

**OPERATING PROCEDURES
OF THE
LOWER BUCKS SWIM LEAGUE, INC.
SWIMMING DIVISIONS**

**Swimming Division Operating Procedures
Revised April 2025**

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These rules and regulations shall be binding and shall not be changed during the current season except by unanimous vote of the council members present. At the June meeting, an annual appendix listing league divisions, schedules, etc. will be published and distributed to each team.

Article I: General

1. This document is intended to be a comprehensive set of rules governing swimming competitions within the Lower Bucks Swim League. The then current edition of USA Swimming Rules and Regulations shall govern instances not covered in this document.
2. Wherever used in this document:
 - a. Lower Bucks Swim League may also be known as LBSL or League
 - b. The singular shall include the plural and the masculine shall include the feminine
 - c. Swimmers may also be referred to as athlete, competitor or contestant
3. Any use of the LBSL or Lower Bucks Swim League name, logo or abbreviation must be approved by the LBSL board.

Article II: Dues, Teams and Divisions

Section I: Dues

1. The annual dues shall be determined by the league treasurer. All checks are to be made payable to Lower Bucks Swim League, Inc. and must be paid prior to the first official league competition. The treasurer shall bill each team at the regularly scheduled April meeting. Any member club whose dues have not been paid prior to the first official league competition will be suspended from all league activities until such time as the dues have been paid.

Section II: Teams

1. All teams shall be comprised of boys and girls 18 and under through the summer of their senior year of high school. Swimmers who are age 19 but are graduating high school seniors during the current swimming season shall be exempted from this provision.

Each team shall submit to the operating secretary (or assigned designee) a roster of their swimmers separated by age group and sex, listing names, ages and birth dates. Rosters will be submitted electronically and disseminated to teams by the secretary. Any team not supplying a roster in accordance with this paragraph will be suspended from all league activities until a roster is properly submitted.

All competitors in the LBSL are required to sign or provide electronic verification for the LBSL league waiver of liability releasing all members of the league both as a whole and as individuals. Such waiver must be in the hands of a league officer prior to competing in any league event.

2. A swimmer who is on the roster of any LBSL team and is also rostered by any other dual meet team in any organized league during the same summer season shall be declared ineligible to swim in the LBSL during that season. It is the responsibility of the team to ensure that their athletes are in compliance with this rule. If it is determined that this rule has been violated, any points earned by the swimmer will be deducted from all meets swum during the season and disciplinary action will be taken against the team. The summer season shall start with the first official league competition of that season and will extend through championships. The ineligibility of any swimmer can be declared at any time during the season that it is discovered. The normal league protest procedure is not required.
3. The coaches shall be held responsible for contestants competing in their proper age group. Contestants in all sanctioned LBSL competitions, including invitational meets, are to be rostered in their age group as of June 15th of the current year. The exception to this provision would be an invitational meet set up with non-traditional age groupings. The coaches will also be held responsible for competing contestants to be properly rostered prior to competition. If it is determined that this rule has been violated, disciplinary action will be taken against the team.
4. As additions occur during the current season it shall be the coaches' responsibility to see that the President and Secretary are notified in writing at least 48 hours prior to the first dual meet in which said additions participate. The swimmer will be added to the LBSL Master roster in red by the secretary with the eligibility date.
5. Each eligible team shall fill and swim the prescribed schedule as submitted by the President and approved by council. The league will be divided into equal divisions at the discretion of the board.
6. All clubs/teams must notify the League President of their intention to be a member for the upcoming season no later than the 3rd Monday of April.
7. A swimmer may transfer from one club to another within the Lower Bucks Swim League only upon completion of all Lower Bucks Swim League sanctioned competition for the current season, including championships. If a club/team should dissolve during the season those swimmers rostered with such club/team shall immediately become free agents.

Section III: Divisions

1. Based on the current season's win/loss record, the team with the greatest number of wins in their division shall move up one division and the team with the least number of wins in their division shall move down a division for the next competitive season.
2. If there is a tie in the division standings, preference in the array will be given to the winner of the current season's head-to-head competition.
3. If there is still a tie in division standings after applying the provisions of paragraph two (2), the division winner shall be determined by the total combined points scored in division competition. If a tie still exists after applying this procedure, USA Swimming six place scoring will be applied.

