



CNSL

Rules &
Regulations



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League Objective

- The Columbia Neighborhood Swim League (CNSL) is a summer recreational swim league with 14 swim teams located throughout the Columbia, Ellicott City, ElkrIDGE and Clarksville areas.
- CNSL is open to swimmers with all ability levels who meet the league requirements.
- Columbia Association provides coaches, facilities and a framework for CNSL participants to improve swimming abilities, develop good sportsmanship, and test performance in actual competition as part of a team in a safe and supportive learning environment.
- CNSL is not a USA Swimming program and therefore does not offer a comparable level of training.
- CNSL is not a lessons program and does not focus on teaching children to swim.

League Requirements

- Swimmers must be 18 years of age or younger as of June 1.
- Swimmers must complete the safety participation requirement by the end of Time Trials:
 - Swimmers ages 10 and younger must be able to swim at least one length of the pool, and swimmers ages 11 and older must be able to swim two lengths of the pool.
 - Swimmers must be able to complete the requirement on their front or back in a strong fashion without assistance; using the bottom of the pool, wall, people or lane lines is prohibited.
 - The head coach has final determination if a swimmer has met the lap requirement.
 - Note: Swimmers with disabilities must still meet the requirement for safety purposes.
- All swimmers, coaches and families must abide by the CNSL Code of Conduct (Appendix A).

Team Assignment

- Swimmers who live on CA-assessed property **MUST** swim for their neighborhood team. Swimmers who do not live on CA-assessed property **MUST** swim for the team to which their elementary school is assigned.
- Team assignment can be determined on the CNSL website.
- CA employees are bound by the same team assignment rules as other participants.
- Exceptions to team assignment are permitted **ONLY** in the cases listed below.
 - Families are grandfathered into a team if they continue to swim for the same team regardless if they move to another swim team district. If that swimmer or family skips a season, they are no longer grandfathered to that team and have to register for the team

assigned to their current residence.

- Swimmers may elect to swim for one of the league's designated underutilized teams regardless of team assignment based on residence.
- Swimmers who reside outside of Howard County must register for one of the league's designated underutilized teams.
- Coaches who are eligible to participate must swim for the team they coach regardless of team assignment based on residence. This does **NOT** include the coach's siblings, who must swim for the team based on residence.
- If a coach decides they no longer would like to coach but they have years of eligibility remaining, they must return to their assigned team based on their residence.

Registration Information

- Registration begins in April for new and returning swimmers at ColumbiaAssociation.org/login.
- Registrations fees for CA members, Columbia Cardholders and non-members are published on the CNSL website.
- Swimmers with a membership designated as income-qualified receive a 50% discount. All other costs (swimsuit, caps, etc.) are the responsibility of the participant.
- Swimmers eligible for discounted registration fees, with the exception of income-qualified members, must register in person or by phone at the Aquatics office (410-312-6332).
- Swimmers may check out the program prior to registration during the first week of the season, known as First Splash.
- Registration is required to practice with the team as of the second week of practice.
- Registration is required by midnight Sunday for a swimmer to be eligible to swim at the following dual meet.
- Refund requests must be made by contacting the Aquatics office.
 - Requests made by 5pm prior to the first dual meet receive a full refund, less a \$25 administrative fee.
 - Requests received after the first dual meet receive a prorated refund based on weeks of participation, less the \$25 administration fee.
 - All swimmers requesting a refund are charged a \$25 administrative fee, including swimmers who are unable to participate due to not meeting the Safety Participation Requirement.
 - Refunds are not processed following dual meet 4.

Contact the Aquatics office at 410-312-6332 for registration assistance or to request a refund.

Team Home Pool Information

Team	Pool Address	Phone	# Lanes / Meter or Yards
Clary's Forest	Swansfield Mini-WaterPark 5659 Cedar Lane	410-730-3180	6 lanes/meters
Clemens Crossing	Clemens Crossing Pool 6400 Martin Road	410-997-4214	8 lanes/yards
Dorsey's Search	Dorsey Hall Pool 4649 Columbia Road	410-461-1481	8 lanes/yards
Harper's Choice	Longfellow Pool 5257 Eliots Oak Road	410-730-4978	6 lanes/meters
Huntington	Huntington Pool 7625 Murray Hill Road	301-490-3310	8 lanes/yards
Kings Contrivance	Macgill's Common Pool 10025 Shaker Drive	410-730-5995	6 lanes/yards
Long Reach	Kendall Ridge Pool 8245 Tamar Drive	410-715-3074	8 lanes/yards
Oakland Mills	Stevens Forest Pool 6061 Stevens Forest Road	410-730-5452	8 lanes/yards
Owen Brown	Dasher Green Pool 6805 Cradlerock Way	410-715-3194	8 lanes/yards
Pheasant Ridge	River Hill Pool 6330 Trotter Road	410-531-0191	8 lanes/yards
Phelps Luck	Phelps Luck Pool 5355 Phelps Luck Drive	410-730-5765	8 lanes/yards
Pointers Run	River Hill Pool 6330 Trotter Road	410-531-0191	8 lanes/yards
Thunder Hill	Thunder Hill Pool 9205 Log Chain Road	410-730-5563	6 lanes/meters
Wilde Lake	Faulkner Ridge Pool 10518 Marble Fawn Court	410-730-5292	6 lanes/meters

Practice Information

- Preseason practices are held in the evenings starting the Tuesday following Memorial Day through the last day of Howard County public schools.
 - Teams are assigned two hours of practice time on specific days and locations.
 - Practices prior to Time Trials include a designated 30-minute block for new swimmers. Once a coach determines that a new swimmer has completed the safety participation requirement, the swimmer may join the applicable age group practice time.
 - Coaches, with input from the team managers, determine the breakdown of age groups for all practices.
- Regular season practices start the day after the last day of Howard County public schools and continue until the All-City Championship Meet.
 - Teams are assigned 1.5 hours of practice time on specific days and locations.
 - Practices are held four mornings and three evenings each week.
 - Coaches, with input from the team managers, determine the breakdown of age groups for all practices. Swimmers are divided into practice groups primarily by age and ability at the discretion of the coach.

