# EUROPEAN FORCES SWIM LEAGUE

## GENERAL MEET ANNEX

### Swimming Code and Technical Rules

### May 2023

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LC: requires approval of only the League Council to amend or delete.

TC: sections of a more technical nature, requires approval of only the Technical Committee to amend or delete.

TC/LC: requires approval of both the League Council and the Technical Committee to amend or delete.

# GLOSSARY

AGE-UP - When a swimmer elects to compete in the next higher age group because they have a birthday that falls during the season and will have to compete in the older age group at Champs. Once a swimmer ages-up, that swimmer will compete in the older age group for the remainder of the season.

CLERK OF COURSE/HEAD MARSHAL – responsible for checking swimmers into the marshaling area and controls swimmers from the time they are checked in until they are turned over to the Referee; organizes swimmers into their appropriate event, heat, and lane based on the published meet program. See Part 3 of this Annex.

COURSE — designated distance over which the competition is conducted.
- LONG COURSE — 50 meters.

- SHORT COURSE — 25 meters.

DIVISIONALS - Regional Championship meets hosted in late January/early February by each of the three (3) EFSL Divisions.  Open to all swimmers.  No qualification times required.

EXHIBITION– to swim an event without being eligible for points, awards, medals, or ribbons. Times from exhibition swims ARE eligible to be used as official/qualifying times.

GENERAL MEET ANNEX - A guide to EFSL rules and regulations for swimming competition.

CHIEF TIMER - Assure the assignment of Lane Timers to lanes and the designation of one timer on each lane to be the Head Lane Timer.  On the starting signal, start a watch(es) on every race. The time of this watch shall be used if a Lane Timer's watch fails.  Be responsible for delivering all manual watch times, including those of disqualified swimmers, to the Statistician.

HEAD MARSHAL - See CLERK OF COURSE/HEAD MARSHAL

LONG DISTANCE CHAMPS - Individual Age Group Long Distance Championships, traditionally held in late November.

PENTATHLON MEET - The Pentathlon Meet offers four strokes for swimmers (free, back, breast, and butterfly), and the individual medley (IM).  Swimmers are limited to five individual (one per stroke and one IM) entries per meet.

REFEREE - Sometimes referred to as the Head Official in the EFSL.  Responsible for ensuring safe, fair, equitable meet.  Is the senior official responsible for the conduct of the meet.

SEED - to distribute swimmers among the required number of heats and/or lanes, according to their submitted entry times.

SPLASH FEES - Amount charged for each individual or relay team per event in a swim competition.

STARTER – responsible for sending swimmers off the block and making sure each swimmer leaves on time.  If a swimmer jumps early, the starter may penalize him or her for a false start. The starter controls the swimmers from the time the referee turns them over to when the race begins.

STROKE AND TURN JUDGE - A certified official.  Ensures that the rules relating to the style of swimming designated for the event are being observed.

SWIM-UP - When a swimmer elects to compete in a higher age group.  Does not obligate the swimmer to age-up for the remainder of the season.

- Individual events: Swimmers may swim-up in specific individual events with an exhibition designation.  Swim-ups for individual events can occur in regular season meets only.  No swim-ups are permitted for LD or SD championship meets.

- Relays: If a team, as a whole, does not have sufficient swimmers to field a relay team under the usual circumstances (2 boys, 2 girls, of the same age group), individual swimmers may swim up to form a legal, non-exhibition relay.

# Part One: MEET REGULATIONS

# Article 101: EFSL General Meet Regulations

## 101.1  Rules of Competition (TC)

The current USA Swimming Rules and Regulations, Disqualification Codes, and Technical Rules will prevail unless otherwise directed in the EFSL Swimming Code.

## 101.2  Facilities (TC)

.1  Pool facilities will conform as closely as possible to USA Swimming regulations regarding "Facilities Standards."  Any deviation from minimum water depth, starting block height and lane width has to be announced at the scheduling meeting and in the meet announcement.  For safety reasons, the minimum water depth at the start end must be in accordance with current USA Swimming Rulebook water depth regulations.

.2  When backstroke ledges are used at the meet, they shall conform to USA Swimming regulations specified in article regarding "Facilities Standards."

## 101.3  Medical Support Plan (LC)

Each hosting team must have a medical support plan that is briefed to the visiting teams at the beginning of the meet. Information about the medical support plan may be published in the meet announcement.

## 101.4  Officials & Volunteers (TC)

.3  Minimum Required Officials.  The host team is responsible for coordinating sufficient officials to properly conduct the meet. Minimum requirements are:

(1) Certified Referee, (1) Certified Starter, (2) Certified Stroke and Turn Judges, (1)  Chief Timer, (1) Clerk of Course/Marshal, (1) Statistician, and (1) Awards Clerk.

Timers: Two (2) timers are required when the primary timing system is automatic (pads). Three (3) timers are required when the primary timing system is semi-automatic (buttons) or manual (Dolphins or stopwatches).

.4 Should a host team not meet the minimum officials requirements for a meet, they shall request a waiver from the League Head Official in advance of the meet or, if too late to request, submit a report to the League Head Official following the meet.

.5 The visiting team(s) should provide as many officials and timers as possible.

.6 The EFSL has established the following minimum guidelines for hosting teams to apply when requesting volunteer support from visiting teams/swimmers:
   ○ 1 - 10 entered swimmers = 1 volunteer
   ○ 11 - 25 entered swimmers = 3 volunteers
   ○ 26 - 40 entered swimmers = 5 volunteers
   ○ 41+ entered swimmers = 7 volunteers

.7 Visiting teams must notify the hosting team if they are unable to bring the required number of meet volunteers.

.8 Designated coaching staff will not be utilized to perform Starter, Referee or Stroke and Turn Judge positions except in unusual or unforeseen circumstances, and then only with prior approval of the visiting team(s).

## 101.5 Classes of Competition (TC/LC)

Competition for standard individual events in regular season meets will be by age group: 8 and under, 9-10, 11-12, 13-14, 15-16, and 17-19 years old, with separate boys and girls events. Mixed relay (2 boys and 2 girls) events will be by age groups 10 and under, 11-12, 13-14, and 15-19.

Age groups for pentathlons and other non-standard meets are at the discretion of the hosting team and must be specified in the meet announcement. Teams can opt to use the regular season age groups, championship age groups, or any other age group configuration.

## 101.6 EFSL-Recognized Events (TC)

.1 Events offered at EFSL meets shall be in accordance with the EFSL General Meet Annex. The order of events shall be clearly delineated in the Meet Announcement.

.2 The EFSL Board will be notified of the order of events by the filing of the meet announcement.

.3 A list of events recognized by the EFSL is included in the Attachments.

.4 EFSL-sanctioned meets shall consist of at least 20 events, half of which must be championship events (offered at Long Distance or Short Distance Champs).

## 101.7  Eligibility to Compete (TC/LC)

.1  All teams and individuals must meet the eligibility criteria as stated in the EFSL Bylaws.

.2  Age Determination.  Swimmers must swim in the events corresponding to their age on the first day of the meet.  For multiple day meets, age is determined by the swimmer's age on the first day of the meet.

    .A  Exception - Age-up: A swimmer may elect to compete in the next higher age group if they have a birthday that falls during the season and will have to compete in the older age group at Champs.  Once a swimmer ages-up, that swimmer will compete in the older age group for the remainder of the season.

    .B  Exception - Swim-Up: 12 and under swimmers may "swim up" in specific individual events with an exhibition designation.  They will not be eligible for medals, ribbons, or points, but their times are valid as qualifying times.  The only individual events that are eligible for swim-ups are:
- 100m & 200m backstroke
- 100m & 200m breaststroke
- 100m & 200m butterfly
- 400m freestyle
- 400m individual medley
- 1500m freestyle

    All other individual events are offered in these swimmers' current age group and are not considered new events.

.3  Relay Swim-Up.  For relay events, individual swimmers may swim up to an older age group only if a team, as a whole, does not have sufficient registered swimmers in that meet of the proper sex and/or age category to allow the fielding of a relay team as described in the GMA §101.5.

    .A  There is no limit to the number of age groups a swimmer can swim up if there are no other eligible swimmers available on that team to make a legal relay.

    .B  There shall be no cascading of swimmers.  This means that you cannot pull up a swimmer to replace another swimmer who was also pulled up to swim in another age group.

    .C  Relays formed in this manner may compete as a legal relay, eligible for medals, ribbons, or points.  Relays formed in any other configuration (including relays with other than 2 girls and 2 boys) shall be designated as exhibition and will not be eligible for medals, ribbons, or points.

.D  Exception - Championship Relays: While non-individually-qualified swimmers may be included on a team roster for championship meets, there is no requirement that a team must use such swimmers before younger, individually-qualified swimmers can swim up to complete a legal, non-exhibition relay.

.4  Entry Limits

.A  Regular Season Meets. A swimmer may compete in no more than six (6) individual events per day.  Individual and relay entry limits shall be set by the meet host and specified in the meet announcement.

