the next lower finishing position, and divided between the two swimmers.

ARTICLE VI C&P League Sub-Championship Invitational Meet

- Section 1 General —At the end of the scheduled Dual Meet (and/or Tri-Meet) season, C&P Sub-Championship Invitational Meet will be held with events corresponding to the regularly conducted Dual and Tri-meets. Prior to the spring League meeting a notice will go out from the League President asking for teams' proposals to host next year's C&P Sub-Championship Invitational. The proposals are then due one week prior to the spring League meeting and will be voted on at the League meeting.
- Section 2 Schedule and Location —The meet shall be scheduled on a weekend after the last dual/tri meets, and before the District Meet. The facility shall have sufficient capacity to handle 600 swimmers and corresponding spectators. The pool shall be 25 yards in length, have a minimum of 6 lanes, and have a minimum of 5 feet water depth under the starting blocks. Electronic timing devices shall be used, along with computer processing of event and meet results. The host team is not required or expected to obtain a YMCA Sanction for the C&P Invitational.
- Section 3 Events-Events shall correspond to the regularly scheduled events in the Dual and Tri meets. In addition, the 13-Older 500 Free will be an official event.
- Section 4 Scoring and Awards — Age group events corresponding to the regularly scheduled events in dual meets shall be scored. There will be no points for Open events. Awards shall be provided for all regular events, excluding open events.
- Section 5 Open Events — Host teams are encouraged but not required to include opportunities for the following additional competition opportunities in the C&P Sub-Championship Invitational: Open 100 Back, 100 Breast, 100 Fly and 100 IM, 13 & over 200 Back, 200 Breast, 200 Fly, 400 IM and 13&over 1000 Free. Optional events may be competed as mixed Girl/Boy events. Optional events shall be scheduled so as to permit competition in both the regular event and the optional event. For example, 13 & Over 200 Breast should be scheduled at a separate session than 13-14 100 Breast. Open events shall not count toward the participation limits of Article III, Section 1 (b).
- Section 6 Eligibility -The C&P Sub-Championship Invitational is open to all swimmers who are in good standing within the C&P League YMCA. Swimmers who met the qualifying time for the District Championship meet shall not be eligible to compete in that event during the age-group, scored sessions.. All swimmers shall be eligible to compete in open events, regardless of their time qualifications.

Section 7 Entries and Fees -Each eligible swimmer may enter 3 individual events and 1 relay event. Open events are not included in this limit. A meet notice with entry forms and instructions shall be mailed to all associations at least 8 weeks prior to the entry deadline. All entries must be submitted electronically.

The host organization shall establish the entry fees and other proposed fees as part of their proposal. The host association shall use entry fees to pay for awards, equipment and facility rental expenses, administrative expenses, and hospitality expenses. All funds raised belong to the host association. In the event that the League pays any of the costs associated with the meet, those costs will be reimbursed to the League by the host organization.

Section 8 Results-The host organization shall post results in a timely fashion at the meet, and shall send the League and each participating team a copy of meet results within a week after the meet.

ARTICLE VII LEAGUE SCHEDULE

Section 1 Competition Season — The C&P League Competition Season shall extend from the second Saturday in November through the second Saturday in February. The C&P Invitational shall be scheduled after the conclusion of the Competition Season. Adjustments in this season may be made by consensus of the Teams at the Fall meeting.

Section 2 Holidays — The League shall not schedule competition on Thanksgiving weekend or on the consecutive Saturdays bracketing the Christmas and New Year's holidays.

Section 3 Competitive Ranking — Competitive rankings shall be determined by the order of finish at the YMCA East Field South District Invitational meet. In the event of a tie, the ranking shall be determined at random among the tied teams.

Section 4 Dual Meet Schedule - The League shall schedule five competitive Dual/Tri Meets distributed as evenly as possible throughout the competitive season. The competitive ranking shall determine the schedule of Dual/Tri meets in accordance with the following table with the geographic location of the teams taken into account:

Table is made using information from Article VII Section 3 and 4.

First Meet	1-6	2-5	3-4
Second Meet	1-5	2-4	3-6
Third Meet	1-4	2-3	5-6
Fourth Meet	1-3	2-6	4-5
Fifth Meet	1-2	3-5	4-6

Section 5 Tri-Meet Schedule -Tri-meets may be scheduled in lieu of dual meets by mutual consent of the affected coaches.