- Practices provide opportunities for swimmers to learn or improve technique and skills and to build endurance.
- During practices, coaches focus on the group while providing individualized attention where possible.
- Wading pools are closed during swim team practices held at closed pools.
- Normal pool rules are in effect during all practice times.
- CA pool rules for supervision are followed
 - Children 9 years of age or younger are required to be accompanied by a responsible supervisor 14 years of age or older.
 - Children 10 to 13 years of age are not required to have a responsible supervisor if they pass the Safety First test administered by pool staff.

Meet Information

- The meet schedule is set by the league.
- Teams rotate having three home meets one season and two home meets the following season.
- Home/away requirement, team size, previous win/loss ratio, previous point differential, previous team issues or concerns, etc., are factors used in determining the meet schedule.
- The Rules for Swimming Competition govern all meets scheduled by the league.

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- See the Rules for Swimming Competition section in this document for specific information.
- Age as of June 1 determines the age group for competition throughout the season.
 - Swimmers are permitted to compete in the next higher age group for one or more meets; however, they must participate in that age group for all events, including relays at the applicable meet.
 - Swimmers are not permitted to compete in the next lower age group for any event or meet.
 - Swimmers are not permitted to compete in the next higher age group for any event at the All-City Championship Meet.
- Swimmers may participate in no more than two individual events and one relay at each meet.
- Coaches determine event selection for each swimmer based on swimmer availability provided by parent.
- Warmups begin at 7am and the meet starts at 8am.
- Wading pools are open during meets to swimmers who are 6 years old and younger.
- All regular wading pool policies apply; a responsible adult must supervise children at all times.
- All-City Championship Meet Participation
 - Swimmers must have participated in three dual meets or two dual meets and Time Trials to be eligible to swim at the meet.
 - Swimmers must have a legal time in the event for which they are entered in the meet. A “no time” (NT) entry is not permitted.
 - Swimmers may participate in no more than two individual events and one relay event.
 - Swimmers are placed in divisions (A, B and C) based on cutoff times determined by the league from the results of the previous year’s meet.
 - Only one relay per team per event may be entered in the meet, with mixed relays using 2 swimmers from the male and 2 swimmers from the female competition category.
 - Each team must provide three to four volunteers for each session of the meet. Volunteer signup is available on CNSL website in July.
 - More information is available on the CNSL website.

Special Events

Pep Rallies

- Held Friday nights prior to meets as scheduled by team managers.
- Promote team spirit, learn team cheers, review meet lineup, etc.
- Not a closed pool event; the pool remains open to the public.

Charity Event

- Team or league-wide themed event supporting a cause or charity in the local or statewide community.
- Closed pool event; not open to the public.
- The event is for swim team members and swim team family members only.
- Participants ages 12 or younger must be accompanied by a parent or designated adult responsible for no more than five swimmers or siblings.
- Parents of participants ages 13 and older must sign in their swimmer at the event and provide a number where they can be reached during the event.
- All participants must leave the facility at the designated end time of the event.
- Loitering outside of the facility is not permitted.
- Use of illegal substances and/or use of tobacco and alcohol are prohibited.
- Normal pool rules are in effect unless approved by the league supervisors and aquatics director.

Fundraising Activities

- Teams may hold fundraising activities at their discretion at local restaurants, venues or businesses to raise funds for team-specific needs.

Awards Event

- Team event to celebrate the season, recognize the swimmers, thank volunteers and coaches.
- Each swimmer receives a participation award.

Coaches

- Coaches are hired by the league and assigned to a team based on their knowledge of the sport, coaching experience and experience working with children.
- Coaches are observed for performance evaluations during practices and meets throughout the season by league supervisors.
- Questions regarding the coaches or their responsibilities can be directed to the league coaching supervisors.

Coach Responsibilities

- Set the tone and provide direction for the team.
- Model and promote professionalism, good sportsmanship and the friendly spirit of competition.
- Communicate effectively with all CA team members, swimmers, parents and volunteers.
- Provide input to team managers for season planning, team apparel, team events and awards, etc.
- Attend required trainings and meetings.
- Knowledgeable and familiar with Coaches’ Manual, Officials Training documents, and USA Swimming and CNSL League Rules and Regulations.

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- Determine structure of practice group during assigned practice time block.
- Arrive 15 minutes prior to practice and 30 minutes prior to the start of meet warmups.
- Provide instruction and information to swimmers on technique, rules, meets, team activities, etc.
- Assist with setup and cleanup for practice and meets.
- Attend time trials, dual meets, pep rallies, charity event and end of season event.
- Attend other team events as scheduling allows.
- Prepare all meet lineups (head coach).
- Mentor and evaluate assistant coaches (head coach).

