

MOUNTAIN HI SWIM LEAGUE

Policies & Procedures

Amended and Adopted September 12, 2023

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1. Mission Statement

To provide an opportunity for individuals, 18 years of age or younger, to develop swimming skills and gain positive competitive swimming experiences by ensuring an organized framework within which coaches, competitors, parents, and League officials can operate with courtesy, goodwill, and sportsmanship.

2. MHSL Child Protection Policy

2.1. The ultimate goal for swimmers who participate and compete on a member swim team within the Mountain High Swim League (MHSL) is to provide each swimmer the opportunity to competitively swim in a safe and controlled environment.

2. 2. As part of providing this opportunity to our swimmers, it is the obligation of the League to provide an environment that adequately protects our swimmers from abuse of any type. There are some people who will seek to be where children are, simply to abuse them. All teams within MHSL working with children (individuals under the age of 18) have an obligation to ensure each child's safety and security. This includes taking all reasonable steps to prevent emotional, physical, and sexual abuse as well as neglect. The purpose of this policy is to assist member teams in protecting children from the risk of abuse. It is MHSL Board's belief that every parent participating on a MHSL team has a part to play in looking after children while they are participating in team or League activities. Specifically:

2.2.1. All children regardless of age, gender, racial origin, religious belief, sexual identity or disability have a right to enjoy sport free from all forms of abuse or sexual exploitation.

2.2.2. We have a responsibility for the welfare of children and young people who take part in our sport.

2.2.3. We have a responsibility to maintain confidentiality in all cases involving a child. A child being defined as any young person under the age of 18 years.

2. 3. Parents, members, or officials who are participating in a team or League activity should utilize the following guidelines:

2.3.1. If a child or young person is in immediate danger or has been physically injured, ensure they are safe, seek medical help if necessary, and contact the child or young person's parents. Additionally, if necessary, contact the

proper authorities, an MHSL Parent Delegate, an MHSL member, and/or a MHSL Board Member.

2.3.2. Do not approach the accused, if a child is in immediate danger, contact the authorities immediately.

2.3.3. If a child is not in immediate danger but there are concerns of abuse, either:

2.3.3.1. Discuss the concerns with a Parent Delegate or MHSL member to determine if it is appropriate to file a formal grievance, OR

2.3.3.2. Contact a MHSL member or MHSL Board Member to determine if it is appropriate to file a formal grievance.

2.3.4. In any instance, make a written record of the incident (what was seen / heard); do not delay passing on the information. If an individual reports suspicion or an offense to a Parent Delegate, MHSL member, or MHSL Board Member, he/ she will be protected against any legal action related to reporting suspicion or witnessing actual or perceived endangerment of a child.

2.4. Types of abuse or neglect that may be observed and are included within the confines of this policy include:

Physical Abuse This may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm or deliberate ill health to a child. It might also occur if a child is forced to train beyond his/her capabilities.

Sexual Abuse This involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening.

Emotional Abuse This is the persistent emotional ill treatment of a child that adversely affects their development or emotional well-being.

Neglect This is the persistent failure to meet a child's basic physical and / or physiological needs, likely to result in the serious impairment of the child's health or development such as, failing to provide shelter, food, or clothing, or unresponsiveness to a child's basic emotional needs. In a sporting context it could also mean failing to ensure that a child is safe from harm or exposing a child to harm.

2. 5.Inclusion of Transgender Athletes

2.5.1.Definitions

2.5.1.1.**Transgender** is a person whose gender identity does not match the person's sex at birth

2.5.1.2.**Gender identity** is a person's deeply-felt internal sense of being male or female

2.5.1. 3.**Gender expression** is comprised of a person's external characteristics and behaviors that are socially defined as either masculine or feminine (i.e., dress, speech, mannerisms, social interactions)

2.5.2. A transgender athlete member can participate in accordance with his or her gender identity, irrespective of the gender listed on the athlete's birth certificate or other records and regardless of whether the athlete has undergone any medical treatment. This policy does not prevent an athlete from electing to participate in an activity according to his or her assigned birth gender. This means an athlete who is biologically female but has a male gender identity can participate in male events and an athlete who is biologically male but has a female gender identity is allowed to participate in female events.