.B  Relay entries.  Relays are entered into a meet by teams (e.g. Team Relay A, Team Relay B, etc.).  Since up to 8 names can be included in a relay entry, an individual athlete may be listed on multiple relays within the same event.  However, the athlete may swim on only one of the relay teams per event during competition, and may not swim in more than one age group of any similar relay format.  For example, if an athlete swims in their age group for the 200 Medley Relay, they may not swim-up a few events later to compete in the 200 Medley Relay of an older age group.

.C  Pentathlon.  Swimmers are limited to five (5) individual events.  Relays are not permitted at Pentathlon meets.

## 101.8  Meet Announcements and Sanctions  (TC)

.1  For all meets, a standard meet announcement providing basic information must be used. Meet announcements shall be published no later than 21 days before the meet.

.2  Hosting teams must request a sanction for each meet from the EFSL by submitting their proposed meet announcement and electronic event file to the EFSL Statistician via email for approval prior to publication and/or distribution.  Hosts should be mindful of the publication deadline and submit sanction requests with enough lead time to allow for review of the meet announcement and issuance of the sanction.

.3  The EFSL Statistician will review the meet announcement to ensure that all required elements are present and in accordance with EFSL meet regulations.

.4  Names of the Meet Director, Meet Referee, and Meet Statistician must be included.  The Meet Referee and Meet Statistician must be EFSL members who are up-to-date with their seasonal training.

.5  Once the meet announcement has been approved, the sanction number will be issued and the meet announcement will be cleared for publication.

.6  Results from non-sanctioned events will not be accepted as official EFSL times.

.7  For teams wishing to conduct a time trial, no meet announcement is required.  However, the team statistician should email the EFSL Statistician with a request for a time trial sanction that includes the events that the team intends to offer in the body of the email.

## 101.9  Software  (TC)

For standardization purposes, the EFSL uses HyTek software products:
- Team Manager for organizing swimmers' data and preparation of meet entry files
- Meet Manager to process entries, run meets, and provide results.

## 101.10  Entries  (TC)

.1  Coaches will send completed entry files to the Statistician of the hosting team no later than the stated deadline in the meet announcement, typically 72 hours prior to the start of the meet.  Late entries will not be accepted.

.2  Once the entries have been submitted to the host team Statistician, no coach or team representative from any team will be allowed to examine, handle, or compare the entries, including the host team coaches, until the heat sheet is published.

.3  Relays

   .A  Entries.  Relay entries may have up to eight (8) names included when they are submitted.  Four of the swimmers named must swim in that event.

   .B  Substitutions and Changes.  Substitutions can be made as long as the swimmer is entered in the meet.  Relay order changes and substitutions must be made with the Statistician no later than 30 minutes prior to the start of the session.  The Referee retains the right to approve or deny all changes.

.4  Coach of Record

   .A  All swimmers competing in EFSL meets must be accompanied by an EFSL-credentialed coach.

   .B  Teams with swimmers who plan to attend a meet without a coach should coordinate with other visiting teams or the host team to make arrangements for a credentialed coach from one of those teams to serve as the coach of record for their swimmers.

   .C  If a swimmer will be attending a meet without a coach from their team, their coach of record should be identified when entries are submitted.

.D  Non-Credentialed Parent as Coach of Record.  If no other coach is willing/available to serve as the coach of record, exceptions for an uncredentialed parent to serve as the coach of record can be made as follows:

.a  To serve as a coach of record, the parent must be a registered Full EFSL member.

.b  Parents are limited to serving as the coach of record for their own swimmer(s) plus two (2) others unless they are a credentialled EFSL Coach.

.c  When serving as the coach of record, individuals should not have any other positions or responsibilities (timer, official, etc.) during the meet.

.d  As the coach of record, they must attend the coaches meeting, identify themselves to the Referee, Statistician, and Meet Director, and assume the responsibilities of a coach on deck, including supervising swimmers for safety, communicating scratches or other swimmer information appropriately, receiving DQ notifications, protesting DQs as appropriate, and receiving ribbons or other awards.

## 101.11  Seeding (TC)

.1  For all regular season meets, events will be seeded by time, stroke, distance, and gender as prescribed by USA Swimming rules for seeding.

.2  Events may be combined at the discretion of the meet referee, including seeding without regard to gender or ages.  In such cases, places, awards, and published results for these events shall be separate for each age group and gender.  Host teams must include plans (or potential) for combined events in their meet announcement.

.3  EFSL events are contested as Timed Finals.  Entries are ranked according to their submitted times with the fastest swimmer first and the slowest swimmer last.  Competitors having the same submitted times shall be ranked by draw, not alphabetically. Competitors without times will be ranked by draw and seeded last.

| | | | | | | | | | | # of lanes in pool ↓ |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | 4 | 2 | 1 | 3 | 5 | | | **5** |
| | | 6 | 4 | 2 | 1 | 3 | 5 | | | **6** |
| | | 6 | 4 | 2 | 1 | 3 | 5 | 7 | | **7** |
| | 8 | 6 | 4 | 2 | 1 | 3 | 5 | 7 | | **8** |
| | 8 | 6 | 4 | 2 | 1 | 3 | 5 | 7 | 9 | **9** |
| 10 | 8 | 6 | 4 | 2 | 1 | 3 | 5 | 7 | 9 | **10** |
| **10** | **9** | **8** | **7** | **6** | **5** | **4** | **3** | **2** | **1** | ← lane |

.4 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. Lanes shall be assigned in descending order of submitted times within each heat, in accordance with the pattern outlined above. When there are two or more heats there shall be a minimum of three swimmers or relay teams seeded into the first heat. The last heat should be a full heat but the requirement of seeding three swimmers or relay teams into the first heat may result in failure to fill the last heat.

.5 Order of Heats. At the discretion of the Meet Referee, the normal order of heats may be reversed by swimming the fastest heats first, and/or girls' and boys' heats may be alternated. The order of heats shall be stated in the meet announcement.

## 101.12 Scratches / Declared False Start (DFS) / No Show (NS) Penalty (TC)

.1 Scratches. Prior to the start of the meet, scratches shall be provided to the Statistician, who will notify the Head Marshal and Referee. The Meet Referee may adjust or consolidate heats/events at their discretion.

.2 Declared False Start (DFS). Swimmers reporting to the Referee prior to the start of their race and declaring their intent not to compete will be disqualified as a declared false start.

.3 Championship No Show (NS) Penalty. For Divisionals, Short Distance Champs, and Long Distance Champs meets, once competition has begun, any swimmer who fails to compete in an individual event shall be barred from further competition for the remainder of the day, except when the Meet Referee is notified of illness or injury and accepts the proof thereof, or that failure to compete is caused by circumstances beyond the control of the swimmer.

## 101.13 Substitution (TC)

Substitutions are not allowed in individual events.

## 101.14 Scoring (TC)

.1 Points awarded for placement at EFSL meets are dependent on the number of teams participating. The scoring for regular season meets and Divisionals is as follows:

Individual Events:
2 Teams:  5 − 3 − 1
3 Teams:  6 − 4 − 3 − 2 − 1
4 Teams:  8 − 6 − 5 − 4 − 3 − 2 − 1
5 Teams: 10 − 8 − 7 − 6 − 5 − 4 − 3 − 2 − 1
6 or more Teams: 12 − 10 − 9 − 8 − 7 − 6 − 5 − 4 − 3 − 2 − 1

Relay Events:
2 Teams:  7 − 0
3 Teams:  8 − 4
4 Teams: 10 − 6 − 2
5 Teams: 12 − 8 − 4 − 2
6 or more Teams: 14 − 10 − 6 − 4 − 2

.2   During regular season meets and Divisionals, only two swimmers may score for one team in an individual event. Only one relay per event may score from each team.

.3   In the case of a tie, the points will be added for each of those places, and the result will be divided by the number of swimmers involved in the tie, with the resulting points being awarded to each swimmer.  No points are awarded for the next place. In the case of a tie for the last placement, all receive full points.

## 101.15  Meet Results (TC)

.1   The Statistician is responsible to the Referee for adjudicating times for all meets and time trials based on USA Swimming Rulebook procedures. [USAS 102.24 Timing Rules]

.2   At the conclusion of the meet, final results will be acknowledged, in writing, by the meet Statistician and the meet Referee.  This can be accomplished on a meet results report, scores report, or any paper or form designated for such purpose, at the discretion of the meet Statistician.

.3   The host team is responsible for sending the results of all regular meets in both electronic and PDF formats to participating teams and the EFSL statistician by 20:00 hours on Tuesday night following each meet. A $50 fine will be levied against any meet host team whose results are not received by the deadline (time stamped) and another $50 for each 5 working days thereafter.

.4   The Divisionals meet Statistician must submit meet results in both electronic and PDF formats to participating teams and the EFSL Statistician within 24 hours after the end of the meet; otherwise, a $100 fine will be levied against the offending Divisionals hosting team.

.5  Physical Meet Records

    .A  The host team shall preserve physical meet records until the end of the EFSL season.  If any question or protest arises regarding meet results, the hosting team statistician should be able to produce original documentation to substantiate all results submitted to the league.