Section 6 Scheduling -The location and time of the Dual and Tri-Meet schedule shall be determined by the team representatives at the Fall Meeting or through e-mail or phone conversations. The Team representatives must provide their schedules to the League Webmaster prior to the start of the season. Teams are permitted to adjust their schedule, but only with mutual consent of all the teams involved. Any disputes should follow Article1 Section 5.

Section 7 Other Competition – Teams are permitted to establish other dual meets as their schedule permits.

APPENDIX 1

Procedure for handling protests filed under ARTICLE I, Section 5.

When the Vice President receives a protest which does not involve his or her home team, the following procedure shall be followed.

1. The Vice President shall determine if the protest notice bears an e-mail delivery date, within 72 hours of the claim violation. If the notice is found to be untimely, the Vice President shall notify all teams involved that the protest notice has been rejected.
2. If the notice is proper, the Vice President shall appoint two League Representatives from two different teams, other than his own team or a team involved in the protest, to serve with the Vice President as a three member protest committee. In selecting these two representatives, the Vice President shall, where consistent with convenience of location, seek to appoint persons representing teams from the division not involved in the protest (one from each division if the protest arises from inter-divisional competition).
3. The Vice President shall set the time and place of the protest hearing, making reasonable efforts to accommodate the convenience of the involved parties. This meeting may be conducted via conference call.
4. The Vice President shall preside at the protest hearing, and shall determine the hearing procedure to be followed.
5. The protest shall be decided by vote of the protest committee, majority ruling, and shall not be subject to appeal.
6. The Vice President shall give written notice of the final decision to all teams involved, and to the President.

When the Vice President receives a protest which involves his or her home team, the following procedure shall be followed

1. The Vice President shall immediately forward all notices received to the President, and advice as to the time and date received. The President shall perform the review described in "1" above and shall reject the protest if it is found to be untimely, unless the team of the President is also involved in the protest.
2. The President shall appoint a representative from a team not involved in the protest to perform all of the duties of the Vice President set forth above, including the review for timeliness, if the team of the President is involved, and the appointment of the protest committee members.

A protest may be decided on the basis of written statements of position submitted by the involved parties, but only if it is found suitable for such determination by the Vice President AND if the teams involved in the protest agree to such procedure.

APPENDIX 2

Rules

- These rules were established by an ad-hoc committee during the summer of 1979 and discussed, revised and approved at a General Meeting called for that purpose on September 30, 1979.
- Revised May 4, 1980, revised October 15, 1981, revised May 16, 1982, revised September 16, 1984, revised September 15, 1985, revised September 28, 1986, revised September 20, 1987, revised October 2, 1988, revised September 24, 1989, revised September 30, 1990, revised September, 1992. Designation of team acronyms added by league meeting action September 1994. Revised September 1996. Revised Sept. 1997.
- A major revision of the rules was undertaken to include the mandatory use of computer aided scoring and meet administration, and a corresponding reorganization of the competitive events in 1999.
- Revised and updated by S. Lake, 10/01/2006 per discussions at the Fall 2006 League Meeting.
- Revised and updated by S. Lake, 8/25/08 per discussions at the Fall 2008 League Meeting.
- Revised and updated by S. Lake, 6/10/09 per discussions at the Spring 2009 League Meeting.
- Draft revisions N Pressly, 8/2015.
- Revised and updated by L Dunn 5/1/17 per discussions at the Spring 201. League Meeting. Voted in on 4/22/18