2.5.3.When an athlete (and/or the athlete's parent) discloses a transgender identity, the Head Coach ensures the athlete is entered in events that match his/her gender identity.

2.5.4.At all times, teammates, coaches, and all others should respect the confidentiality of transgender athletes. Discussion or disclosure of an individual's gender identity should only take place after expressed permission is given by the individual or the individual's parents.

2.5.5.In all cases, teammates, coaches, and all others should refer to transgender athletes by the athlete's preferred name. Similarly, in all cases, pronoun references to transgender athletes should reflect the athlete's gender and pronoun preferences.

2.5.6.Transgender athletes should be able to use the locker rooms, changing facilities, and restrooms that are consistent with his/her gender identity. When requested by the transgender athlete or his/her family, transgender athletes should be provided access to a gender-neutral space (i.e., family restroom).

- 2.5.7. Prior to meets, without violating an athlete's confidentiality, coaches should communicate with the Meet Referee regarding expectations for treatment of transgender athletes in the pool, on deck, and in the locker room.
- 2.5.8. Transgender athletes who request extra privacy should be accommodated whenever possible.
- 2.5.9. Transgender athletes are permitted to dress consistently with their gender identities, including warm-ups and team gear.
- 2.5.10. Transgender athletes are permitted to wear whatever swimsuit is most comfortable for them, so long as the suit does not extend below the knee or past the shoulders.
- 2.5.11. Teams should provide training to their staff and regular volunteers regarding their responsibilities to prevent, identify, and respond to bullying, harassment, and discrimination. Such topics should include terms and concepts of gender identity and expression and bystander intervention strategies related to bullying.

3. Team Eligibility and Requirements

- 3.1. Each affiliated team must be represented by at least one (1) Parent Delegate (sometimes "Delegate") and at least one (1) coach.
- 3.2. A Parent Delegate must be a parent of a swimmer(s) currently on the team. No other person may be the Parent Delegate without the prior approval of the Mountain Hi Swim League (MHSL) Board of Directors.
- 3.3. Teams must comply with the facility requirements set forth in Section 5 of these Policies & Procedures. The Facility Requirements form, available at the MHSL website and Appendices, must be completed, signed and submitted to the League annually.
- 3.4. Each team must pay annual dues in full before the first scheduled dual meet. The annual dues will be established by the Board of Directors and communicated to each team at the March organizational meeting. If dues are not paid prior to the first scheduled dual meet, the team will be placed on inactive status.
- 3.5. A team roster must be turned into the League Insurance Chair at or before the Friday prior to Memorial Day at 11:59 p.m. MT. Rosters not submitted within two days from this date shall have 1 point deducted from their team.

New swimmers joining a team after the beginning of the season must be reported to the League Insurance Chair by the published dates.

- 3.6. Each team must deliver a roster at least 30 minutes prior to the start of the meet for liability and insurance requirements. If a team's roster is not presented prior to the start of the meet, and the situation cannot be remedied upon request, that team must forfeit the meet. The rosters are to be available to the Meet Referee, the Parent Delegates, and the Scoring Table Personnel.
3. 7. MHSL insurance coverage is active February 20 – February 20 each year and can be used for sanctioned team swim and social events. Teams need to acquire their own insurance coverage for any events outside of the coverage period.
 - 3.7.1. Teams must have insurance waivers filed in an insurance book for all participants. The insurance book shall be physically available at all team events. Teams must obtain properly signed waivers prior to any event, including those outside of the regular swim season.
- 3.8. Teams may compete outside their division for recreational purposes, but results of these meets will not affect division standings.
- 3.9. In order to provide accurate information to determine team standings, each team must prepare and submit **complete and accurate** data by September 1 following that year's swim season. At a minimum, current policies require each team provide roster size and number of All Stars qualifiers, a complete and accurate final team roster, and a Top Times Report for the current season.
- 3.10. All new teams, in their initial year, shall be considered **provisional teams** and will be placed in an appropriate division at the judgment of the Board. Any team wishing to change venues and/or team name will need to present their case, in writing, to the Mountain Hi Swim League Board of Directors for a team by team decision. The team must show they have half or more of the same parent support and swimmers. If approved, accrued points will stay with the team.
3. 11. Provisional teams will be recommended for conversion to a permanent team status at the annual League "wrap up" meeting following the completion of one (1) full season.
- 3.12. A team will be put on automatic probation if it receives **three (3) infraction points** in one (1) year. These guidelines will be followed stringently. A team can receive an infraction point, or other penalties as assessed and agreed upon by the Board for any of the following reasons:

- 3.12. 1. Not having a Delegate (or their designate) from the team at any scheduled League Parent Delegate Meeting, Coaches Meetings, or at mandatory attendance League Clinics.
 - 3.12.2. Having a written complaint filed against it with the Grievance Committee and accepted by the Board.
 - 3.12.3. Not having the required number of currently certified officials or volunteers at a dual meet.
 - 3.12.4. Not submitting complete and accurate League required data by September 1, as noted in Section 2.9.
 - 3.12.5. Not providing a team roster to the insurance chair by 11:59 p.m. MT prior to Memorial Day.
 - 3.12.6. Having any swimmer fees or team fees past due 30-days or more.
- 3.13. By majority vote of the MHSL Board, teams may receive three (3) penalty points for failing to submit Board nominees to fulfill officer rotation requirements. The requirements are detailed in MHSL Bylaws Article V and Section 20 of these Policies & Procedures. If a team receives three (3) penalty point deductions in one (1) year the following will occur:
- 3.13.1. A certified letter will be sent to the current League Parent Delegate stating the violation and appropriate action to be considered by the Board of Directors.
 - 3.13. 2. The team will immediately be placed on a 30-day probation until the violation is remedied.
 - 3.13.2.1. The Division VP position may not be filled by a team on probation. If the Division VP is from a team on probation the Division must elect a new Division VP and no Division VP points will be awarded to the probationary team for that season.
 - 3.13.2.2. If infraction points occurred due to non-attendance at meetings, the team will be subject to dismissal from the League by a 2/3-majority vote of the Board of Directors.
 - 3.13.2.3. Failure to remedy violation within 30 days is subject to dismissal from the League by a 2/3-majority vote of the Board of Directors.
 - 3.13.2.4. In the event a team is dismissed, the team may not reapply for League affiliation for 12 months. Readmission to the League will be

on a space available basis. Teams readmitted to the League will be admitted as provisional teams.

3.13.3. Probation may be extended or waived by a 2/3'rds majority vote of the Board of Directors at the annual wrap up meeting in the fall.

4. Registration/ Insurance Requirements

4.1. BEFORE A TEAM BEGINS PRACTICE — The Parent Delegate must ensure that each family registers all swimmers. A parent or legal guardian from each family must either sign a paper copy of the registration/insurance form or agree digitally to the waiver of liability language contained in the registration/insurance form. If a family is signing a paper copy of the registration/insurance form and has more than six (6) swimmers, a second registration/insurance form must be completed and signed. The Parent Delegate must obtain an original signed copy from all families who have signed a paper copy of the registration/insurance form. Each team must turn in a roster of registered swimmers to the Insurance Chairperson at the regularly scheduled League meetings in May and June. By submitting the roster to the Insurance Chairperson, a team is affirming and acknowledging that the family of each swimmer on the roster has agreed, either in writing or digitally, to the waiver of liability language contained in the registration/insurance form. All swimmers must be registered to swim as a member of the MHSL team.

4. **2. AT THE MAY LEAGUE MEETING**, each team shall submit a roster of registered swimmers to the Insurance Chairperson. Each swimmer's last name, legal first name, middle initial, gender, age as of June 1 of the current year, and the correct birth date must be listed on the roster. Prior to the meeting, a count of all swimmers appearing on the team roster must be entered on the Roster Count Form. The insurance amount due for the team should be calculated from the Roster Count Form. The Roster Count Form and a check made payable to the **Mountain Hi Swim League** for the correct amount must be submitted to the Insurance Chairperson.

4.2.1. The Roster Count Form is available online and incorporated by reference at Appendices 37.17.

4.3. AT THE JUNE LEAGUE MEETING, the same procedures listed above should be followed: An updated roster of swimmers should be submitted and the additional insurance fees paid. Additional swimmers added to your team roster should be recorded on the Roster Count Form and turned in with payment.