    .B  The meet records should include, at a minimum:
        .a  Original timing sheets with handwritten watch times
        .b  Original Order of Finish
        .c  Stats notes regarding adjudication of times (for any unusual results or heats)
        .d  Original scratch sheet
        .e  Printout of complete meet results
        .f  Signature of meet statistician and meet referee affirming results

.6  Teams should review meet results and may submit a request for review of achieved time(s) to the EFSL Statistician if an error is suspected.  This request should be submitted as soon as possible, but no later than the day after receipt of Divisionals results.  The EFSL Statistician, together with the meet Statistician, meet Referee, and/or EFSL Head Official or other meet/EFSL personnel, will investigate the issue.  If an error is found, the swimmer's time will be corrected, but there is no guarantee of corrected ribbons or other awards.

## 101.16  EFSL Records (TC)

.2  League records are established by swimming a faster time than the existing record time maintained by the EFSL Statistician at an EFSL-sanctioned meet.

.3  League records can be established in only the age group of the actual age of the swimmer.

.4  Individual Records

    .A  An individual swimmer or the lead swimmer of a relay may establish individual EFSL records, regardless of the age group in which he/she/they compete(s).

    .B  The record will apply to the age group reflecting the actual age of the swimmer.

.5  Relay Records

    .A  Relay teams may establish an EFSL relay record when the relay team consists of swimmers of the same age group.

.B Relay teams that contain a swimmer or swimmers that are "swimming up" may not set an EFSL relay record.

.C Relay teams consisting of swimmers "aged up" in accordance with the rules in this General Meet Annex may establish EFSL records.

.6 Unofficial record times will be publicly announced before the end of the meet, when possible.

.7 The EFSL Statistician shall be notified of potential EFSL records by the hosting team's Statistician.

.8 New league records must be officially confirmed with the EFSL Statistician before the spring Technical Committee meeting at the conclusion of the EFSL swim season.

.9 All verified records will be posted on the EFSL website.

.10 At the conclusion of the spring meeting, all league records will be considered official and no further changes will be made, unless there is legitimate proof of an error or omission provided by the discovering team to the EFSL Statistician.

.11 League record breakers, both individual and relay, will be recognized for each event in which they broke a record by the end of the season, no later than the spring League Council Meeting.

## 101.17  Results Protests  (TC)

.1 Protests must be submitted, in writing, by a designated team coach.  They must be submitted no later than 30 minutes after the time indicated on the DQ slip documenting the disqualification infraction.  A conscious effort will be made to adjudicate each protest as quickly as possible, but all protests must be closed prior to the event being scored and placement determined.

.2 The results of any formally protested race shall not be considered official, and no awards will be presented for that race, until the protest is withdrawn by the protester, is ruled upon by the meet referee, or has received final adjudication by the EFSL Head Official.

.3 Protests contesting the eligibility of any swimmer to compete or represent a team in any race shall be made in writing to the Referee before the race is held, and the swimmer will compete under protest.

.4 Protests against judgment of starters and judges can be considered only by the Referee of the competition.  Any protest that arises during the actual conduct of the competition must be referred directly to the Referee.

.5 Should the Referee be unable to resolve a protest, it will be forwarded to the EFSL Head Official for adjudication.

.6 Coaches may appeal a Meet Referee decision, in writing, to the EFSL Head Official. This appeal must be submitted within 5 days. The EFSL Head Official's decision will be issued within 15 days and is binding to all parties.

.7 Ribbons or awards will not be presented to a swimmer in any event which is under protest.

## 101.18 Disqualifications (TC)

.1 The primary reference for infractions and disqualifications shall be the current USA Swimming Rulebook.

.2 A disqualification can be made only by the official within whose jurisdiction the infraction has been committed.

.3 The Referee or designated official making a disqualification shall make every reasonable effort to seek out the swimmer or his coach and inform him/her as to the reason for the disqualification. Failure to notify does not negate the disqualification.

.4 Any aid that provides an advantage in terms of buoyancy, power, water resistance, or pacing should be considered the use of aids and the swimmer be disqualified. Just a few examples would include: excessive oil, sports tape (e.g. KT), multiple suits, auditory cue pacers (e.g. Wetronome), paddles, and fins.

.5 Coaches having entrants in any event on the program shall not be allowed in the immediate starting area of the swimming pool, which must be clearly marked, during the progress of any competition. Upon being apprised of a violation of this rule, it shall be the duty of the Referee to have such offender removed, immediately.

.6 The time and/or place of any swimmer or relay team disqualified either during or following an event shall not be recorded in the results of that event. If awards have been given prior to the decision to disqualify, they shall be returned and given to the proper recipient(s), and if points have been scored by those disqualified, the event shall be rescored.

.7 In disqualified relays, the lead relay swimmer's time will be recognized as an official time for qualification and league record purposes, as long as the lead swimmer did not commit the infraction.

.8 The EFSL will use USA Swimming DQ codes as currently assigned on the USAS DQ slips. These codes will be verified annually by Statisticians for congruence with meet management software.

## 101.19  Regular Season Awards (TC/LC)

.1 Ribbons.  Placement awards (1st-5th) utilized in the European Forces Swim League consist of standard ribbons purchased by the League. These ribbons will have a league imprint and be distributed, in sufficient quantities, to each team in the league at the beginning of the season. Ribbons will be awarded during scheduled league meets only and teams will be held accountable for any ribbons not utilized during the season.

.2 Hosting teams may elect, at their own expense, to provide alternate ribbons, medals, or other awards.  All awards should be clearly delineated in the meet announcement.

.3 Tie Rule.  In case of ties, both participants receive a ribbon for that place; however, no ribbon is awarded for the next place below the place in which the tie occurred, i.e., two swimmers tie for first place, both receive first place ribbons, no second place ribbon is given.  In case of a tie for third place, both participants receive third place ribbons.

.4 As Finished Rule.  Awarding of ribbons is done on an "as finished" basis.  Do not let the scoring rules (only two may score) confuse you.  If 3 entries from one team finish first, second, and third, they receive first, second, and third place ribbons; however, for scoring purposes, only the first two may score and the third place score would be awarded to the next highest placing swimmer from another team.

.5 Number of Places Recognized

.A Relays.  First and second place ribbons are awarded for relays. Each member of the placing relay teams receives a ribbon.

.B Individual Events.  Ribbons are awarded for 5 places. First, second, third, fourth, and fifth place ribbons are awarded on an "as finished" basis. In all cases, the "Tie Rule" applies. In addition, a heat winner ribbon may be awarded to the winner of each heat.

# Article 102:  Long Distance Events

## 102.1  Long Distance Time Trials (TC/LC)

.1   Qualifying times for LD Champs may be achieved at a scheduled meet or at an approved Long Distance time trial.

.2   Officials

    .A   Time trials shall have, at a minimum, a certified referee, a starter, and two (2) certified stroke and turn officials present for an EFSL-approved time trial.  Teams will notify the league the name of the referee who will be in attendance.

    .B   For long distance freestyle events, a starter may officiate three lanes in a 25 or 50 meter pool in place of one (1) stroke and turn official. For each additional three lanes during long distance freestyle events, at least two more turn judges are required, one for each end of the pool.

    .C   For the 400 IM, teams are required to add at least one additional certified stroke judge to walk the side.

    .D   Jurisdiction of turn judges shall not exceed three lanes.

    .E   Any proposed deviations from these guidelines should be sent to the Division Head Official and the EFSL Head Official for consideration.

.3   Timers.  Each lane shall have at least two timers present to capture the time of the swimmer in that lane regardless of the timing system being used, e.g., stopwatches, pads, Dolphins.

.4   Results

    .A   Times Adjudication.  The Statistician is responsible for adjudicating times for all time trials based on USA Swimming Rulebook procedures, USAS 102.24, Timing Rules.

        a.   Exception: Times will be obtained using a minimum of TWO (2) watches, or equivalent timing system, per swimmer.  (When the primary timing system is manual watches, the requirement for three watches per lane is waived for time trials only.)

    .B   Results Submission.  The host team is responsible for submitting the results in both electronic and PDF formats within 72 hours of the time trial to the EFSL

Statistician.

## 102.2  Splits (TC)

.1  The EFSL permits referees to approve capturing of one split per event, a recognized time for one additional distance other than the distance of the actual event being swum. For example, during a 1500m freestyle event, you may take either a 400m or 800m freestyle split, but not both.

.2  The swimmer must complete the split in accordance with the rules for that stroke. There is no requirement for the swimmer to touch with their hand to finish a freestyle event, so they can continue their flip turns to continue swimming the rest of the entered event. As a final note, the swimmer must legally complete the entire prescribed length of the entered event for the split to be captured for qualification purposes.

.3  All splits must be pre-announced in the meet announcement.

## 102.3  Warning signal (TC)

For events 16 lengths or longer, the starter or designee will sound a warning signal above the water at the finish end of the lane of the leading swimmer as that swimmer approaches the flags with two lengths to swim. You may provide a warning signal above all lanes as long as the same standards are applied to all swimmers.

## 102.4  Counters (TC)

.1  A swimmer in events of 16 lengths or longer of freestyle may have one counter to call lengths or indicate lengths completed or remaining by visual sign placed in the water.

.2  Verbal counters shall be limited to one per swimmer and shall be stationed at the end of the course opposite the starting end. They may use watches and signal intermediate times to the swimmer.