4. The decision arrived at by applying the procedures in paragraph two (2) or three (3) above shall be binding on all teams.
5. Upon acceptance into the league new teams will be placed in the blue division unless placed in another division at the discretion of the council.

Article III: Dual Meet Procedures

1. The President in agreement with the board shall prepare a binding schedule of events for all dual meets and championships. The schedule of events for dual meets is shown in Appendix A.
2. All dual meets are to begin promptly at 6:45 PM. It shall be the responsibility of the home team to assure that a certified lifeguard is on duty during the course of the meet, including warm-ups. Each lifeguard shall be certified in accordance with current American Red Cross guidelines or their equivalent.
3. Any changes in the line-up of an event must be reported in writing to the scoring table at least two (2) events prior to the subject event to be swum. An event is begun when it is announced.
4. Unofficial entries must swim the prescribed stroke and distance for the event in which they are entered. Both official and unofficial swimmers in any event must meet all previously stated age requirements. All first and last names must be entered onto the official meet sheet.
5. No more than six (6) lanes will be used as official lanes in dual meet competitions. If a pool has only five (5) lanes the visiting team will have the option of using the fifth (5th) lane for unofficial entries. When eight (8) lanes are available lanes one (1) and eight (8) will be unofficial. Coaches should exercise good sportsmanship in assigning swimmers to lanes.
6. All relay events must be swum by at least two (2) girls.
7. Place points for all events shall be 1st to 3rd place with scoring points as follows: 5 points for 1st place, 3 points for 2nd place, 1 point for 3rd place. No team shall capture more than two (2) scoring positions in any event.
8. If a dual meet is completed with a score differential of eight (8) points or less, the meet referee and the coach of each team shall audit the entire meet. The meet sheet, all time slips and the place judge slips shall be reviewed to determine their accuracy and correctness. When all are satisfied, the meet sheet shall be signed by both coaches and the meet referee. The results so arrived at shall be final and shall not be subject to the league protest procedures. If the audit procedure is not followed the meet results as provided by the head scorer and approved by the meet referee shall be final.

9. A current copy or access to an electronic version of the USA Swimming rule book, Lower Bucks Swim League, Inc. By-Laws and Operating Procedures must be available at the scoring table at all league events. This is the responsibility of the home team.
10. The table must have one head scorer provided by the home team and one assistant scorer provided by the visiting team. The assistant table worker (provided by the home team) will organize all runner slips and hand them off to the assistant table worker. The assistant table worker will confirm results with the head table worker at that time.
11. The meet procedure document accompanies these operating procedures as an appendix.

Article IV: Swimming Contestants

1. The four (4) racing strokes shall be freestyle, backstroke, breaststroke and butterfly as defined in the current USA Swimming rule book as of June 1st of the current season.
2. Dual meet contestants may compete out of their age group providing it is in an advanced age group. At no time may an official or unofficial contestant be placed in a younger age group. This applies to all Lower Bucks Swim League events.
3. In dual swim meets, each contestant shall be permitted to participate in no more than four (4) events as an official competitor. Events include a maximum of three (3) individual and one (1) relay or the combination of two (2) individual and two (2) relay events. In championship meets, each competitor shall be permitted to participate in only one (1) relay event.
4. All swimmers must use the starting blocks. Exceptions may be made upon the discretion of the coach and cleared by the referee in unusual circumstances. In situations where the water depth is four (4) feet or less, competitors must start in the water.

Article V: Invitational Meets

1. The League may, from time to time, permit a number of invitational meets to be held during the LBSL competitive season. These meets may include, but not be limited to, the Cold Water Classic, the Odd Age Meet and the Aqua Pentathlon.
2. Any club wishing to host an invitational meet must present it to the executive board not later than the May meeting for approval. Such presentation should include the date and time, a description of events, entry fees and entry deadlines. Other information that may be pertinent to the running of the meet should also be included in the presentation.