Coach Decision Making

- Coaches are responsible for making decisions with the best interest of the team and swimmer in mind.
- Input is welcomed. However, it is the responsibility of the coaching staff to make all final decisions regarding the following areas:
 - Place swimmers in individual events for dual meets and choose relay participants for dual meets and All-City Championship Meet.
 - Determine award recipients for record breakers, high point winners, swimmer superlatives, etc., with the goal to recognize as many swimmers as possible.
 - Decide what to accomplish at each practice and what is expected from each swimmer.
 - Determine if a swimmer has appropriately met the league's safety participation requirement.
 - Monitor and manage the behavior of the swimmers during practice and meets.
 - Determine consequences for swimmer behavior in violation of the CNSL Code of Conduct. This includes situations where a coach is made aware of swimmer misbehavior they do not witness or have firsthand knowledge of the behavior. When circumstances warrant, the coaching staff will involve the league supervisors.

Team Managers

- Team managers, with the help of parent volunteers, organize and run team activities and swim meets.
- Each team has a minimum of two team managers.
- Only two team managers each receive a discounted CNSL registration rate, as set by the league.
- Team managers must hold an active Columbia Association membership in order to receive the discounted rate for their swimmer(s).
- Team Managers must have a swimmer registered with the team.

- Retiring Team Managers are responsible for securing a replacement.
- The league supervisors are not able to act as team managers for teams that are unable to secure replacements.
- Questions regarding team managers or their responsibilities should be directed to the league supervisors.
- See Appendix F for a list of team manager responsibilities.

Volunteers

- All families are expected to volunteer in some capacity during the season, as it takes a tremendous number of volunteers to operate a successful swim team and create a supportive and lasting experience for each swimmer.
- Volunteers are needed for serving in administrative roles, event coordinating and running swim meets.
- Most volunteers do not require any experience. Any training needed is provided by the league.
- Team managers coordinate the volunteer signup process for their team.
- See Appendix E for a list of volunteer descriptions.

Volunteer Meet Assignments

1 Referee / Home Team

1 Starter / Away Team

4 + Stroke and Turn officials / 2+ each Home and Away Team

Meet Manager Computer Workers / 1 each Home and Away Team

1 Head Timer / Home Team

2 Timers per lane / 1 each Home and Away Team

1 Backup Timer / Away Team

2 Lineup Aides / 1 each Home and Away Team

2 + Relay Aides / 1 each Home and Away Team

4 Runners / Home Team

2 Sweeps/Order of Finish / 1 each Home and Away Team

1 Heat Winner / Home Team

Concessions / Home Team

In the event equal numbers of volunteers from each team are not available, volunteers from one team or the other may be used.

Rules for Swimming Competition

- These rules are specifically designed for and govern the conduct of all closed meets scheduled by the Columbia Neighborhood Swim League.
- USA Swimming rules pertaining to swimmer safety, strokes, disqualifications, duties of officials, judging, timing, turns, starts, finishes and similar technical matters are observed at all league meets unless modified by these rules.

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- A copy of the USA Swimming Rules and Regulations can be found at usaswimming.org.

CNSL Starting Rules

Starts

- Starts are by electric starting system in accordance with the current USA Swimming Rules and Regulations.
- The most current USA Swimming rule regarding the position of swimmers during the start is adopted.
- The starter, once the meet is opened for competition by the referee, has full discretion to call up and start the heats.
- Upon direction from the referee, the pacing and general order of events may be adjusted and implemented by the starter.

The Forward Start

- The starter directs swimmers to step up to the starting area of the deck.
- After the referee's whistle, the starter instructs the swimmers and directs them to "take your mark."
- Swimmers are required to have at least one foot at the edge of the pool deck following the starter's "take your mark" instruction. For freestyle, breaststroke, and butterfly, swimmers may utilize an in-water start with one foot and one hand in contact with the pool wall/edge.
- The swimmer may assume any position as long as there is no motion prior to the start of the race (i.e., there is no requirement to have a bent waist, grasp or touch the deck near the feet, etc.).
- Sufficient time is given following the "take your mark" instruction to enable swimmers to assume a starting position, but no swimmer can be in motion immediately before the starting signal is given.

Deep End Starts

All racing starts will be conducted in the deep end of the pool (except for the intermediate relay swimmers in event numbers 2, 58, 59, 60, 61 and 62). These swimmers must utilize an in-water start with at least one hand in contact with the edge of the pool.

The Backstroke Start

- The swimmer shall line up in the water facing the starting end, with both hands placed on the edge or on the gutter.
- The swimmer's feet may be placed in any position on the vertical surface of the pool.
- Prior to the command "take your mark" and until the feet leave the wall at the starting signal, the swimmer must have at least one hand in contact with the wall. The swimmer's toes may be above the surface of the water, except that standing on or curling toes over the edge of the pool, the gutter or a skimmer is not permitted at any time.
- A false start may be charged to any swimmer who fails to maintain his feet and/or hands in

a legal position after appropriate warning.

- Note: A swimmer who curls toes over an edge after the starting signal commits a stroke violation, not a starting violation, and may only be disqualified by a stroke and turn official.

CNSL Relay Rules

Freestyle Relay

- Freestyle rules apply.
- Each swimmer must swim $\frac{1}{4}$ of distance.

Medley Relay

- Rules pertaining to each stroke apply.
- Each swimmer must swim $\frac{1}{4}$ of event distance of prescribed stroke in order of backstroke, breaststroke, butterfly and freestyle.
- May not swim in the style of the other three strokes during the freestyle leg.