.3  If visual counters are used, they may be lowered into the water at the end of the swimmer's lane, provided that they do not physically aid the swimmer nor interfere with another swimmer or present any safety hazard.

.4  In the event of official or counter error, it is the responsibility of the swimmer to complete the prescribed distance.

# Part Two:  EFSL CHAMPIONSHIP MEETS

## 201.1  General Information (TC/LC)

.1  Championship Meets

    .A  Divisional Championships.  Typically held at the end of January, hosted on a rotational basis by one or more team(s) in each Division.  Three team awards are presented at each Divisional Championship.

    .B  League Championships

        .a  Long Distance Championship (LDC).  Typically held at the end of November.  Performances at this meet determine EFSL individual champions for long distance events.  No team awards are given.

        .b  Short Distance Championship (SDC).  The final meet of the season, typically in late February.  Performances at this meet determine EFSL individual champions for short distance events.  No team awards are given.

.2  The EFSL season will run from August/September into late February or early March, with an attempt to schedule Short Distance Champs prior to the beginning of the spring DoDEA athletic season.

.3  Divisionals Weekend will be determined by the EFSL Statistician and included on the league schedule, typically at the end of January.  Hosting teams may determine which date(s) of the designated weekend they will host their division's championship meet and then notify the EFSL Statistician.

.4  No regular meets will be held after the date declared by the League Council (normally Divisionals Weekend) prior to Short Distance Championships.

.5  Unless otherwise specified, all rules included in 'Part One: MEET REGULATIONS' of this document shall apply to championship meets, as well.

## 201.2  Age Group Determination (LC)

.1  Swimmers must swim in the events corresponding to their age on the first day of the meet.  There are no "swim-ups" for individual events at championship meets.  For multiple day meets, age is determined by the swimmer's age on the first day of the meet.

.2  If the championship is held at two different locations, the meet date shall be the same, if possible.  However, in the case of two different dates, the date of the first meet applies

as the age-up date for both meets.

## 201.3  Marshaling Events (TC)

.1  Swimmers must be marshaled in place at least two heats prior to their heat/event.  The seeded swimmer has the right to swim until swimmers are called to the block.

.2  If the seeded swimmer does not report when swimmers are called to the block, the lane will be empty.

## 201.4  Clothing, Programs, Concessions, and other Sales (LC)

.1  It shall be the sole right of the host team to sell championship-related mementos such as pins, programs, t-shirts, etc.

.2  Further, the host team has the sole right to sell all items (sweatshirts, t-shirts, swimsuits, etc.).  No sales of clothing or EFSL items will be allowed at championship meets except by the host team.

.3  Another team (other than the host team) may not sell any item, except other teams may sell team logo swim caps and the like to their own swimmers.

.4  Should the host team not wish to exercise this privilege, it may grant the right to one or more other teams or a commercial seller.  No other team may sell championship-related items.

## 201.5  Divisional Championships (TC/LC)

.1  Eligibility.  All EFSL swimmers are eligible to compete in Divisional Championship meets and strongly encouraged to do so.  There are no qualifying times for Divisional Championships.

.2  Classes of Competition

.A  Competition for individual events at Divisionals will be by age group: 8 and under, 9-10, 11-12, 13-14, 15-16, and 17-19 years old, with separate boys and girls events.

.B  Mixed relay (2 boys and 2 girls) events will be by age groups 10 and under, 11-12, 13-14, and 15-19.

.3  Order of Events

.A  The order of events for Divisional Championship meets shall be in accordance with the attachments to this Meet Annex and published in the meet announcement.

.B If the Divisionals meet is conducted in a 50-meter pool, 200 meter Individual Medley events may be swum out of the normal order, at the discretion of the hosting team. Additionally, if a nearby or adjacent 25-meter pool is available, 100 meter Individual Medley events may be added as a separate session, at the discretion of the hosting team.

.4 Entries and Scoring

.A No exhibition swims in individual events are permitted.

.B EFSL relay swim up rules apply at all championship meets. Relays formed in any other configuration (including relays with other than 2 girls and 2 boys) are permitted, but shall be designated as exhibition and will not be eligible for medals, ribbons, or points.

.C Points are awarded using the same place values as regular season meets, according to the number of teams participating.

.D Only two swimmers may score for one team in each individual event.

.E Only one relay per event may score from each team.

## 201.6 Long Distance Championship (TC/LC)

.1 Qualifying Times. Long Distance Championship events will be open to swimmers who have met or exceeded the qualifying time standards established prior to the start of the season by the League Council in EFSL meets and/or time trials during the current season.

.2 Classes of Competition

.A Individual events at Long Distance Champs will be contested using the age groups: 8 and under, 9, 10, 11, 12, 13, 14, 15-16, 17-19.

.B Relay events will be contested using the age groups: 12 and under and 13-19.

.3 Order of Events. Long Distance Championship order of events shall be in accordance with the attachments to this Meet Annex and published in the meet announcement.

.4 Meet Entries & Seeding

.A Entry Limit. Long Distance Championship swimmers may enter up to three (3) individual events and one (1) relay on each day with a total of no more than five (5) individual events and two (2) relays for the meet. No exhibition swims in individual events are permitted.

.B EFSL relay swim up rules apply at all championship meets. Relays formed in any other configuration (including relays with other than 2 girls and 2 boys) are permitted, but shall be designated as exhibition and will not be eligible for medals, ribbons, or points.

.C It is each team's responsibility to ensure that entries are correct, entry times are valid, and that their swimmers have met the eligibility requirements.

.D Entries shall be submitted electronically with the following statement in the body of the email: "All qualified swimmers have been given the opportunity to enter the championship meet, all entries meet the minimum eligibility requirements, and entries are complete and accurate".

.E Entries must be submitted by the deadline specified in the meet announcement. No late entries will be accepted.

.F Qualifying entry times must be submitted as actual times. Entries will not be accepted with converted times.

.G Seeding. Long Distance Champs will be seeded by stroke, distance, age group, gender, and entry time.
Events may be combined at the discretion of the meet referee, including seeding without regard to gender or ages. In such cases, places, awards, and published results for these events shall be separate for each age group and gender.

.H Fees. A seeding (splash) fee, to be determined by the EFSL Executive Board, is required for each swimmer and relay team for each event at Long Distance and Short Distance Championships. Once a swimmer or relay team is seeded, the splash fee must be paid within 15 days of receipt of the invoice.

## .5 Scoring

.A Individual event points shall be awarded as follows:
20 – 17 – 16 – 15 – 14 – 13 – 12 – 11 – 9 – 7 – 6 – 5 – 4 – 3 – 2 – 1

.B No points are awarded for relays, as no team scores are kept at Long Distance Champs.

.C When championship meets are held in two locations, final results will be compiled and final placement and points will be published by the EFSL Statistician after receiving the results from both meet locations.

## .6 General LDC Host Responsibilities

.A Opening ceremonies, conduct of meet, order of events, and method for presentation of awards will be at the discretion of the meet host and EFSL Executive Board.

.B The host team, in conjunction with the Executive Board, will:
  .a conduct a feasibility study and develop a budget for the event.
  .b have a medical support plan and designated standby medical personnel.
  .c create a reasonable and adequate security and force protection plan.

.C There will be a team representative meeting held in conjunction with the meet before the championship meet begins.

## 201.7 Short Distance Championship (TC/LC)

### .1 Team Qualification Rules

.A **Team Meet Attendance.** To qualify for Short Distance Championships, each team will swim in at least six (6) sanctioned EFSL meets (not including time trials) encompassing at least 30% of EFSL teams. Waivers may be granted by the EFSL President.

.B **Geographic Waivers.** Teams which receive a geographic waiver will swim in at least five (5) sanctioned EFSL meets encompassing at least 25% of EFSL teams.

.C **Additional waivers** from these rules may be granted by the EFSL President. Requests shall be submitted in writing for consideration.

### .2 Individual Qualification Rules

.A **Qualifying Times.** Short Distance Championships will be open to swimmers who have met or exceeded the qualifying time standards established prior to the start of the season by the League Council in EFSL meets and/or time trials during the current season.

.B **Individual Meet Attendance.** A swimmer must participate in at least four (4) EFSL meets during the season to compete at Short Distance Championships. Divisional championship meets may be included as one of these four meets. Swim competitions with only long distance events (LD time trials) are NOT considered as an EFSL meet and do not apply toward the four meet requirement.

.C **Meet Attendance Waivers.** Under some circumstances, the minimum meet participation requirement can be reduced to three (3) meets:

  .a **New Arrival.** If a swimmer is newly relocated to an EFSL team, he/she may apply to the EFSL Executive Board with documentary evidence

demonstrating their arrival date on or after December 1st of that season to be considered for a meet attendance waiver.

.b Geographic Waiver. Swimmers from teams with geographic waivers for the current season automatically receive a meet attendance waiver.

.c Special Circumstances. Swimmers may submit requests for meet attendance waivers to the Executive Board for consideration if they have significant extenuating circumstances which prevented/will prevent them from attending at least four (4) meets. Waiver requests must be submitted no later than the Monday following Divisionals Weekend.

.3 Classes of Competition

.A Individual events at Short Distance Champs will be contested using the age groups: 8 and under, 9, 10, 11, 12, 13, 14, 15-16, 17-19.