- 4.4. **AS SWIMMERS ARE ADDED AFTER THE JUNE LEAGUE MEETING,** follow the same procedures listed above. The Parent Delegate is responsible for contacting the Insurance Chairperson to turn in any additional payments and new roster.
- 4.5. **No swimmers may be added to a team roster after July 1.** Any updated roster not submitted in May or June must be mailed, faxed, or hand delivered to the Insurance Chairperson by July 1. **After this submission, no additions to your roster are possible for swimmer participation in Division**
- Championship meets.** Calculate the final Roster Count and insurance costs and record them in the appropriate places on the Roster Count Form. Please note: If a swimmer has paid his/her insurance fees, the insurance fees cannot be refunded if the swimmer drops off the team.
- 4.6. **BEFORE THE GENERAL LEAGUE MEETING IN JULY,** a final roster count and insurance fees paid should be verified. Any additional fees needing to be paid should be submitted by check made payable to **Mountain Hi Swim League** to the Insurance Chairperson.

5. Facility Requirements

5. 1. The annual Facility Requirements form is available online at the MHSL web-site and at Appendices 37.12.
- 5.1.1. The Facility Requirements form must be completed by the earlier of the first day of practice or June 1 each year.
- 5.1.2. One (1) copy of the form or the information contained on the form must be delivered to the MHSL Webmaster by the June Delegate meeting. Hard copy, or a scanned copy delivered via e-mail are acceptable.
- 5.1.2. 1. The Webmaster will compile the information from the forms and publish it on the MHSL website.
- 5.1.3. Although Parent Delegates may need assistance from team coaches to complete the form, the responsibility for submitting the form each year to the MHSL is the Delegates.
- 5.1.3. 1. Failure to submit a completed and signed form by the June Delegate meeting will result in a one (1) point penalty deduction for the team.

5. 2.Deck Requirements

5.2.1.Spectators are not allowed on the deck in the roped-off competition area.

5.2.2.Clearly marked heating area.

5. 3.Pool Requirements

5.3.1.Course: 25.00 yards or 25.00 meters (82 feet and 1/4 inch).

Dimensional Tolerance: Against the required length, a tolerance of plus (+) 0.03 meters (1 and 3/16ths of an inch) in a vertical plane extending 0.3 meters (12 inches) above and 0.8 meters (2 feet, 7 and 1/2 inches) below the surface of the water at all points of both end walls.

5.3.2.Minimum of four (4) unobstructed lanes.

5.3.3.Lane ropes to separate usable lanes.

5.3.4.Back stroke flags for both ends of pool to be placed at:

5.3.4.1.Yards Pools - 15 feet from both ends of pool.

5.3.4.2.Short Course Meters Pools – 5 meters (16.5 feet) from both ends of pool.

5.3.4.3.Back stroke flags should be positioned between 5'11" and 8'3" above the surface of the water for short course meters pools and 7' above the surface of the water for yards pools.

5.3.5.False start rope should be positioned at the turn end back stroke flags or may be suspended across the middle of the pool.

5.3.6.15 meter markers on the competition pool lane lines are mandatory.

Distinctive colored floats, or markers extending around the full circumference of the floats, shall be placed at 15 meters (49' 2 1/2") from each end of wall.

5.3.7.Starting requirements and height of starting block shall be:

5.3.7. 1.In pools with water depth less than 4' (1.22 meter) at the starting end, the swimmer must **start from within the water**.

5.3.7.2.In pools with water depth 4' (1.22 meter) or more at the starting end, the front edge of the starting platform shall be no more than 30" above the water.

5.3.7.3. Adequate and safe starting blocks are recommended for all lanes, any exceptions must be approved by the board. Teams must show good faith effort to raise funds and present a plan each year to board for providing necessary equipment.

5.3.8. USA Swimming Rules & Regulations Section 103.2 provides additional detail and guidance on starting requirements and the height of starting blocks.