Article VI: Relay Carnival

1. A date for the annual relay carnival may be selected by the league schedule chairman including a rain date. Meet director will notify the league operating secretary, officials chairperson and all division chairpersons by 7:00 a.m. if a postponement is necessary. The division chairperson will notify each team's coach by 7:30 a.m. Coaches starting times will be designated by the host pool. The host club will issue work assignments, one week prior to the meet. The officials chairperson along with the meet director will assign the starter-referee, stroke and turn judges, table clerks, head time and clerk of course. All names will be listed in the program. Swimming lane assignments will rotate. Division winning positions will be determined by time only, there will be no place judging.
2. Entry information, provided by the league, must be turned in to the head timers of the appropriate lane before the start of each relay. Entry information must include the following: event number, event name, lane number, team name, and include a list by first and last name of the four (4) swimmers participating in that relay.
3. Each competitor may compete in four (4) events. There will be no more than two (2) boys in each relay including the Grand Slam.
4. The schedule of events for age group championships is shown in Appendix C.
5. The scoring will be as follows: 1st place – 16 points, 2nd place – 10 points, 3rd place – 8 points, 4th place – 6 points, 5th place – 4 points, 6th place – 2 points. Grand Slam scoring will be two (2) times the above place points.
6. A team trophy will be awarded to the team accumulating the most points in each division.

Article VII: Postponed, Interrupted and Rescheduled Meets

1. Any dual meet may be rescheduled by mutual consent of both teams the night prior to the originally scheduled date. The President must be notified and the date must be approved.
2. If the threat of inclement weather exists prior to the beginning of a dual meet the coaches will confer to determine if only official events will be contested. The coaches will confer with one another and the referee and the referee will make the final decision. If the weather permits, unofficial events will be run at the conclusion of all official events.
3. In the event a meet is interrupted due to weather conditions all competitors, officials and spectators shall immediately clear the pool and deck area. Teams should then follow the then current American Red Cross guidelines regarding waiting times before resuming the competition.
4. In the event a meet is interrupted due to a non-weather issue (e.g. mechanical or electrical) teams should wait a reasonable amount of time to see if the issue can be rectified.
5. The decision to resume an interrupted meet rests solely with pool management. Since some pools have curfew and others do not, there will be no time limitation on when a meet may be resumed.

6. If a team elects not to resume competition after clearance is given by pool management, that team will forfeit the meet regardless of the score when the meet was initially interrupted.
7. If a disrupted meet is rescheduled to another date the meet shall resume with the event following the last completed event. The balance of a disrupted meet can only be cancelled by mutual consent of the coaches. The score attained at the time of cancellation will stand as the final score.
8. Rescheduled or postponed events shall be swum on a date mutually agreeable by the participating teams and shall be cleared with the league president within 48 hours of the date originally scheduled. If no agreement is reached within this timeframe the president will assign a date and place for the make-up meet or event. A team that fails to swim a rescheduled meet or event will forfeit the meet.

If both teams opt to not swim a dual meet competition, the results will reflect a dual forfeit and no points are accumulated by either team.

9. Upon resumption of an interrupted meet the two event rule regarding line-up changes will be waived for the first two events. Swimmers must have been properly rostered for the original meet in order to be eligible to swim when the meet resumes which includes the 48 hour prior notification.
10. When an interrupted meet is resumed and both coaches agree, the meet sheets may be rewritten in lieu of writing change cards. Rewriting the meet sheet does not alter the LBSL rule stating that no swimmer may swim more than 4 events.

Article VIII: Officials

1. The council shall draft and adopt a set of dual meet procedures for officials which shall govern the conduct of all meets. The President shall appoint an officials chairperson before the April meeting of each season. The responsibilities of the officials chairperson shall be:
 - (a) Develop and take charge of the LBSL certified officials listing including email addresses
 - (b) Maintain and distribute a current listing of certified officials to all teams
 - (c) Shall have the authority to certify any official
 - (d) Schedule clinics for officials prior to the beginning of each season (e) Select all officials for championships
2. The following officials will be required for dual meet competitions:
 - (a) 1 referee, 1 starter - these two officials may be the same person (b) 3 timers per lane plus 1 head timer
 - (c) 2 finish judges - 1 from each team
 - (d) 2 stroke & turn judges: home team officials lanes 1-2-3, visiting team officials lanes 4-5-6 Unusual pool shapes require the need for additional stroke & turn judges, i.e. pools that lack a continuous edge such as a diving well. *
 - (e) 1 announcer - home team responsibility
 - (f) 1 head score keeper - home team responsibility
 - (g) 2 home and 1 visitor score people

(h) 1 records examiner - home team responsibility

(i) 1 runner - home team responsibility

* Although the starter/referee is not one of the required stroke & turn judges, he shall have complete authority over the running of the meet in his capacity as referee. This will include, but not be limited to the calling or overturning of any stroke violation.