Starts and Takeoffs

- No running starts.
- A swimmer may not take more than two steps for out-of-water starts.
- The second and fourth relay swimmer in events 2, 58, 59, 60, 61 and 62 MUST perform an in-water start.
- The second relay swimmer shall be in the pool at the start of the race.
- The second and fourth relay swimmer must maintain contact with the wall with some part of their body (hand, foot, etc.) until the approaching swimmer comes in contact with the wall.
- Swimmers must exit the pool at the completion of their length, with the exception of the final swimmer.

Additional Relay Information

- Events 1, 2, 3, 4, 57, 58 and 65 must have two male and two female swimmers.
- All mixed relays in the All-City Championship Meet must have two male and two female swimmers.
- A dual confirmation by an official from each team is required to enforce the infraction of an early relay takeoff. An exception is made if a team does not have the required number of officials.

CNSL Swim Meet Rules

Inclement Weather

- In the event of light rain, meets will run as scheduled.
- See Appendix B for more information.

Meet Timeline

7-7:20am Home team warmups

7:25-7:45am Visiting team warmups

7:50-7:55am Team cheers

7:55am Meet referee signs official lineup and gives to scorer's table

Announcements and national anthem

8am Meet starts

Entries

- Swimmers may participate in no more than two individual events and one relay event at each meet.
- Coaches determine event selection for each swimmer and must approve any requested change.
- See Appendix C for order of events.

Individual Swimmer Plans (ISP)

- Swimmers requiring accommodations due to a disability must have an Individualized Swimmer Plan emailed to the league supervisor by a parent.
- The form is located on the CNSL website. The league supervisor consults with the league officials for approval of meet accommodations.
- Any ISP that has been approved by the league officials for meet accommodations must be attached to the official lineup and brought to the meet referee's attention prior to the start of the meet.

Official Lineup

- The Away Team Meet Event File (official lineup) and any Individual Swimmer Plans are required to be emailed to the Home Team no later than noon on Friday prior to each meet.
- All Individual Swimmer Plans should be given to the Meet Referee prior to the start of the meet.
- Relay swimmers, including alternates, may participate in ONLY ONE relay event. Each relay swimmer must be listed on the relay card given to the lane timer prior to the start of the race.
- Each team may only have an equal number of relay teams for one heat for each relay event. (3 relays for a 6 lane pool, 4 relays for an 8 lane pool).
- NO CHANGES can be made to the official lineup after 7:30am, with the exception of lane designation within the same event and moving relay alternates into applicable relay events.

Lane Assignments

- The lanes are numbered from right to left as the swimmers stand facing the course.
- The host team uses odd-numbered lanes and the visiting team uses even-numbered lanes.
- Exceptions may be made in cases of combining heats and for swimmers with Individual Swimmer Plans.

Positioning of Swimmers

- Once a swimmer has been positioned at the lane by the lineup aide, they may not receive any physical support or guidance into the water.
- Coaches, parents or other swimmers may not touch or assist a swimmer after the official start.
- Actions such as allowing backstroke swimmers to secure a handhold on teammates' ankles for starting or placing towels on pool edges to aid starts are not allowed.

- Encouragement by swimmers shall not be construed as assistance under this rule.

Delays of Meets

- No event/heat is delayed for a late arrival or to rest a swimmer, with the exception of a false start.

Swimmer Etiquette

- Swimmers are expected to display good sportsmanship.
- Swimmers are encouraged to remain in the water and against the wall until all swimmers have finished the race.

Protest

- A head coach or team manager must submit a written protest regarding the meet by 5pm the first business day following the meet to the league supervisors and officials for review.
- If points resulted from any noted violation, the order of finish for the event is corrected and the meet score adjusted accordingly.

Swimsuit Regulations

- CNSL follows the regulations set forth in the USA Swimming Rules and Regulations.
- Parents must complete an Individual Swimmer Plan for swimmers unable to conform to the USA Swimming Swimsuit Regulations for modesty or religious reason. The form is located on the CNSL website.
- Modesty garments that in the judgment of the meet referee are compressive or buoyant in nature are prohibited.
- Compression tape on the body is permitted at dual meets only with a doctor's or physical therapist's note submitted with the Individual Swimmer Plan.
- Team suits are not required for participation.

Disqualification

- Disqualifications are governed by the rules contained in the current USA Swimming Rules and Regulations and are enforced at all meets by the meet referee.
- Stroke and turn judges must make proper documentation of a disqualification on the DQ slip.
- Meet Operator must keep the white copies of all DQ slips and place with the Deck Referee's paperwork.
- Swimmers who are disqualified in an event do not receive a legal time in that event.
- Questions regarding disqualifications may only be addressed to the meet referee by a coach.

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Scoring

- Only one relay per team may score points in a relay event.
- Relay scores:
 - first place = 5 points,
 - second place = 2 points
- Only two individuals per team may score points in an individual event.
- Individual scores:
 - first place = 5 points
 - second place = 3 points
 - third place = 2 points
 - fourth place = 1 point
- For ties, points of that place and the next lower place are added and divided between the two individuals/relay teams.
- See Appendix D for scoring procedures.

Awards

- Participation ribbons are awarded to all swimmers who participate in Time Trials and to swimmers 8 and younger who participate in the All-City Championship Meet.
- Place ribbons up to eighth place are awarded to swimmers at dual meets based on finish, not on points scored.
- At least an eighth place ribbon is awarded to each swimmer 8 and younger who finishes the event with a legal time.
- Medals up to third place and ribbons fourth through 10th place are awarded to swimmers at the All-City Championship Meet in each A, B and C Division.
- A Heat Winner Ribbon is awarded to ALL heats in dual meets and at the All-City Championship Meet.