.B Relay events will be contested using the age groups: 10 and under, 11-12, 13-14, and 15-19.

.4 Order of Events

.A Short Distance Championship order of events shall be in accordance with the attachments to this Meet Annex and published in the meet announcement.

.B If the meet is to be conducted in a 50 meter pool, the order of events may be altered to best accommodate the 100 meter IM events if a 25 meter pool is available. If no 25 meter pool is available, the 100 meter IM events will not be offered.

.5 Meet Entries

.A Entry Limit. Short Distance Championship meet swimmers may enter a maximum of four (4) individual events and one (1) relay on each day of the Short Distance Championship. No exhibition swims in individual events are permitted.

.B Relay Qualification Rules.

.a Teams may enter relays at SD Champs with non-qualifying swimmers (swimmers who have not achieved any qualifying times).

.b Relay members must meet all eligibility requirements, including meet attendance.

.c EFSL relay swim up rules apply at all championship meets. Relays formed in any other configuration (including relays with other than 2 girls and 2

boys) are permitted and shall be designated as exhibition and will not be eligible for medals, ribbons, or points.

.C It is each team's responsibility to ensure that entries are correct, entry times are valid, and that their swimmers have met the eligibility requirements.

.D Entries shall be submitted electronically with the following statement in the body of the email: "All qualified swimmers have been given the opportunity to enter the championship meet, all entries meet the minimum eligibility requirements, and entries are complete and accurate".

.E Entries must be submitted by the deadline specified in the meet announcement. No late entries will be accepted.

.F Qualifying entry times must be submitted as actual times. Entries will not be accepted with converted times.

## .6 Seeding

.A Short Distance Champs will be seeded by stroke, distance, age group, gender, and entry time.

.B Short Distance Champs will be seeded following the Divisionals meets in accordance with the requirements of EFSL Bylaws regarding championship seeding.

.C Teams will submit individual event entries by the published deadline. No late entries will be accepted. Teams will be given at least 24 hours to review psych sheets and confirm entries.

.D The EFSL Board will review all entries for accuracy prior to public announcement.

.E Final SD Champs psych sheets will be published no later than two weeks prior to the event.

## .7 Splash Fees
Meet fees shall be determined by the EFSL Executive Board and published in the meet announcement. All fees must be paid within 15 days of receipt of the invoice.

## .8 Scoring

.A Individual event points shall be awarded as follows:
20 – 17 – 16 – 15 – 14 – 13 – 12 – 11 – 9 – 7 – 6 – 5 – 4 – 3 – 2 – 1

.B No points are awarded for relays, as no team scores are kept at Short Distance Champs.

.C  When championship meets are held in two locations, final results will be compiled and final placement and points will be published by the EFSL Statistician after receiving the results from both meet locations.

.9  General SDC Host Responsibilities

.A  Opening ceremonies, conduct of meet, order of events, and method for presentation of awards will be at the discretion of the meet host and EFSL Executive Board.

.B  The host team, in conjunction with the Executive Board, will:
.a  conduct a feasibility study and develop a budget for the event.
.b  have a medical support plan and designated standby medical personnel.
.c  create a reasonable and adequate security and force protection plan.

.C  There will be a team representative meeting held in conjunction with the meet before the championship meet begins.

## 201.8  Championship Awards (TC/LC)

.1  Divisional Championships

.A  Individual Events
a.  Medals of gold, silver, and bronze will be awarded for places 1 through 3.
b.  Lesser medals will be awarded for places 4 through 6.

.B  Relay Events.  Relay winners will receive medals of gold, silver, and bronze for places 1 through 3.

.C  Team Awards

a.  Points Per Swimmer Award.  Team (minimum of 6 swimmers) with most points-per-swimmer.  Team scores are calculated and divided by the number of swimmers entered in the meet for each team.  The team with the highest number of points-per-swimmer wins.  A team must have at least six (6) swimmers entered in the meet to qualify for this award.

b.  Best Times Team Award.  Team (minimum of 6 swimmers) with highest percentage of swimmers with improved times.  This award is calculated based on a report available in the meet management software that calculates the percentage of swimmers per team who swam faster than their seed times.  The award is given to the team (with at least 6 swimmers entered in the meet) who has the highest percentage of splashes with times faster than their entered seed times.

c. Divisional Champion. Awarded to the team with the most points.

.2 Long Distance Championships

 .A Individual Events
  a. Medals of gold, silver, and bronze will be awarded for places 1 through 3.
  b. Lesser medals will be awarded for places 4 through 6.
  c. Ribbons will be awarded for places 7 through 16.

 .B Relay Events. Relay winners will receive medals of gold, silver, and bronze for places 1 through 3.

 .C High Point Awards. An award will be presented to the male and female swimmers in each age group who score the most points in individual events.

.3 Short Distance Championships

 .A Individual Events
  a. Medals of gold, silver, and bronze will be awarded for places 1 through 3.
  b. Lesser medals will be awarded for places 4 through 6.
  c. Ribbons will be awarded for places 7 through 16.

 .B Relay Events. Relay winners will receive medals of gold, silver, and bronze for places 1 through 3.

 .C High Point Awards. An award will be presented to the male and female swimmers in each age group who score the most points in individual events.

.4 End-of-Season Awards/Recognition

 .A EFSL All-Star recognition will occur at the Short Distance Championship Meet. Six All-Star designees in each championship age group will be determined using times compiled by the EFSL Statistician from regular season and Divisionals meets only. The All Star calculation process shall be as follows:

  a. Using the final standings for all events, including long distance events, assign the top 10 swimmers in each event a point value based on their placement in the standings: 10 points for first place, down to 1 point for tenth place.

  b. For swimmers who are one age at the time of LDC (and the final LD standings) but are now in the next older age group, they shall be considered for All-Star designation in their new, older age group, as determined by their age on the first day of Divisionals. For LD events, their points shall be determined by their final standings placement in their younger age group.

c. For each swimmer, calculate the total points earned, based on their five (5) highest finishes. If a swimmer finished in the top 10 in more than five events, only their five highest finishes will be included in their point total.

d. Rank swimmers in each age group according to the points as calculated above, and recognize the top six (6) boys and top six (6) girls in each championship age group as "EFSL All Stars".

e. Certificates and a small award will be presented to all All-Star designees. All-Star awards will be determined annually by the Executive Board.

.B  EFSL Outstanding Service Award

a. The EFSL Outstanding Service award can be presented to an individual, a couple, or a family in recognition of their exemplary service to swimming and the EFSL.

b. Nominees should be volunteers, including those in elected or appointed positions.

c. Written nominations will be accepted by the Executive Board until the Monday following Divisionals Weekend and should include the nominee's name, team, volunteer positions held, and a description of how they have demonstrated exemplary service to swimming and the EFSL.

d. Every effort will be made to solicit at least one nomination from each division.

e. Nominations will be organized and then distributed to all members of the League Council. Names of nominees as well as the text of their nominations will be published.

f. All members of the League Council will be invited to vote via electronic ballot. There shall be no quorum required and the nominee receiving the most votes will be the recipient of the award.

g. The award winner will be announced at Short Distance Champs and will receive a certificate and/or other award recognition at the discretion of the Executive Board.

# Part Three:  MEET OFFICIALS

## 301.1  Referee (TC)

.1  The Referee is responsible for ensuring safe, fair, equitable and uniform conditions of competition so that no swimmer will gain an unfair advantage over another.

.2  In addition to the duties and responsibilities as stated in the USA Swimming Rule Book, the Referee will additionally be responsible for:

    .A  Ensuring that pool facilities and equipment are adequate for safe and uniform racing conditions and that sufficient meet officials are present to provide fair and equitable officiating.

    .B  In consideration of facility conditions and available officials, determining which responsibilities will be joint, concurrent, and coordinated.

    .C  Calling meeting(s) in accordance with the published meet announcement or no later than one half hour prior to the start of the meet.  Attendance is to include the Meet Director, Starter, Stroke and Turn Judges, Chief Timer, and the Head Coach or a representative from each participating team.  At this time, officials will be introduced and their areas of jurisdiction assigned. In addition, the ground rules for the conduct of the meet will be reviewed and clarified as necessary.

    .D  Dealing with any protests that may arise from the actual conduct of the meet in accordance with EFSL procedures.

## 301.2  Starter (TC)

.1  The Starter is responsible to the Referee for ensuring that all swimmers achieve a fair start.

.2   In addition to the duties and responsibilities as stated in the USA Swimming Rulebook, the Starter will additionally be responsible for:

    .A  Ensuring that the starting area and equipment is adequate and operable to provide safe and fair starting conditions.

    .B  Attending the meeting(s) called by the Referee prior to the start of the meet.

    .C  Implementing joint, concurrent, and coordinated responsibilities between the Referee, Starter, and Chief Timer.

.D  Attending timers' meeting, providing timers with a timing brief and starting rehearsal, if not provided by the Chief Timer.

.E  Acting as a relay take-off judge as required.

.3  False starts shall be handled in accordance with the appropriate USA Swimming Rulebook.