3. Timer's slips shall be completed by the head timer in each lane with the event number and all three times for that lane. Finish judge slips shall be completed for each event and given to the runner. It will be permissible for finishes to be completed by a caller and a writer.
4. The signature of the referee is required on the official meet sheet. The date, meet start time should also be indicated on the official meet sheet
5. The starter/referee and stroke & turn officiating positions shall require certification by the league. To become a certified official an individual must attend a league sponsored official's clinic and participate as an apprentice (supervised by a sanctioned official) for two meets. Upon receiving a good evaluation for two meets from a certified official a verification form is to be sent to the official's chairperson. To maintain certified status an official must attend a league sponsored interpretation meeting annually or be a current USA, PIAA or YMCA certified official. All officials must attend a short mandatory instructional meeting at the beginning of the season. This must be attended yearly regardless of prior LBSL certification.
6. No person under the age of 19 years will be eligible to seek certification as an official. Coaches may not serve as certified officials.
7. Any team not making an effort to send or maintain a reasonable number of certified officials or is not using certified officials for dual meets may be subject to meet forfeiture should an officiating protest be lodged.
8. Any concerns over an officiating call will be made to the head official by the coach or representative within a timely manner. The head official will respond to the inquiry and rule on the decision within 2 events of being notified. The decision will be recorded on the official meet sheet

Article IX: Protest Procedures

1. An official protest in regards to an event, decision, score or anything related to a meet (except eligibility) must be made to the referee by the team coach or league representative at the incident meet. The referee shall notify the opposing coach or league representative and the scoring table. "Meet Under Protest" shall be written on all copies of the meet sheet or in the event that discrepancies are noticed on the Meet Results sheet, within 24 hours after the completion of the meet. The verbal protest shall serve as the official lodging of the protest. The protester must also notify the league President in writing of the official protest within 48 hours. Such notification may be made by electronic mail.

2. The league President shall notify the executive committee and the council of the protest. A meeting shall be called as soon as possible to discuss the protest. The decision arrived at by the council will be binding on all parties. Representatives of involved teams will not be allowed to vote on the protest.
3. Complaints concerning the conduct of any dual meet should be recorded on the log sheet and forwarded to the league President. The league President will notify the executive board who, with other officials, will respond to the complaint.

Article X: Championships

1. All competitors in championship meets must have been regular members of a competing league team during the current season and must have competed either officially or unofficially in at least 2 dual meets of regularly scheduled league dual meets. It is the coach's responsibility to ensure compliance with this requirement.
2. All entries for championships must be submitted using Hy-Tek Team Manager software. There shall be no entries accepted after the date established or approved by the swim vice president. This date will be announced at the regularly scheduled July meeting. Under no circumstance will an entry or correction be accepted after the division championships are seeded. The schedule of events for age group championships is shown in Appendix B.
3. Entries submitted by all competitors for a championship meet must have seeding times. This time is to be the best recorded time attained by the competitor during any LBSL sanctioned competition. The only exception shall be any event not normally contested in a dual meet. In each instance the coach of the competitor will be held responsible for the accuracy of the seeding times and the competitor's eligibility. The seeding time for league championships shall be that time attained in the division championships.
4. Upon completion of division championships all division times for each event shall be combined and the sixteen (16) fastest times, including ties, will qualify for league championships. Prior to the final seeding for the league championships a scratch meeting will be held to determine the top sixteen (16) qualifiers. All scratches made at this meeting shall be final and will not be reinstated. The seventeenth (17) and eighteenth (18) positions will be alternate entries and are to report to championships in the event of a no show and shall swim in that person's place.
5. Contestants will be permitted to enter a maximum of three (3) individual events and one (1) relay for a total of four (4) events. Championship contestants must compete in their age group as outlined in the LBSL Operating Procedures. Except for relay events, swimmers will not be permitted to "swim up".