Meet Results

- Meet scores within 20 points are reviewed by the team managers prior to the announcement of the winner.
- The score is announced after the completion of backstroke events and at the end of the meet. If the score gap is 100 or more, only the winning team name is announced.
- At the end of the meet, the host team submits the final Meet Manager backup to the Team Google drive folder.
- Dual meet results within 20 points are rescored for confirmation by the league supervisors.
- Results from the All-City Championship Meet are maintained and reported by the Aquatics office.
- Meet results from Time Trials, Dual Meets and the All-City Championship Meet are published to each team's website and to the CNSL League website. Results at each team's website are only available to team families with login credentials. Results on the CNSL League website are accessible by the general public.

- Parents may opt out of having a swimmer's results published on the CNSL League website by completing the online CNSL Meet Results Opt Out Form.

Volunteer and Spectator Rules

- Spectators may not interfere with officials, volunteers or coaches in the performance of their duties.
- Spectators are not permitted on either the start or finish end of the pool unless assigned as an on-deck volunteer.
- No cameras or recording devices are allowed in the facility changing areas and at the start end of the pool.
- Anyone using a camera or recording device must do so from the side of the pool or beyond the restricted areas, with the exception of the CA staff photographer.
- Spectators must comply with the CNSL Code of Conduct in Appendix A.
- Anyone in violation of these rules may be asked to leave the facility.

CNSL Grievance Committee Rules

- A grievance committee mediates and recommends resolutions regarding the interpretation of the rules, policies and procedures of the league.
- League supervisors, league officials, two coaches, two swimmers and two team managers NOT involved in the grievance comprise a grievance committee.
- Grievances must be submitted in writing to the league supervisors or league officials, who in turn determine the need to call a grievance committee meeting.
- Protests involving a meet must be received in writing by the league supervisor by 5pm the first business day following the meet.
- Grievance committee meetings are held as soon as possible following notification of a grievance.
- Those involved in the grievance may present information in writing to the committee.
- Due to Columbia Association's overriding involvement and interest in all aspects of the league and the advisory nature on the grievance committee, the league supervisors will make the final determination on all matters referred to the grievance committee.

CNSL Rules and Regulations Amendments and Approval

- Due to Columbia Association's overriding involvement and interest in the league, the CNSL league supervisors and Columbia Association may amend the rules and regulations during the course of the year, as needed.
- The rules and regulations that govern the

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Columbia Neighborhood Swim League have been reviewed and approved by the CNSL league supervisors and league officials listed below.

- The rules and regulations have been approved as of the date listed below and are valid until otherwise determined.

CNSL Operations & Coach Supervisors

CNSL League Official

Date Approved May 2024

Appendix A / CNSL Code of Conduct

All swimmers, coaches and families (including non-participating members) are team members and representatives of the Columbia Neighborhood Swim League (CNSL). Proper behavior by all team members has a positive influence on individual and team performance and reflects a strong image of our league.

As a CNSL family, we agree to abide by the standards of conduct outlined below for the summer season we are registered for and are participating with the CNSL:

- Team members will display proper respect and sportsmanship toward fellow team members, competitors, coaches, officials, parents, family of team members, facility staff and the public at all times, including team practice sessions, meets and team social activities.
- Team members will not engage in inappropriate physical contact. Team members will not interact with another team member in a manner that they would not be willing to use with any teammate of either gender.
- Team members will not use obscene, profane or abusive language in the presence of any swimmer, parent, coach or official during or while traveling to and from practices, meets or team activities.
- Team members will not display bullying, harassing or hazing behavior that is aggressive or intended to scare or hurt another person. Such behavior may involve but is not limited to hitting, teasing, taunting, name-calling, rumor spreading or social exclusion.
- Team members will not use social or electronic media to harass, threaten or cause harm to other team members by sending threatening, derogatory, false or misleading email or posting threatening, derogatory, false or misleading information or pictures.

- Team members will respect the personnel at all practice facilities and abide by all rules concerning use of those facilities.
- Team members are prohibited from possession and use of illegal substances and/or use of tobacco and alcohol.
- Team members will not abuse prescription or non-prescription drugs.
- Team members will refrain from all illegal or inappropriate behaviors that would detract from a positive image of the team and/or league or be detrimental to its performance objectives.
- All swimmers will follow the directions of the coaching staff and/or parent volunteers when under team supervision.

Failure to comply with this Code of Conduct may result in, but is not limited to, any of the following actions:

- Team members may be restricted from participating in some or all team activities, including practices, meets and social activities.
- Team members may be sent home from team practice sessions, meets or team social activities.
- Team members may be suspended or dismissed from the team and/or league.

Upon notification of any violation of the Code of Conduct, Columbia Association shall investigate circumstances of the violation and notify the team member and his/her parent(s) of any disciplinary action to be taken as a result of the violation.

All disciplinary decisions are within the sole discretion of Columbia Association and are final and not subject to review. Disciplinary decisions are to be kept private between Columbia Association and the team member and his/her family (unless disclosure is required by law). No refunds will be given as a result of a team member's suspension or dismissal from the league due to a violation of this Code of Conduct.

Appendix B / Weather Protocol

- Cancellations or delays will be communicated via email by the head coach and/or team managers and posted on the CNSL website.
- In the event of light rain, practices and meets will be held as scheduled.
- In the event where lifeguards cannot clearly see to the bottom of the pool, practices and/or meets may be suspended until the matter is resolved.
- In the event of local severe weather, the manager on duty and head coach make any weather-related decisions.