## 301.3  Stroke and Turn Judge (TC)

.1  Stroke and Turn Judges are responsible to the meet Referee for judging the legality of competing swimmers' strokes, turns, and finishes, in accordance with the USA Swimming Rulebook.

.2  They will cover their assigned area of jurisdiction, watching for infractions of the stroke, turn, and finish rules.

.3  When an infraction is observed, one hand must be raised with palm open immediately for each infraction observed.  On completion of the race, every attempt will be made to notify the swimmer charged with the infraction, and a copy of the DQ slip will be given to the swimmer's coach. Failure to notify does not negate the disqualification.

.4  Stroke and Turn Judges will seek advice from the Meet Referee whenever necessary.

.5  Stroke and Turn Judges will not entertain protests but will instead refer them directly to the meet Referee.

.6  During relay events, Stroke and Turn Judges may act as relay take-off judges as directed by the Meet Referee and described in the meet announcement.

## 301.4  Relay Take-Off Judge (TC)

.1  Relay Take-Off Judges are responsible for ensuring relay swimmers make the proper relay exchange in accordance with the USA Swimming Rule Book.

.2  They will station themselves so that they can clearly see both the touch of the incoming swimmer and the feet of the departing swimmer.

.3  Relay exchanges are dual confirmation.  The official shall not raise their hand when witnessing an infraction – they must confirm with the other Take-Off Judge to confirm the infraction before it is documented on a DQ slip.

.4   On completion of the race, every attempt will be made to notify the swimmer charged with the infraction, and a copy of the DQ slip will be given to the swimmer's coach. Failure to notify does not negate the disqualification.

## 301.5  Chief Timer/Head Lane Timer/Lane Timers (TC)

.1   The Chief Timer shall:

.A   Assure the assignment of Lane Timers to lanes and the designation of one timer on each lane to tbe the Head Lane Timer, attempting to assign timers from different teams to each lane when possible.

.B   Attend the Timers' briefing and assist the Starter with timer instructions as needed.

.C   On the starting signal, start a watch(es) on every race.  The time of this watch shall be used if a Lane Timer's watch fails.

.D   Be responsible for delivering all manual watch times, including those of disqualified swimmers, to the Statistician.  This responsibility is typically delegated to a Runner.

.E   Maintain accountability of timing equipment.

.2   The Head Lane Timer shall:

.A   Determine whether the swimmer or relay team is present and in the correct lane, heat, and event, and confirm/record the names and order of relay swimmers prior to the start of the race and determine that the relay swimmers are swimming in the order listed.

.B   Determine and record manual watch times or the absence of a swimmer or the relay team seeded in that lane.

.C   Supervise Lane Timers in acquiring splits if requested.

.D   Report and indicate on the timing recording form if the swimmer has delayed in touching or has missed the touch pad at the finish (when pads are in use), or if there is reason to believe the semi-automatic or manual times may be inaccurate.

.3   Each Lane Timer shall:

.A   Be in position at the start to have an unobstructed view and shall start the watch at the instant of observing the visual starting signal.  If the visual starting signal is not observed, the watch shall be started upon hearing the starting signal.

.B   Stand directly over the assigned lane at the finish to observe a touch above, at, or below the surface of the water and stop the watch and/or push the semi-automatic system button when any part of the swimmer's body touches the wall.

.C   Report the watch time to the Head Lane Timer or the designated recorder, report if a late or missed pad touch is observed; and, if requested, present the watch for inspection.

## 301.6  Clerk of Course/Head Marshal  (TC)

.1   The EFSL has historically split the duties of Clerks of Course as delineated in the USA Swimming Rulebook between the Statisticians and Head Marshals.

.2   The Clerk of Course/Head Marshal:

.A   Has the primary responsibility of checking swimmers into the marshaling area and controls swimmers from the time they are checked in until they are turned over to the Referee; organizes swimmers into their appropriate event, heat, and lane, based on the published meet program

.B   Shall be provided with a list of the names of all swimmers in all events, including relay swimmers in the order in which they will swim.

.C   Is a key member of the meet staff, working closely with the Referee, Statistician, Meet Director, Chief Timer, Announcer, and other meet volunteers.

.D   Coordinates announcements of current events being marshaled with announcer and/or coordinates signs, screens, or other systems for notifying swimmers when to report to marshaling area.

.E   Notifies the Referee of unexpected no-shows, injuries, and other pertinent information, especially when possible consolidation of heats, changes to lane assignments, or other adjustments could be anticipated.

.F   When instructed by the Referee, adjusts swimmers in the marshaling area prior to competition when Referee has directed heat/lane changes or other adjustments/deviations from the published heat sheet

.G   Fosters thorough and timely communication with Referee, Statistician, Meet Director, Chief Timer, and other meet volunteers.

## 301.7  Marshals  (TC)

.1  Marshals shall:

   .A  Be assistants to the Clerk of Course.

   .B  Inform participants of their heat and lane assignments when they report to his/her position.

   .C  Control competitors from the time they are checked in until they are turned over to the Starter.

   .D  Report any acts of unsportsmanlike conduct to the Referee.

   .E  Assist in maintaining quiet during starts.

## 301.8  Statistician  (TC)

.1  The responsibilities of the Statistician may vary somewhat from team to team, but in general the team statisticians shall:

   .A  Maintain athlete and statistical data, accurate lists of team qualifiers, and team records.

   .B  Provide reports for swimmers and coaches.

   .C  Review EFSL standings for accuracy.

   .D  Maintain accountability of team computers, printers, and timing equipment.

.2  For home meets, the Statistician shall:

   .A  Provide input to the Meet Director as needed to prepare meet announcement.

   .B  Prepare a meet file in Meet Manager according to meet announcement and distribute event list file to visiting teams no later than 21 days before meet.

   .C  Import meet event list into Team Manager for home team.

   .D  Be responsible to the Referee for:

      .a  The accurate processing of entries and scratches.

      .b  Accurate seeding of events.

      .c  Preparation and distribution of meet program, lane timer sheets, and other meet reports.

.d Operating Meet Manager software during meet, recording of official times and disqualifications, adjudicating times for all swims based on USA Swimming Rulebook procedures. [USAS 102.24 Timing Rules]

.e Determination of the official results.

.f Publication, posting, and distribution of results and scores to EFSL and visiting teams.

.E Serve as an active member of the meet management team, communicating and coordinating with the Referee, Meet Manager, Head Marshal, Chief Timer, and other key meet volunteers.

.F Import meet results into Team Manager for home team.

.3 For away meets, the Statistician shall:

.A Import meet events into Team Manager.

.B Submit meet entries to the hosting team.

.C Receive / import meet results into Team Manager.

## 301.9 Meet Director (TC)

.1 The responsibilities of the Meet Director may vary somewhat from team to team, but in general the Meet Director shall:

.A Be responsible for writing meet announcements, coordinating with team statisticians and meet referees for inputs, and publishing meet announcements no later than 21 days prior to each meet.

.B Secure and prepare the facility for the meet including set up and break down, as well as all coordination with the hosting venue.

.C Coordinate with the meet referee and statistician to make sure all supplies and materials are ready and available for the meet.

.D Ensure all volunteer positions are filled, coordinating with visiting teams to place visiting volunteers into positions. This function may be fulfilled by a volunteer coordinator on some teams, but the Meet Director should be aware of volunteers and maintain open communication with whomever is coordinating them.

.E Not assume any other responsibilities during the meet. She/he must be available to answer questions, resolve problems, and generally keep everything operating efficiently.

.F  Be available to assist the meet management team and to answer questions the Meet Referee may have, as well as anticipate needs and foster communication among key meet volunteers (Referee, Statistician, Clerk of Course/Head Marshal, Chief Timer, etc.).

# Part Four: OFFICIATING PROGRAM

# Article 401: General Information and Organization

## 401.1 Purpose and Objectives (TC)

.1 The purpose of the European Forces Swim League Officiating Program is to develop and maintain a standard of officiating within the EFSL that will provide fair and equitable conditions of competition and promote uniformity.

.2 The objectives of the Program are to:

.A Adapt the current USA Swimming rules to EFSL requirements.

.B Develop and maintain EFSL standards for training of officials.

.C Conduct officiating clinics and provide on-deck experience at the League and local team level to train, test, and qualify the officials.

.D Maintain an adequate number of qualified officials to staff regular meets and EFSL championships.

.E Set EFSL Training Standards for conducting training of officials.

## 401.2 Administration and Officials Committees (TC)

.1 The League Head Official will be responsible for overall Program administration and will maintain an official record of qualifications for all League Officials.

.2 Team Head Officials will be responsible for maintaining a record of qualifications for officials qualified at the team level and will provide the League Head Official with such information.

.3 Officials Committees

.A May be convened by the League Head Official as required, virtually or physically.

.B Officials Committees will consist of a Chairman (normally the League Head Official) and designated League Referees (likely Division Head Officials). Other members at large may serve as deemed necessary.

.C Committee responsibilities are:

.a   Develop procedures for the training, testing, and certification of officials.

.b   Develop and update League officiating standards.

.c   Develop and distribute training packages.

.d   Carry out other tasks as may be directed by the Technical Committee or League Council.

.e   Submit recommendations to the Technical Committee for approval.