6. League Finals are Top16 Relays with all relays eligible to medal. No more than 2 relays/team are permitted in a Finals relay event
7. Ten and under competitors shall have a separate championship competition. There shall be no separate league competition for the ten and under age group. All times in each event will be combined to determine final league standing.
8. All championship meets shall be conducted as timed finals. Ties by times shall remain as ties. When possible, the pool length in odd years shall be yards and the pool length in even years shall be meters. Converted times are not eligible for records.
9. Whenever possible, an automatic timing system as defined by current USA Swimming rules shall be used as the primary timing system for LBSL League Final Championships. A manually operated back-up system must be in use on all lanes. Timing system will be the primary determinant for swimmer placement unless discrepancies exist and place judges input is required. Video documentation of swimmer placement is not admissible in the determination of results.
10. There shall be one (1) referee, one (1) or more starters, four (4) or more stroke & turn judges and two (2) finish judges for all championship meets. It shall not be permissible for one person to serve as both a referee and a starter. All take-off violations (flat start and relay) will require dual confirmation.

Article XI: Records and Results

1. The scoring of meets shall be in accordance with the methods outlined in the current USA Swimming rulebook subject to any exclusions outlined in the Lower Bucks Swim League ByLaws and Operating Procedures.
2. One false start per event shall be permitted in all swimming events for each competitor. Flyover starts will be used.
3. Dual confirmation is required for all relay false starts
4. A complete record of all dual meets shall be made in three (3) copies. One (1) copy shall be given to each team coach and one (1) copy will be emailed to the league operating secretary (or assigned designee) for permanent filing. The league copy must be emailed within three (3) days following the meet and must include both the full first and last names of each competitor including age. Any results not received by the operating secretary (or assigned designee) within 3 days shall be penalized in the following order: 1st infraction, the club receives a written or verbal warning. A 2nd infraction, the impacted team will forfeit 10 points from their next dual meet. A 3rd infraction, the impacted team will forfeit 25 points from their next dual meet. If the last dual meet of the season, the points will be deducted from the first meet of the following season.

5. The completed meet sheets shall be the official record of the meet. Meet results should be set up to score only the fastest heat per event. The completed meet sheet shall contain the names of the teams, the full first and last name of each competitor, all official watch times, where placed by judges, points scored, disqualifications and the total score for each team. The date of the meet, and the time started should also be indicated on the official meet sheet:
6. A league record may be established during any sanctioned league competition if the event is identical to the dual or championship meet events. Documentation needed to establish a league record shall consist of the timer's sheet signed by the referee. In the event of automatic timing system, the times collected by the timing system will be the official times used in determining the record. These documents shall be provided with the official meet sheet. The league operating secretary will record the new record only from proper documentation that is sent to the assigned designee. Records can only be broken in the event in which they were swum (for example: a 12 and under swimming in a 14 and under event cannot break the 12 and under record).

Article XII: Awards

1. The president shall appoint a committee of three (3) council members who shall determine award recipients in those cases where balloting is required.
2. The Lower Bucks Swim League, Inc. name or its logo shall not be used on any trophies, medals, ribbons or certificates awarded or distributed by any team or individual(s) for participation in any league competition or any other circumstance.
3. Appropriate recognition, as approved by council, shall be presented at the end of the season to the team in each division that has won the greatest percentage of scheduled recorded dual meets within their division.
4. Specially designed "Lower Bucks Swim League, Inc." medals shall be awarded for 1st thru 6th place in division championships. Ribbons shall be awarded for 7th thru 16th place, as well as heat winner ribbons. For the league championship meet, trophies shall be awarded for 1st thru 3rd, and medals for 4th through 8th. All ties that occur at any championship meet shall be given duplicate awards.
5. The Bub Mears sportsmanship trophy shall be presented annually to the team in each division which has displayed outstanding sportsmanship. This will be determined by a written ballot by the representatives in each division at the end of the dual meet season. The ballot is to be submitted to the President no later than 24 hours before the championship cycle begins. The ballot is to rank all teams within that division in descending order. Upon receipt of all ballots the operating secretary will tally the earned points (position 1 = 1 point, position 2 = 2 points, etc.) for each team in the division. The team with the lowest number of points shall be declared the winner. Teams that do not provide rankings are ineligible to win.