5.3.8. 1. Teaching Racing Starts – MHSL follows USA Swimming’s current swimming standards for all racing starts. USA Swimming standards state, “Minimum water depth for teaching racing starts in any setting from any height starting blocks or the deck shall be 6 feet (1.84 meters) measured for a distance of 3 feet 3-1/2 inches (1.0 meter) to 16 feet 5 inches (5.0 meters) from the end wall.”

5.3.8.2. Practice and Competition Racing Starts – Once a swimmer has been certified by the team’s Lead Coach to be proficient in performing racing starts, the athlete may practice racing starts and perform them in competition. MHSL follows USA Swimming’s current standards for all racing starts. USA Swimming’s standards state, “Minimum water depth for racing starts during practice and competition shall be measured for a distance 3’ 3-1/2” (1.0 meter) to 16’5” (5.0 meters) from the end wall.”

5.3.8.3. Use of starting blocks during practice sessions – MHSL follows USA Swimming’s current standards for all racing starts. USA Swimming’s standards state, “The major swimming organizations nationwide, including USA Swimming and the National High School Federation, have enacted legislation regulating the height of starting blocks above the water based on the depth of the water.” This was prompted by a heightened concern for the potential safety risk involved in diving into shallow water from a height above the water. The Mountain Hi Swim League has adopted the same set of mandatory regulations. The League believes that the same concern for this potential hazard should extend to practice sessions conducted by our teams. Due to the nature of our League, we should be especially sensitive to the need for a safe environment. As a recreational League, large proportions of our swimmers fall into the general categories of: novice, inexperienced, young, and/or developmental. These swimmers require careful guidance to help them master the skills of competitive swimming and gain confidence in their abilities. As a seasonal League, we can also expect to have many swimmers who, though experienced, may be rusty from not having been involved in swimming throughout the fall, winter, and

spring. These swimmers need to be re-oriented each season to the unique motor skills involved in the sport.

5.3.8.3. 1. We recommend that all our teams and coaches be aware of this policy and be conscientious in minimizing this risk however possible. We suggest that MHSL coaches apply the following guidelines.

5.3.8.3.1.1. **Warn** your swimmers that improper or careless diving can be dangerous.

5.3.8.3.1.2. Have swimmers practice racing starts **ONLY** under the **direct** supervision of a coach.

5.3.8.3.1.3. Use a logical teaching progression when teaching young, inexperienced, and/or under confident swimmers how to perform racing starts. Allow swimmers sufficient repetition to gain confidence in relatively simple, low-risk components of the forward start before progressing to the full racing start of the block.

5.3.8.3.1.4. If possible, remove starting blocks from the pool deck when not in use.

5.3.8.3.1.5. For warm-ups during practice and all MHSL meets, swimmers must enter the water feet first. The only exception is during practice starts; see Section 4.3.8.2 above.

6. Parent Delegate Responsibilities

6.1. A Parent Delegate is nominated and/or appointed by the affiliated team. The Parent Delegate must be a Parent or legal guardian of a swimmer(s) on the team being represented. A Parent Delegate may not sit on the Board of Directors while serving as a Parent Delegate. A Parent Delegate must have access to e-mail and the Internet.

6.1.1. In addition to the procedural descriptions herein, Delegates shall serve the Corporation in accordance with Article VII of the Bylaws.

6.1.2. Parent Delegates need to arrange an e-mail address that can be posted on the MHSL website. E-mail addresses will be updated immediately following the March Delegate meeting.