## 401.3  Meet Official Categories (TC)

.1   Administrative personnel include: Team Head Official, Meet Director, Assistant Meet Director, Clerk of Course/Head Marshal, Statistician, Awards Clerk, Chief Timer, Head Lane Timer, and Timer.

.2   Official Personnel Include - Referee, Stroke and Turn Judge, Starter, DQ Judge, and Place Judge.

## 401.4  League Head Official (TC)

.1   The League Head Official and Referees will be responsible for ensuring that the objectives of the Program are carried out and maintained within their area of responsibility.

.2   The League Head Official must be a certified Referee with at least one season of experience.

.3   The League Head Official is elected in accordance with EFSL Bylaws for a two-year term. He/she may be reappointed.

.4   The League Head Official is responsible for:

.A   Convening officials committees as required.

.B   Conducting officiating clinics.

.C   Maintaining an official record of qualifications for all EFSL officials.

.D   Assigning officials for league Championship Meets.

.E   Giving guidance to Referees and Team Head Officials in officiating matters.

.F   Training the Divisional Head Officials.

.G  Advising the Technical Committee and League Council in officiating matters.

.H  Other responsibilities as assigned.

## 401.5  Division Head Officials (TC)

.1  Each Division will have a Division Head Official.

.2  The League Head Official will approve and train all Division Head Officials.

.3  The Division Head Officials will train and mentor all other Officials within their division, using common League standards and the provided training packages.

## 401.6  Team Head Officials (TC)

The Team Head Official will be responsible to the League Head Official for dissemination of Officials' information to the team's officials and ensuring that the objectives of the Program are carried out and maintained within their team.

.1  Prerequisites:  A Team Head Official should be the most qualified official on the team and is the team's point of contact for officials' information.

.2  Selection: A Team Head Official is nominated by the team, with approval by the Division Head Official.  The League Head Official shall be notified of the team's selection.

.3  The Team Head Official shall:

.A  Conduct officials clinics and refresher training, or coordinate training for local team officials.

.B  Maintain a record of qualifications at the team level and provide the League & Division Head Official with this information.

.C  Provide officials for "home" or "away" meets as required or requested.

.D  Advise the local team governing body in officiating matters.

.E  Accept other responsibilities as may be assigned.

## 401.7  Referees/Head Officials (TC)

.1  Referees must be certified through the EFSL training program or a certified Referee within another swimming organization (i.e. USA Swimming, FINA) with the approval of the League Head Official.

.2  Referees are responsible for attending League Officials Committee meetings and officiating clinics as required.

.3  Must meet specific training requirements as listed below.

# Article 402:  Meet Officials Training Standards

## 402.1  Purpose (TC)

League Training Standards are the controlling documents by which the training of meet officials is to be conducted at League and the local team level.  They provide minimum standards for the progressive training of meet officials in a uniform manner.

## 402.2  Levels of Qualifications (TC)

.1  Administrative meet personnel will advance through levels of formal training and experience as follows:

    .A  Level 1A  - Team Head Official, Meet Director, Assistant Meet Director, Clerk of Course/Head Marshal, Statistician, Awards Clerk,  Chief Timer, Head Lane Timer, and Timer.

    .B  Level 2A  - Statistician.  Due to the technical expertise required for statisticians, training at pre-season statistician training is required for at least one person from each team.

.2  Meet Officials training standards shall be as follows:

    .A  Level 1B  - 1B Clinic, Stroke and Turn Judge.

    .B  Level 2B  - 2B Clinic, Starter.

    .C  Level 3B  - 3B Clinic, Referee (Head Official).

.3  Advancement will progress from the lowest to highest levels upon completion of a minimum required training and experience for each successive level.

.4  Consideration will be given for previous training and/or experience received outside of the EFSL Officiating Program.

## 402.3  Training Methods (TC)

.1  Starters and Referees will be by means of formal instruction and testing and/or supervised experience (shadowing) at regular meets and mentoring.

.2   Officiating clinics will provide theoretical knowledge and practical exposure to the various officiating positions.

.3 Testing for each official's certification level will be administered by the Division or League Head Official and shall be completed prior to certification at that level.

.4 Statistician training will include software familiarization and practical technical exposure to meet setup, entry processing, time adjudication, results tabulation, scoring, and documentation duties for a meet.

.5 Below is the recommended minimum period of experience for each position under the supervision and guidance of a qualified meet personnel. Exceptions to these recommendations may be approved for Stroke/Turn Judge by the Division Head Official and for Starter or Referee by the League Head Official.

> .A Stroke/Turn Judge: Shadow during 3 standard leagues meets.
>
> .B Starter: 1 year as a Stroke/Turn Judge and Starter shadow at 3 standard league meets.
>
> .C Referee: 1 year as a Starter and Referee shadow at 3 standard league meets.
>
> .D Statistician: Experience as a Marshal, Timer, Award Clerk, and Statistician shadow at 1 standard league meet.

.6 Team Head Official will make recommendations for advancement to the Divisional or League Head Official before an individual is recognized as a Starter or Referee.

## 402.4  Certification of Officials (TC)

.1 Attendance at officiating clinics and on-deck experience will be documented by the appropriate qualified officials and registered with the Team/League as required in this Annex.

.2 Qualification for each officiating position will be certified by the Division or League Head Official and recorded with the team/League as required in this Annex.

.3 Officiating Clinics will:

> .A Provide training and experience in conjunction with on-the-deck experience (shadowing) at regular meets and mentoring for Starters and Referees.
>
> .B Provide theoretical knowledge and practical exposure to the various officiating positions.
>
> .C Be accompanied by a minimum period of on-the-deck experience for each position, under the supervision and guidance of a qualified official appropriate to each position.

# Attachment 1: MEET ANNOUNCEMENT GUIDELINES

Meet announcements should be prepared by the host team and published no later than 21 days prior to the event.

Key information to include:

- Host Team
- Type of Meet (Standard B, Pentathlon, Sprint Special A, etc.)
- EFSL Meet Abbreviation (e.g., SGT220115)
- Participants
- Key times: Doors open, warm up info, meet start, approximate meet end
- Location, including directions and base access info, if applicable
- Pool course information
- Code of Conduct statement
- Key Contacts: Meet Referee, Meet Statistician, Meet Director
- Fees, if any
- Eligibility
- Entry Limits
- Entry Deadline
- Volunteer Information
- Snack Bar/Food options, if any
- Hospitality for Meet Volunteers, if any
- Security or other restrictions
- Parking info
- Schedule of Events
- Splits available, if any
- Facility rules, requirements, or restrictions
- Description of the medical supervision (e.g., lifeguards, EMT, AED device, etc.) available to athletes participating in the meet.
- Nearest emergency medical facility/facilities with contact information

Teams may download from the EFSL website or request from the EFSL Statistician an editable file for preparing meet announcements. Please contact the EFSL Statistician for any questions or to request assistance in preparing meet announcements.

# Attachment 2: EFSL-RECOGNIZED EVENTS

| | 10 & Under | 11-12 | 13-19 |
|---|---|---|---|
| Freestyle | 25m * <br> 50m <br> 100m <br> 200m Ⓛ <br> 400m Ⓛ <br> 800m Ⓛ | 50m <br> 100m <br> 200m <br> 400m Ⓛ <br> 800m Ⓛ <br> 1500m Ⓛ | 50m <br> 100m <br> 200m <br> 400m <br> 800m Ⓛ <br> 1500m Ⓛ |
| Backstroke <br> Breaststroke <br> Butterfly | 25m * <br> 50m <br> 100m Ⓛ | 50m <br> 100m Ⓛ | 50m * <br> 100m <br> 200m Ⓛ |
| Individual Medley | 100m <br> 200m | 100m <br> 200m <br> 400m Ⓛ | 100m * <br> 200m <br> 400m Ⓛ |
| Freestyle Relay | 4 x 25m * <br> 4 x 50m | 4 x 25m * <br> 4 x 50m | 4 x 50m |
| | 4 x 100m Ⓛ | | 4 x 100m Ⓛ |
| Medley Relay | 4 x 25m * <br> 4 x 50m | 4 x 25m * <br> 4 x 50m | 4 x 50m |
| | 4 x 100m Ⓛ | | 4 x 100m Ⓛ |

*  NOT a championship event          SDC event          Ⓛ LDC event

# Attachment 3: DIVISIONAL CHAMPIONSHIPS
# ORDER OF EVENTS

| RELAY EVENT # | GIRLS EVENT # | Event Description | BOYS EVENT # |
|---|---|---|---|
| 1 | | Mixed 10 & U 200 Medley Relay | |
| 2 | | Mixed 11-12 200 Medley Relay | |
| 3 | | Mixed 13-14 200 Medley Relay | |
| 4 | | Mixed 15-19 200 Medley Relay | |
| | 5 | 12 & Under 100 IM ** | 6 |
| | 7 | 13-19 200 IM | 8 |
| | 9 | 12 & Under 50 Freestyle | 10 |
| | 11 | 13-19 50 Freestyle | 12 |
| | 13 | 12 & Under 50 Butterfly | 14 |
| | 15 | 13-19 100 Butterfly | 16 |
| | 17 | 12 & Under 200 IM | 18 |
| | 19 | 13-19 200 Freestyle | 20 |
| | 21 | 12 & Under 50 Backstroke | 22 |
| | 23 | 13-19 100 Backstroke | 24 |
| | 25 | 12 & Under 100 Freestyle | 26 |
| | 27 | 13-19 100 Freestyle | 28 |
| | 29 | 12 & Under 50 Breaststroke | 30 |
| | 31 | 13-19 100 Breaststroke | 32 |
| | 33 | 11-12 200 Freestyle | 34 |
| | 35 | 13-19 400 Freestyle | 36 |
| 37 | | Mixed 10 & U 200 Freestyle Relay | |
| 38 | | Mixed 11-12 200 Freestyle Relay | |
| 39 | | Mixed 13-14 200 Freestyle Relay | |
| 40 | | Mixed 15-19 200 Freestyle Relay | |

** If meet is conducted in a 50-meter pool:
- 200 meter IM events may be swum out of the normal order, at the discretion of the hosting team.
- 100 IM events are omitted, or, if a nearby or adjacent 25-meter pool is available, 100 meter IM events may be added as a separate session.