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- In the event of widespread severe weather, the league supervisors make a decision to cancel all practices and, by 6:30am, delay or postpone all meets.
- After first clear, audible thunder boom — clear pool, seek shelter, 30 minute delay.
- After second clear, audible thunder boom — clear the facility and seek shelter.
- Practices and meets may resume 30 minutes after the last thunder.
- After a weather-related delay, meets may not go past 1pm.
- Meet referee, starter, coaches and team managers determine a set amount of time to make lineup changes due to weather delays and families that may not return to the meet.
- Meet referee, starter, coaches and team managers consult with the manager on duty regarding a decision to end a meet early due to weather.
- The manager on duty has the responsibility for safety decisions.
- Teams must have approval of the league supervisors to cancel or end a swim meet early due to weather.
- Weather-related decisions are made with the best interest of the swimmers and not how the decision would affect the outcome of the meet.
- Some swimmers may need the later events in order to qualify for the All-City Championship Meet.
- Scores will stand for meets that end after the backstroke events. All age groups in the next following event(s) must be completed to be scored.
- Due to limited pool availability, canceled practices and meets are not rescheduled.

Appendix C / CNSL Scoring Procedures

Lineup Changes

General Information

- Minimum of one Meet Manager operator from each team.
- Meet Manager operators determine the official swimmer times and event places.
- The home team provides the supplies: computer, printer, paper, award labels, etc.
- By 7:30am, any substitutions are due to the Meet Manager operator.
- During the meet, the score is shared ONLY with coaches, team managers and the meet referee.
- The score is announced after the completion of backstroke events and at the end of the meet.
- If the score gap is 100 or more, announce only the winning team name.
- Meet scores within 20 points are reviewed by the team managers prior to the announcement of the winner. The CNSL Aquatics office will rescore automatically.

Procedures / By Heat

- Receive the timer sheets, the Deck Referee sheet, and the order of finish sheet.

- Enter the watch times into Meet Manager.

Procedures / By Event

- After all times have been entered, record any DQs.
- Score the event.
- The visiting team's Meet Management operator will review results for accuracy.
- Once complete, print award labels.

Procedures / Paperwork

- Keep timer sheets, referee closeout and DQ slips for each event together.

Scoring and Points

- Relay Events
 - First place = 5 points
 - Second place = 2 points
 - Only one relay per team may score points in an event.
 - If one team's relays place first and second, they only receive points for first. No team receives points for second place.
 - Ribbons are awarded based on finish.
- Individual Events
 - First place = 5 points
 - Second place = 3 points
 - Third place = 2 points
 - Fourth place = 1 point
 - Only two individuals per team may only score points in an event.
 - If a team places in more than two of the top four places, then that team receives points only for the top two places. The opposing team does not receive those points either.
 - For example, home team swimmers places first, third and fourth and away team places second and fifth. Home team receives points for first and third place only. Away team receives points for second only. NO team receives points for fourth.
 - Ribbons are awarded based on finish.
- Ties
 - Points of that place and the next lower place are added and divided between the two individuals if two swimmers tied for first place, each would be awarded four points.
 - Swimmers get duplicate ribbons in a tie situation.

Documentation

- The home team must keep all meet documentation including, an official line up, lane timer sheets, DQ slips, etc. until the end of the season.

Appendix D / Order of Events

Boys Event #	Girls Event #	Age Group	Event
1	1	15-18	200-yard Mixed Medley Relay
2	2	9-10	100-yard Mixed Medley Relay
3	3	11-12	200-yard Mixed Medley Relay
4	4	13-14	200-yard Mixed Medley Relay
5	6	15-18	100-yard IM
7	8	9-10	100-yard IM
9	10	11-12	100-yard IM
11	12	13-14	100-yard IM
13	14	15-18	50-yard Freestyle
15	16	6 & U	25-yard Freestyle
17	18	7-8	25-yard Freestyle
19	20	9-10	25-yard Freestyle
21	22	11-12	50-yard Freestyle
23	24	13-14	50-yard Freestyle
25	26	15-18	50-yard Backstroke
27	28	6 & U	25-yard Backstroke
29	30	7-8	25-yard Backstroke
31	32	9-10	25-yard Backstroke
33	34	11-12	50-yard Backstroke
35	36	13-14	50-yard Backstroke
37	38	15-18	50-yard Breaststroke
39	40	8 & U	25-yard Breaststroke
41	42	9-10	25-yard Breaststroke
43	44	11-12	50-yard Breaststroke
45	46	13-14	50-yard Breaststroke
47	48	15-18	50-yard Butterfly
49	50	8 & U	25-yard Butterfly
51	52	9-10	25-yard Butterfly
53	54	11-12	25-yard Butterfly
55	56	13-14	50-yard Butterfly
57	57	15-18	200-yard Mixed Freestyle Relay
58	58	6 & U	100-yard Mixed Freestyle Relay
59	60	7-8	100-yard Freestyle Relay
61	62	9-10	100-yard Freestyle Relay
63	64	11-12	200-yard Freestyle Relay
65	65	13-14	200-yard Mixed Freestyle Relay

Appendix E / Volunteer Descriptions

Apparel/Spiritwear

- Works with team managers and coaches to select and order team swimsuits and other team apparel/gear.
- Sells items during practices and home meets.

Concessions Manager

- Purchases supplies to sell at Time Trials and home meets (main source of team income).
- Purchases and maintains team concessions equipment such as grills, griddles, extension cords, tables, chairs, etc.
- Directs volunteers selling refreshments at home meets.

Concessions Sales

- Prepares, sells and restocks refreshments at home meets.
- Distributes free water to volunteers during home meets.