6. 2. What Parent Delegates Do

- 6.2.1. Attend **ALL** Mountain Hi Swim League required general meetings and required clinics as outlined each season on the League calendar. Failure to do so will result in a penalty point deduction from their team.
- 6.2.2. A Parent Delegate may specify other team parents to fulfill team leadership positions as deemed necessary and as such those specified may act as proxy on behalf of the designated Parent Delegate.
- 6.2.2.1. Board members may not act as proxy for the Parent Delegate.
- 6.2.3. Advertise and coordinate individual team registration.
- 6.2.4. Complete Insurance/Registration forms, either digitally or in paper form, for team, including collection of insurance fees and submission of fees and rosters to the Insurance Chairperson at the General League meetings in May and June. Provide checks payable to the **Mountain Hi Swim League**. Follow insurance procedures as outlined in Section 3, above.
- 6.2.5. The Parent Delegate must ensure that each family registers all swimmers. A parent or legal guardian from each family must either sign a paper copy of the registration/insurance form or agree digitally to the waiver of liability language contained in the registration/insurance form. Each family shall have either signed a paper copy of the registration/insurance form or agreed digitally to the waiver of liability language contained in the registration/insurance form before a swimmer attends practice. For league and insurance purposes, all swimmers entering the water (even if just one practice, tryout, etc.) are considered a swimmer in the league and should be reflected on each team's roster. An updated team roster must be provided to the Insurance Chair per the League's Insurance requirements.
- 6.2.6. Publicize all dates for clinics to volunteers of Parent Delegate's home team. Ensure all Officials of the represented team follow the guidelines of the League as defined in the Policies & Procedures and in the MHSL Rules and Guidelines. Contact previous Stroke and Turn Judges and recruit new candidates. (The League suggests at least 6-8 Judges per team.) Ensure the team's Meet Referees, Starters, and Stroke and Turn Judges attend a League conducted clinic or, if re-certifying from the previous year, then take and submit the appropriate tests.
- 6.2.7. When hosting a meet, the visiting team Parent Delegate should be called by Wednesday to discuss any issues, special considerations, special procedures or pool conditions, or any matter pertinent to the upcoming meet.

- 6.2.8. Enforce Mountain Hi Swim League Code of Conduct at home meets and report any infractions to the host Parent Delegate at away meets. The Parent Delegate from the home team and visiting team should act as Co-Marshals at a dual meet. The marshal(s) shall have full authority to warn or order to cease and desist, and, with the concurrence of the Referee, to remove, or have removed from the swimming venue anyone behaving in an unsafe manner, using profane or abusive language, or whose actions are disrupting the orderly conduct of the meet.
- 6.2.9. Correspond or meet with coaches regarding League meeting dates, Policies & Procedures, Code of Conduct, and swimmer eligibility requirements.
- 6.2.9.1. Make sure your coach attends the **mandatory** coaches meetings, Championship meeting (Heating meeting) in **July**, and All Stars meeting in **July**. Failure to do so will result in a penalty point deduction from the team.
- 6.2.9.2. Instruct host coaches to contact visiting coach(es) by Tuesday of the week that you are hosting to discuss any meet procedures or pool conditions that are necessary.
- 6.2.9.3. Ensure that coaches turn in all paperwork at the close of the season to the Scoring Chair.
- 6.2.10. Make sure your Clerk of Course attends the **mandatory** Clerk of Course clinic scheduled by the league. Failure to attend will result in a penalty point deduction from the team.
- 6.2.11. The Facility Requirements Form must be completed annually and signed by the Parent Delegate. A detailed description of the requirements and due date is at Section 4.1. Failure to timely submit the form to the League will result in a penalty point deduction from the team.
- 6.2.12. Pay League dues as set by the Mountain Hi Swim League Board. One half (1/2) is payable at the **April** meeting the remaining half at the **May** meeting. Failure to do so will result in a penalty point deduction from their team.
- 6.2.13. The Host team must contact the Division VP and the MHSL Webmaster with team's scores by Sunday night following the meet. Inform Division VP of any known formal or informal protests, problems or questions concerning any team in division. If the Division VP cannot resolve the conflict or answer the question it is the responsibility of the Division VP to submit the conflict to the League Board of Directors.

6.2.14. Publicize new All Star qualifying and Record breaking times throughout the season. Turn in any record breaking times by the Tuesday evening immediately following the event on the appropriate form and include a copy of the computer generated report of the record breaking time. All new possible records must be turned in by August 15 to the Scoring Chair. Turn in the Meet Manager database and swimmer's evidence of time (lane timer sheet or event card) with the submission of a new record.

6.2.15. Secure volunteers required for all meets.

6.2.16. Contact Division VP first concerning any questions/problems. If the issue cannot be resolved at this level, contact the League President-Elect.

7. Lead Coach Responsibilities

7.1. The Lead Coach is appointed by the affiliated team.

7. 2. League Level Responsibilities

7.2.1. Personally attend, or designate another coach from your team, to attend ALL League Coaches Meetings. Failure to do so will result in a penalty point deduction for your team.