6. In order to promote good citizenship, loyalty and support among our high school swimmers and divers, a senior award program will be established. For all awards presented, the President in agreement with the board will set criteria for the award and will provide a selection committee with eligible candidates.
7. Any swimmer or diver who is participating in their last year of eligibility (usually but not always the senior year of high school) will be eligible to apply for the senior award. Candidates must have competed in at least 2 dual meets of each year's Lower Bucks Swim League meets, excluding invitational meets and championships, in three of the last four years. The total number of awards will be determined annually by the board. The treasurer will recommend an award amount that will be approved by the general council.
8. A selection committee consisting of area community leaders, scholars and/or LBSL board members not affiliated with any family member of a candidate for the award will select the recipients from eligible candidates.
9. A source of funding for the senior award shall be set at the first executive meeting of each season. Income from advertising in the championship programs, interest bearing league bank accounts, prior years account balances and excess funds from prior year operations that are not required to start the current season may all be considered as a funding source.

Article XIII: Regular Meetings

1. Attendance at regularly scheduled league meeting is mandatory for all league representatives. Teams not attending a regularly scheduled meeting may be subject to fines and/or disciplinary action by the league.
2. A mandatory coaches' meeting will be held prior to the start of each season. If a coach cannot attend this meeting, special arrangements must be made with the league president. Any team not represented by a head coach will be placed on probation for that season.

Appendix A – Schedule of Events for Dual Meets

Event	Name	Distance	Event	Name	Distance
1	14 & Under Girls Free	100	28	14 & Under Boys Breast	100
2	14 & Under Boys Free	100	29	18 & Under Girls Breast	100
3	18 & Under Girls Free	100	30	18 & Under Boys Breast	100
			31g	6 & Under Girls Back	25
			31b	6 & Under Boys Back	25
4	18 & Under Boys Free	100	32	8 & Under Girls Back	25
5	8 & Under Medley Relay	100	33	8 & Under Boys Back	25
6	10 & Under Medley Relay	100	34	10 & Under Girls Back	25
7	12 & Under Medley Relay	200	35	10 & Under Boys Back	25
8	14 & Under Medley Relay	200	36	12 & Under Girls Back	50
9	18 & Under Medley Relay	200	37	12 & Under Boys Back	50
10g	6 & Under Girls Free	25 unofficial	38	14 & Under Girls Back	100
10b	6 & Under Boys Free	25 unofficial	39	14 & Under Boys Back	100
11	8 & Under Girls Free	25	40	18 & Under Girls Back	100
12	8 & Under Boys Free	25	41	18 & Under Boys Back	100
13	10 & Under Girls Free	50	42	8 & Under Girls Fly	25
14	10 & Under Boys Free	50	43	8 & Under Boys Fly	25
15	12 & Under Girls Free	50	44	10 & Under Girls Fly	25
16	12 & Under Boys Free	50	45	10 & Under Boys Fly	25
17	14 & Under Girls Free	50	46	12 & Under Girls Fly	50
18	14 & Under Boys Free	50	47	12 & Under Boys Fly	50
19	18 & Under Girls Free	50	48	14 & Under Girls Fly	50
20	18 & Under Boys Free	50	49	14 & Under Boys Fly	50
21	8 & Under Girls Breast	25	50	18 & Under Girls Fly	50
22	8 & Under Boys Breast	25	51	18 & Under Boys Fly	50
23	10 & Under Girls Breast	25	52	8 & Under Free Relay	100
24	10 & Under Boys Breast	25	53	10 & Under Free Relay	100
25	12 & Under Girls Breast	50	54	12 & Under Free Relay	200
26	12 & Under Boys Breast	50	55	14 & Under Free Relay	200
27	14 & Under Girls Breast	100	56	18 & Under Free Relay	200

No more than 2 boys in relay.

Appendix B – Schedule for Age Group Championships

8 & Under Events Listing

Girls' Event #	Event	Boys' Event #
1	6 & under 25 y/m Free	2
3	8 & under 50 y/m Free	4
5	8 & under 25 y/m Breast	6
7	8 & under g/b y/m 100* Relay	7
8	6 & under 25 y/m Back	9
10	8 & under 25 y/m Back	11
12	8 & under 25 y/m Fly	13
14	8 & under 25 y/m Free	15
16	8 & under 100 y/m IM	17