TABLE 1: SWIMMING EVENTS

<u>Event No. (Boys)</u>	<u>Event</u>	<u>Event No. (Girls)</u>
1	15&Older 400 Medley Relay (200 MR Opt)	2
3	13-14 200 Medley Relay	4
4	11-12 200 Medley Relay	6
7	9-10 200 Medley Relay	8
9	8&U 100 Medley Relay	10
11	15&Older 200 Free	12
13	13-14 200 Free	14
15	11-12 200 Free	16
17	15&Older 50 Free	18
19	13-14 50 Free	20
21	11-12 50 Free	22
23	9-10 50 Free	24
25	8&U 25 Free	26
27	15&Older 200 IM	28
29	13-14 200 IM	30
31	11-12 200 IM	32
33	9-10 100 IM	34
35	15&Older 100 Fly	36
37	13-14 100 Fly	38
39	11-12 50Fly	40
41	9-10 50 Fly42	
43	8&U 25Fly	44
45	15&Older 100 Free	46
47	13-14 100 Free	48
49	11-12 100 Free	50
51	9-10 100 Free	52
53	8&U 50 Free	54
55	15&Older 100 Back	56
57	13-14 100 Back	58
59	11-12 50 Back	60
61	9-10 50 Back	62
63	8&U 25 Back	64
65	15&Older 100 Breast	66
67	13-14 100 Breast	68
69	11-12 50 Breast	70
71	9-10 50 Breast	72
73	8&U 25 Breast	74
75	15&Older 400 Free Relay (200 FR optional)	76
77	13-14 200 Free Relay	78
79	11-12 200 Free Relay	80
81	9-10 200 Free Relay	82
83	8&U 100 Free Relay	84
85	13-Older 500 Free (Optional-no points)	86

TABLE 2: Alternative Order of Events and Scoring Matrix

Event No.	B/G Mix	Age Group	Distance	Event	Age Group (x = scored event)				
					8 & U	9-10	11-12	13-14	15-18
1/2	B/G*	13-older	200/400	R-Medley					x
3/4	B/G	13-14	200	R-Medley				X	
5/6	B/G	11-12	200	R-Medley			x		
7/8	B/G	9-10	200	R-Medley		x			
9/10	B/G	8 & Under	100	R-Medley	x				
11	B	11 & Over	200	Free			x	x	x
12	G	11 & Over	200	Free			x	x	x
13	B	9 & Over	50	Free		x	x	x	x
14	G	9 & Over	50	Free		x	x	x	x
15	B	8 & Under	25	Free	x				
16	G	8 & Under	25	Free	x				
17	B	9 & Over	200	Medley			x	x	x
18	G	9 & Over	200	Medley			x	x	x
19	B	7-12	100	Medley	x	x			
20	G	7-12	100	Medley	x	x			
21	Mix	12 & Over	200	Fly					
22	B	9 & Over	100	Fly				x	x
23	G	9 & Over	100	Fly				x	x
24	B	7 & Over	50	Fly		x	x		
25	G	7 & Over	50	Fly		x	x		
26	B	8 & Under	25	Fly	x				
27	G	8 & Under	25	Fly	x				
28	B	9 & Over	100	Free		x	x	x	x
29	G	9 & Over	100	Free		x	x	x	x
30	B	8 & Under	50	Free	x				
31	G	8 & Under	50	Free	x				
32	Mix	12 & Over	200	Back					
33	B	9 & Over	100	Back				x	x
34	G	9 & Over	100	Back				x	x
35	B	7 & Over	50	Back		x	x		
36	G	7 & Over	50	Back		x	x		
37	B	8 & Under	25	Back	x				
38	G	8 & Under	25	Back	x				
39	Mix	12 & Over	200	Breast					
40	B	9 & Over	100	Breast				x	x
41	G	9 & Over	100	Breast				x	x
42	B	7 & Over	50	Breast		x	x		
43	G	7 & Over	50	Breast		x	x		
44	B	8 & Under	25	Breast	x				
45	G	8 & Under	25	Breast	x				
46/47	B/G*	13-18	200/400	R-Free					x
48/49	B/G	13-14	200/400	R-Free				x	
50/51	B/G*	11-12	200	R-Free			x		
52/53	B/G*	9-10	200	R-Free		x			
54/55	B/G*	8 & Under	100	R-Free	x				
56	Mix	Open	500	Free					

57	Mix	Open	400	IM					
58	Mix	Open	1000	Free					

Notes to Table 2

*B/G Relays are swum with Boys relay teams and Girls Relay Teams in the Same Heat. In a six lane pool, during Medley Relay events, the Visiting Team may enter 2 teams of Boys and 2 Teams of Girls. For Free Relay, the Home Team may enter 2 teams of Boys and 2 Teams of Girls. In a five lane pool, the Visiting Team may enter 3 Medley Relays (total) to the Host Team's 2, with the Host Team entering 3 Free Relays (total). One additional heat may be swum in events 1-10 and 46-55 upon agreement of the coaches. The 1/2 and 46/47 age grouping of 13-18 is intended to allow small teams to have relays. The intent is that 13-14 swimmers may participate in *either* 1/2 or 3/4, or in either 46/47 or 48/49.