Data Person

- Maintains the team TeamUnify database with roster information provided by the league.
- Sets up each meet in Meet Manager and imports the meet event file provided by the league.
- Exports team's Entry File for each meet.
- For home meets, imports each team's Entry File in Meet Manager and seeds the meet.
- Prints required meet reports.
- CNSL Meet Manager training is required.

Head Timer

- Assists the meet referee with assigning each timer to a lane.
- Distributes two watches, a clipboard, lane timer sheets and pencil per lane.
- Starts two watches for each race in a back-up capacity.

Heat Winner

- Distributes a heat winner ribbon to the swimmer who touches the wall first for every race.

Lineup Aides

- Lines up swimmers in the correct heat and lane for each event.
- Works with starter to establish the flow of the meet.

Officials / General

- Ensures a fair competition for all swimmers.
- Must attend CNSL Officials Training each year regardless of prior experience or USA Swimming certification.
- Must know the position responsibilities and changes to USA Swimming Rules and CNSL Rules and Regulations.

- Must wear the CNSL Official shirt received from the league.

Officials / League

- Appointed by the CNSL supervisory staff. Must have Meet Referee certification with USA Swimming.
- Must have minimum three years of experience each as a CNSL official and USA Swimming official.
- Reviews the CNSL League Rules and Regulations with the CNSL supervisory staff.
- Ensures consistency in performance and implementation of USA Swimming and CNSL Rules and Regulations.
- Conducts annual training for CNSL officials. Works with officials to handle questions that arise during a meet.

Officials / Referee

- Must have minimum one season's experience each as a stroke and turn official and starter.
- Must attend the CNSL Starter and Referee Training.
- Has authority over all officials and assigns and instructs them before each meet.
- Resolves all matters relating to the conduct of the meet.
- May double as the starter or a stroke and turn official.
- Briefs the timers and lineup aides to organize and instruct how the meet will run.

Officials / Starter

- Must have minimum one season's experience as a stroke and turn official.
- Must attend the CNSL Starter and Referee Training.
- Announces each event/heat and begins each race.
- Announces any pertinent messages during the meet, and team scores at the midway point and at the finish.
- Briefs the timers and lineup aides to organize and instruct how the meet will run.
- Records the order of finish for each heat.

Officials / Stroke and Turn

- Must attend the CNSL Stroke and Turn Training. Observes swimmers for compliance with USA Swimming and CNSL rules.

Relay Aides

- Gathers younger swimmers for relay events and escorts swimmers to the start and finish end of the pool.

Ribbon Coordinator

- Affixes award labels to each applicable award and best time ribbons.

Runners

- Collects lane timer sheets and DQ slips from officials and delivers them to the Meet Operations table.

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Team Managers

- Organize and run team activities and swim meets with the help of parent volunteers.

Timers

- Starts watch at the beginning of each heat and stops watch when the swimmer touches the wall.
- Records two watch times on the lane timer sheet.
- Confirms the swimmer's name matches the lane timer sheets for the swimmer at the finish of the heat.
- Must attend a timer briefing prior to the start of the meet to receive instructions from the meet referee and starter.

Treasurer

- Manages the team's finances.
- Establishes an annual budget to track income and expenses.
- Reports the team's finances to the league supervisor upon request.

Appendix F / Team Manager Responsibilities

General Responsibilities

- Model and promote professionalism, good sportsmanship and the friendly spirit of competition.
- Meet with the head coach and/or assistant coaches to plan for the season.
- Attend team manager meetings held in February, March, April, May, June and July to discuss the operation of the program, share best practices, learn of changes or new procedures, provide feedback on personal experience and pick up meet equipment and supplies.
- Share information at team parent meetings, via email, and on team website.
- Recruit sufficient volunteers for the successful operation of the team.
- Create committees or chairs for various positions: treasurer, pep rallies, ribbons, scoring, awards, etc.
- Encourage volunteers to rotate jobs in an effort to learn as many different jobs as possible.
- Select a "2 Year" team suit and other team apparel with input from the coaching staff from vendor(s) determined by the team (teams may or may not provide team suits to the coaches at no cost). CNSL does not have a preferred vendor.
- Place orders for team apparel for delivery by Time Trials and the first dual meet.
- Organize individual and team photographs.
- Select a team participation award with input from the coaching staff from vendor(s) determined by the team from the list provided by the league.
- Serve on the grievance committee as requested by the league supervisors.

- Maintain all CA equipment and supplies and return to the Aquatics office at the end of the season.
- Maintain up-to-date team records with the assistance of the team database volunteer and communicate to the coaching staff.
- Provide evaluations of the coaching staff to the league supervisors for performance reviews.

Practice Responsibilities

- One team manager should be available at practices to welcome new families, greet returning families and help answer questions.
- Prevent interruptions during practice from parents or others who wish to speak to the coaching staff.

Meet Responsibilities

• Monday

- Begin volunteer signup via email or team website for all meets.

• Tuesday

- Inventory supplies; paper, ribbons, award labels, watches, clipboards, pencils, etc.
- Test all equipment to make sure it is operational.
- Notify the league supervisor with any issues.

• Wednesday (Home Meets)

- Communicate with the visiting team managers to provide directions to the pool, parking and handicapped accessibility areas, visiting team designated areas and any other notable areas about the host pool or facility.

• Wednesday (Away Meets)

- Communicate information to families regarding caravan details, meet location, parking issues, where to sit at the pool, etc.

• Friday (Home Meets)

- Begin pool setup once the pool closes and with permission from the Pool Manager.
- Test all equipment to make sure it is operational.