*** Even years: Medley Relay; Odd years: Free Relay. No more than 2 boys in relay.**

Age Group Events Listing

Girls' Event #	Event	Boys' Event #
1	15-18 50 y/m Free	2
3	12 & over 200 y/m Free	4
5	13 & 14 50 y/m Free	6
7	9 & 10 50 y/m Free	8
9	11 & 12 50 y/m Free	10
11	13 & 14 100 y/m Free	12
13	15-18 100 y/m Free	14
15	9 & 10 25 y/m Breast	16
17	11 & 12 50 y/m Breast	18
19	13 & 14 100 y/m Breast	20
21	15-18 100 y/m Breast	22
23	9 & 10 100 g/b y/m *Relay	23
24	11 & 12 100 g/b y/m *Relay	24
25	13 & 14 100 g/b y/m *Relay	25
26	15-18 200 g/b y/m *Relay	26
27	9 & 10 25 y/m Back	28
29	11 & 12 50 y/m Back	30
31	13 & 14 100 y/m Back	32
33	15-18 100 y/m Back	34
35	9 & 10 25 y/m Fly	36
37	11 & 12 50 y/m Fly	38
39	13 & 14 50 y/m Fly	40
41	15-18 50 y/m Fly	42
43	9 & 10 100 y/m IM	44
45	11 & 12 100 y/m IM	46
47	13 & 14 100 y/m IM	48
49	15-18 200 y/m IM	50

*** Even years: Medley Relay; Odd years: Free Relay. No more than 2 boys in relay.**

Appendix C – Schedule for Relay Carnival

<u>Event #</u>	<u>Event Name</u>
1	8 & u girls and boys 100 medley relay
2	10 & u girls and boys 100 medley relay
3	12 & u girls and boys 100 medley relay
4	14 & u girls and boys 200 medley relay
5	18 & u girls and boys 200 medley relay
6	8 & u girls and boys 100 free relay
7	10 & u girls and boys 100 free relay
8	12 & u girls and boys 200 free relay
9	14 & u girls and boys 200 free relay
10	18 & u girls and boys 200 free relay
11	8 & u girls and boys 100 breast relay
12	10 & u girls and boys 100 breast relay
13	12 & u girls and boys 100 breast relay
14	14 & u girls and boys 200 breast relay
15	18 & u girls and boys 200 breast relay
16	8 & u girls and boys 100 back relay
17	10 & u girls and boys 100 back relay
18	12 & u girls and boys 100 back relay
19	14 & u girls and boys 200 back relay
20	18 & u girls and boys 200 back relay
21	8 & u girls and boys 100 fly relay
22	10 & u girls and boys 100 fly relay
23	12 & u girls and boys 100 fly relay
24	14 & u girls and boys 200 fly relay
25	18 & u girls and boys 200 fly relay
26	Grand Slam – 200 free relay

8 & u boy or girl 25 free
10 & u boy or girl 25 free
12 & u boy or girl 50 free
14 & u boy or girl 50 free
18 & u boy or girl 50 free

No more than 2 boys in relay.

Appendix D - Meet Procedures

PRIOR TO MEET

Supplies provided by home team: Computer with Hy-Tek Meet Manager program version 4 or higher,

Printer and paper, Place Judge Pads, Announcer/officials sheets generated by meet manager program, Timer Sheets (generated by meet manager), DQ slips, pencils, scissors, stop watches. Also, copies of the current USA Swimming Officials' Guidebook, the LBSL By-Laws and Operating Procedures, and the LBSL League Records must be accessible at all times.

Scorers (two from the home team, and one from the visiting team) trained on the meet manager program should be at the table by 6:00 PM to allow plenty of time for combining the meet lineups in the meet manager program if not done so prior to that time. If the season's current records are not loaded onto the meet manager program, a representative should review results to assure a league record has not been broken. (see below for procedures when a league record has been broken. Coaches (or their designee) should submit their lineup and roster file in team manager format for import into the meet manager meet program. The 2 teams line-ups are merged into the meet manager meet template and a meet program is generated by the meet manager program to distribute to officials, announcers and coaches. Copies should be provided to each Lane Marshalls (aka...ready bench, 'mouse moms', etc.)

All table workers must attend a mandatory educational session before they can work a meet. Once they have attended this session, they must view all instructional materials yearly and confirm with the vice president this has been completed.

MEET PROCEDURES

Announcer: The announcer sets the pace of the meet reading from the meet program generated by the meet manager program. It is recommended that events are announced when swimmers in the preceding event are in the water.

Lane Assignments: The Home team uses 2-4-6; Visitors use 1-3-5. In a five-lane pool, the visiting team has the option to use the fifth lane as an unofficial lane. All lanes are official in both medley and free relays and score the same as other events. In the event a pool has 8 lanes, 1 (visitors) and 8 (home team) are to be exhibition lanes and therefore unofficial swims.