# Attachment 4: SHORT DISTANCE CHAMPIONSHIP
# ORDER OF EVENTS - DAY ONE

| RELAY EVENT # | GIRLS EVENT # | Event Description | BOYS EVENT # |
|---|---|---|---|
| | 1 | 8 & Under 100 IM | 2 |
| | 3 | 9 Year Olds 100 IM | 4 |
| | 5 | 10 Year Olds 100 IM | 6 |
| | 7 | 11 Year Olds 100 IM | 8 |
| | 9 | 12 Year Olds 100 IM | 10 |
| | 11 | 13 Year Olds 100 Freestyle | 12 |
| | 13 | 14 Year Olds 100 Freestyle | 14 |
| | 15 | 15-16 100 Freestyle | 16 |
| | 17 | 17-19 100 Freestyle | 18 |
| | 19 | 8 & Under 50 Butterfly | 20 |
| | 21 | 9 Year Olds 50 Butterfly | 22 |
| | 23 | 10 Year Olds 50 Butterfly | 24 |
| | 25 | 11 Year Olds 50 Butterfly | 26 |
| | 27 | 12 Year Olds 50 Butterfly | 28 |
| | 29 | 13 Year Olds 100 Butterfly | 30 |
| | 31 | 14 Year Olds 100 Butterfly | 32 |
| | 33 | 15-16 100 Butterfly | 34 |
| | 35 | 17-19 100 Butterfly | 36 |
| | 37 | 8 & Under 50 Breaststroke | 38 |
| | 39 | 9 Year Olds 50 Breaststroke | 40 |
| | 41 | 10 Year Olds 50 Breaststroke | 42 |
| | 43 | 11 Year Olds 50 Breaststroke | 44 |
| | 45 | 12 Year Olds 50 Breaststroke | 46 |
| | 47 | 13 Year Olds 100 Breaststroke | 48 |
| | 49 | 14 Year Olds 100 Breaststroke | 50 |
| | 51 | 15-16 100 Breaststroke | 52 |
| | 53 | 17-19 100 Breaststroke | 54 |
| | 55 | 11 Year Olds 200 Freestyle | 56 |
| | 57 | 12 Year Olds 200 Freestyle | 58 |
| | 59 | 13 Year Olds 400 Freestyle | 60 |
| | 61 | 14 Year Olds 400 Freestyle | 62 |
| | 63 | 15-16 400 Freestyle | 64 |
| | 65 | 17-19 400 Freestyle | 66 |
| 67 | | Mixed 10 & Under 200 Medley Relay | |
| 68 | | Mixed 11-12 200 Medley Relay | |
| 69 | | Mixed 13-14 200 Medley Relay | |
| 70 | | Mixed 15-19 200 Medley Relay | |

# SHORT DISTANCE CHAMPIONSHIP
# ORDER OF EVENTS - DAY TWO

| RELAY EVENT # | GIRLS EVENT # | Event Description | BOYS EVENT # |
|---|---|---|---|
| | 71 | 8 & Under 200 IM | 72 |
| | 73 | 9 Year Olds 200 IM | 74 |
| | 75 | 10 Year Olds 200 IM | 76 |
| | 77 | 11 Year Olds 200 IM | 78 |
| | 79 | 12 Year Olds 200 IM | 80 |
| | 81 | 13 Year Olds 200 IM | 82 |
| | 83 | 14 Year Olds 200 IM | 84 |
| | 85 | 15-16 200 IM | 86 |
| | 87 | 17-19 200 IM | 88 |
| | 89 | 8 & Under 50 Freestyle | 90 |
| | 91 | 9 Year Olds 50 Freestyle | 92 |
| | 93 | 10 Year Olds 50 Freestyle | 94 |
| | 95 | 11 Year Olds 50 Freestyle | 96 |
| | 97 | 12 Year Olds 50 Freestyle | 98 |
| | 99 | 13 Year Olds 50 Freestyle | 100 |
| | 101 | 14 Year Olds 50 Freestyle | 102 |
| | 103 | 15-16 50 Freestyle | 104 |
| | 105 | 17-19 50 Freestyle | 106 |
| | 107 | 8 & Under 50 Backstroke | 108 |
| | 109 | 9 Year Olds 50 Backstroke | 110 |
| | 111 | 10 Year Olds 50 Backstroke | 112 |
| | 113 | 11 Year Olds 50 Backstroke | 114 |
| | 115 | 12 Year Olds 50 Backstroke | 116 |
| | 117 | 13 Year Olds 100 Backstroke | 118 |
| | 119 | 14 Year Olds 100 Backstroke | 120 |
| | 121 | 15-16 100 Backstroke | 122 |
| | 123 | 17-19 100 Backstroke | 124 |
| | 125 | 8 & Under 100 Freestyle | 126 |
| | 127 | 9 Year Olds 100 Freestyle | 128 |
| | 129 | 10 Year Olds 100 Freestyle | 130 |
| | 131 | 11 Year Olds 100 Freestyle | 132 |
| | 133 | 12 Year Olds 100 Freestyle | 134 |
| | 135 | 13 Year Olds 200 Freestyle | 136 |
| | 137 | 14 Year Olds 200 Freestyle | 138 |
| | 139 | 15-16 200 Freestyle | 140 |
| | 141 | 17-19 200 Freestyle | 142 |
| 143 | | Mixed 10 & Under 200 Freestyle Relay | |
| 144 | | Mixed 11-12 200 Freestyle Relay | |
| 145 | | Mixed 13-14 200 Freestyle Relay | |
| 146 | | Mixed 15-19 200 Freestyle Relay | |

# Attachment 5: EFSL LONG DISTANCE CHAMPIONSHIP ORDER OF EVENTS

## DAY ONE

| RELAY EVENT # | GIRLS EVENT # | Event Description | BOYS EVENT # |
|---|---|---|---|
| | 1 | 13-19 200 Breaststroke | 2 |
| | 3 | 10 & Under 400 Freestyle | 4 |
| | 5 | 11-14 1500 Freestyle | 6 |
| | 7 | 15-19 800 Freestyle | 8 |
| | 9 | 10 & Under 200 Freestyle | 10 |
| | 11 | 11-19 400 IM | 12 |
| | 13 | 12 & Under 100 Breaststroke | 14 |
| 15 | | 13 -19 400 Medley Relay | |
| 16 | | 12 & Under 400 Medley Relay | |

## DAY TWO

| RELAY EVENT # | GIRLS EVENT # | Event Description | BOYS EVENT # |
|---|---|---|---|
| | 17 | 13-19 200 Butterfly | 18 |
| | 19 | 11-12 400 Freestyle | 20 |
| | 21 | 10 & Under 800 Freestyle | 22 |
| | 23 | 13-19 200 Backstroke | 24 |
| | 25 | 11-14 800 Freestyle | 26 |
| | 27 | 12 & Under 100 Butterfly | 28 |
| | 29 | 15 -19 1500 Freestyle | 30 |
| | 31 | 12 & Under 100 Back | 32 |
| 33 | | 13 -19 400 Freestyle Relay | |
| 34 | | 12 & Under 400 Freestyle Relay | |

# Attachment 6:  EFSL AVAILABLE SPLITS

| Events | Splits Allowed<br>(MAX 1 per event) |
|---|---|
| 100 m Free | 50 m Free |
| 200 m Free | 50 m or 100 m Free |
| 400 m Free | 50 m, 100 m, or 200 m Free |
| 800 m Free | 50 m , 100 m, 200 m, or 400 m Free |
| 1500 m Free | 50 m, 100 m, 200 m, 400 m, or 800 m Free |
| 200 m Back | 50 m or 100 m Back |
| 200 m Breast | 50 m or 100 m Breast |
| 200 m Fly | 50 m or 100 m Fly |
| 200 m IM | 50 Fly |
| 400 m IM | 100 Fly |
| 200 m Medley Relay | 50 Back |
| 400 m Medley Relay | 100 Back |
| 200 m Freestyle Relay | 50 Free (lead leg ONLY) |
| 400 m Freestyle Relay | 100 Free (lead leg ONLY) |