• Saturday (Home Meets)

- Communicate with Coaches and Pool Manager when facility should open to complete pool setup.
- Move pool furniture to the appropriate locations as needed.
- Organize meet materials and confirm volunteer positions are filled.

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- Greet visiting team coaches, team managers and officials.
- Clean up facility and move pool furniture back to its original location.

• Saturday (Away Meets)

- Meet at home pool to caravan to the host team's pool.
- Meet with host team coaches, team managers and officials.

Special Meet and Event Responsibilities

• Pep Rallies

- Friday night.
- Limited to two hours at the team's home pool.
- Rental requests with times, dates and locations must be submitted by April 1.
- Teams receive a CNSL rental confirmation form from the Aquatics Division once pep rallies are scheduled.
- Teams are charged an hourly rental/staffing fee for Away Pep Rallies.
- Team is responsible for all setup and cleanup.

• Charity Event

- Team or league-wide themed event to support a cause or charity in the local or statewide community.
- Held on specific date(s) determined by the league.
- Team charity events may start no earlier than

6:30pm and must end by 10:00pm.

- There are no rental or staffing charges for charity events.
- Rental requests must be submitted by April 1.
- Teams receive a CNSL rental confirmation form from the Aquatics Division once the event is scheduled.

• Fundraising Activities

- Teams may hold fundraising activities at their discretion at local restaurants, venues or businesses.
- Each team is responsible for determining and scheduling fundraising activities to benefit their team.
- Fundraising activities should be safe and at minimal cost to the participants.
- CA is not a beneficiary of any fundraising income and therefore cannot provide CA's tax identification number.
- Banners are permitted during meets and closed practices per the guidelines below:
 - » All banners must be taken down prior to the opening of the pool to the public.
 - » Banners may not advertise a business or program in direct competition with CA.
 - » Banners may not advertise or promote a political candidate or political party.

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MEET SUPPLIES

Provided by the league

- Time Trials Participation, First-Eighth Place, Best Time and Heat Winner ribbons
- Speaker, starter unit, stands, cords, connectors and chargers
- 20 watches
- Box of 5,000 labels
- 1 roll of caution tape
- Printer with paper and ink
- DQ Slips

Provided by the team or league upon request

- Pencils
- Clothespins
- Baggies
- Calculators
- Clipboards

Responsibility of the home team at dual meets

- Ribbons
- Equipment
- Watches
- Clipboards

- Pencils
- Caution tape
- Walkie talkies/Radios (optional)

Responsibility of the away team at dual meets

- Watches
- Equipment (backup)
- Pencils
- Caution tape (backup)

- Awards Event
 - Evening event scheduled at a closed pool to celebrate the season.
 - Each team is allowed four hours at no charge.
 - Rental requests must be submitted by April 1.
 - Teams receive a CNSL rental confirmation form from the Aquatics Division once the event is scheduled.
 - Team is responsible for all setup and cleanup.
- All-City Championship Meet
 - Communicate information regarding the meet and deadlines often throughout the season.
 - Each team must provide three to four volunteers for each session of the meet.
 - Teams with only two home meets are eligible to run concessions operations for a session of the championship meet.
 - The league is responsible for the overall organization of the meet including meet documents and forms, meet equipment and supplies, setup and cleanup, meet programs, meet apparel, meet operations and officials, announcer/DJ, concessions teams and vendors.

Pool Policies

- Early Pool Closure Policy
 - Swim teams do not have the authority to change the scheduled closing time of any pool.
 - Special events may begin while the pool is open to the public with permission from the league and the site manager to ensure proper staffing levels.
- Pool Office and Snack Bar Policy
 - All pool offices and/or snack bars are available ONLY to Columbia Association staff.
 - The telephones must be kept open for emergencies.
 - Swim teams must store team items in designated areas ONLY.
 - Swim teams must set up their refreshment areas away from the general office area.

Appendix G / Frequently Asked Questions

What's the difference between swim team and CA's Learn To Swim lesson program?

Children who need individualized attention should participate in the lesson program rather than (or in addition to) the swim team. Swim team practices are intended to provide all participants with an opportunity to experience competitive swimming

in a non-threatening instructional setting. Swim team practices are not intended to take the place of swimming lessons for those who need additional instruction in more rudimentary skills.

My son or daughter has taken all the swim lessons that CA offers. Is swim team the next step?

CNSL is not a part of CA's lesson program. However, if your child seems interested in competing and is able to meet the CNSL safety participation requirement, swim team may be the next step. Unlike the lesson program, it is not possible for coaches to give a great deal of focused individualized instruction because of the large number of swimmers involved in swim team.

Why does my son or daughter have to swim on a specific team?

In order to keep the teams as balanced and fair as possible, swimmers are assigned to specific teams. Those who live on CA-assessed property are assigned to their neighborhood team. Those who do not live on CA-assessed property are assigned to teams based on the Howard County elementary school assigned to their residence. Participants that reside outside of Howard County are assigned to an underutilized team as determined by the league supervisors.

What strokes will my child swim in the meets?

Swimming in the Columbia Neighborhood Swim League is a team sport. Coaches determine the lineups to enable the team to score as many points as possible. This sometimes means that individual swimmers are unable to swim their favorite stroke(s) in every meet.

How is CNSL different from a USA Swim Club?

CNSL is a summer recreational program versus a USA Swim Club, which is a year-round competitive program. The intensity of practices and meets are not at the same level in CNSL, as the focus is to provide a more relaxed experience for a swimmer.

Contact Information

Aquatics office

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