All efforts should be made to assign 3 timers to each lane for accuracy. Odd (visitor lanes) should have two times from home team and 1 timer from visiting team. Even lanes should have 2 times from the visiting team and 1 timer from the home team.

Required Seating: The Visiting Scorer should be seated next to the Head Scorer or between two Home Scorers.

Line-Up Changes: Changes to the line-up must be submitted, on Line-up Change Cards, at least TWO events before subject event is announced. An event is considered begun when it has been announced. (Example: Changes in event #8 must be made before event #6 is announced.) The Head Scorer makes the changes to the meet manager program. The Change Card is then stapled to the runner sheet.

Scoring: The Head Scorer receives the lane time slips, the place judge slips and any DQ slips from the runner and records the official times in the meet manager program. The official time is the intermediate time of three valid recorded times, the averaged time of two valid recorded times or the time showing on two watches if two watches agree. (Example: 21.04 21.00 21.01 The middle time is 21.01. This time is entered into the meet manager program. If there is a disqualification, "DQ" is entered into the meet manager program, along with the specific code. Points are then awarded based on the results as seen by the place judges and compared to the times entered into the meet manager program. If the place judges do not agree, the results will be determined by the meet manager program by the recorded times.

Points are awarded as follows:

1st place 5 points

2nd place 3 points

3rd place 1 point

In the event of a tie, points are split. (Example: If two swimmers tie for first place, the points for first and second are added together and divided by two, giving each swimmer first place and 4 points. The next place awarded would be third.)

NO TEAM MAY SWEEP AN EVENT. If one team takes first, second and third places in one event, the third place finish is negated and automatically awarded to the next place swimmer from the opposing team.

Unofficial Events: Results should be recorded in the meet manager program. Individual swimmers who swim unofficial in an official event should have a check in the exhibition box in the meet manager program. No points are awarded to any unofficial entrant. In the interest of time, attempts should be made to restrict unofficial heats to a maximum 2 per event. 8U boy and girl heats can be combined; all other age groups sexes should remain separated. The total maximum unofficial events shall not exceed 25, unless mutually agreed by both coaches.

League Records: Note the new record on the meet results page for the event with the potential new record. The Referee and when possible lane and/or coach should sign his paper, along with the place judge slips and timer sheets, should be submitted to **the President (pres@lbsl.org) and the recording secretary (recsec@lbsl.org)** along with the league copy of the meet sheet and PDF Meet Manager printout showing the date, event, swimmer's name, age, and time. Note: The Meet Cover sheet is often called the "Official's" List

The Official's List after being signed can be cell device photo submitted.

The PDF from Meet Manager (in its entirety) should be submitted.

The PDF printout must include; each heat's swimmer name, age, and the points awarded for each place and the final score result of the meet.

End of Meet: If a dual meet is completed with a score differential of eight (8) points or less, the meet must be audited unless agreed upon by the coaches. The audit is conducted by the meet referee, a coach from each team, and a scorer from each team. The meet results from the meet manager program, all time slips, and the place judge cards are reviewed for accuracy and correctness and consistency with the meet manager program. (If the place judges agree, the event does not need to be further examined.) When all are satisfied, the meet sheet should be signed by both coaches (or swim team reps) and the referee. Results shall be final and are not subject to the League Protest Procedure.

Scores (the Officials' List (aka Meet Cover Sheet) and full PDF printout from Meet

Manager- see details above) should be emailed to **the President (pres@lbsl.org) and the recording secretary (recsec@lbsl.org)** at the end of the meet. The results of meet must be sent within 3 days or penalties against the home team will apply. Please see the LBSL Operating Procedures: Article XI: Records and Results New league records should be noted on Officials Sheet. This is the responsibility of the home team.

As noted above, new league records must be forwarded to **the President (pres@lbsl.org) and the recording secretary (recsec@lbsl.org)**. A copy of the Official's List (cell phone photo or scan), the MM printout and PDF Meet Manager printout showing the date, event, swimmer's name, age, and time, and all of the supporting signed timer's slips should be sent.

Ballot System: ***Please note the traditional Ballot System has been replaced by the Meet Manager program which performs this validation automatically**