7.2.2. The League recommends coaches hold current Lifeguard, CPR, First Aid, and WSI courses OR current USA Swimming Coaching requirements.

7.2.3. Read and enforce the League Code of Conduct at all practices, meets, and required meetings throughout the season.

7.2.4. Read and adhere to the Mountain Hi Swim League Policies & Procedures. Make recommendations of any changes that would be an enhancement to the League to team Parent Delegate.

7.2.5. Assist the Parent Delegate in updating and completing the annual Facility Requirements form (see §36.12) each year before season practices begin for your team.

7.2.6. Complete necessary reports to be turned in to the League at the end of the season by the published due date.

7. 3. Meet Level Responsibilities

- 7.3.1. If your team is the host team, contact the visiting coach no later than Tuesday prior to the meet. Discuss meet changes (such as excessive number of heats, number of relays and swimmers, coach's relay); pool conditions (such as length of meet restrictions from Home Owners' Associations); themes for the meet if applicable; accommodations for swimmers with special needs; and anything else pertinent to the upcoming meet.
 - 7.3.2. Through the Meet Manager person designated for your team, ensure the meet entries are turned over to the host team by Wednesday evening prior to the weekend meet (or 2 days prior to start of meet).
 - 7.3.3. Use all forms designed by the League (e.g., protest form, deck entry form, and swimmer scratch form) as needed.
 - 7.3.4. Report any scratches to the Clerk of Course 30 minutes prior to the start of the meet by marking the card or lane timer sheet with an "S" and using the appropriate Scratch Form.
 - 7.3.5. Medley Relay declarations must be provided to the scoring table and submitted at least 30 minutes prior to the start of the meet. Freestyle Relay declarations must be submitted by the start of Event 71.
 - 7.3.6. All disqualifications (DQ) will be provided to the coaches. It is the coach's responsibility to inform the swimmer of their infraction.
7. 4. Coaches Instructions for Preliminary and Finals Sessions
- 7.4.1. Prepare for Preliminary and Final Sessions of the Division Championship meet, and All Stars meets by reading the procedure guidelines and coaches instructions. Turn in all necessary items described in the guidelines (e.g., meet entries, T-shirt order forms, and payment).
 - 7.4.2. Submit entries by the published due date (NO LATER than two days prior to the "Heating Meeting") to the Designated Computer person for your division (usually the Championship pool).
 - 7.4.3. Each swimmer must swim in their respective age group for individual events in Preliminary and Final Sessions of the Division Championship meet. For relay options, see Section 10.11, below.
 - 7.4.4. There will be no exhibition heats except for those who swim in the Six & Under age group.

- 7.4.5. Each swimmer may swim in a maximum of three individual events and two relays.
- 7.4.6. Relays may be submitted without the swimmers' names when individual event entries are submitted.
- 7.4.7. Bring a computer-generated lineup of your swimmers to the heating meeting. Review and make any necessary changes to swimmer/ event entries at the heating meeting. Sign off on the Master program. There will be no event changes of the swimmers after this meeting. The only exception will be additions on the days of the Preliminary Sessions for late entries.
- 7.4.8. Each swimmer must also meet the League requirements, in which he/ she has attended 10 team practices and competed in at least two League sponsored meets. The swimmer's name must be on the final team and League rosters and his/her insurance dues paid.
- 7.4.9. Coaches are asked to turn in known scratches on the Saturday immediately prior to Preliminary Sessions by 5 p.m.
- 7.4.10. At least two days prior to the Championship Finals Session, relays need to be verified and the swimmers' names provided in order to be printed in the meet program (though the names can be changed the day of the meet).
- 7.4.11. At the heating meeting each Division will decide to either "swim through" events with less than 7 or 9 swimmers (based upon 6 or 8 lane championship pool) or require all events to swim regardless of entries at the Preliminary Sessions.
7. 5. Sportsmanship Trophy
- 7.5.1. Coaches must cast their vote for the Sportsmanship Trophy **with their** team's Parent Delegate at the Finals Session of the Championship meet as described at Section 17.3.2.3.2.
7. 6. Coaches Instructions for the All Stars Meet
- 7.6.1. Ensure entries are to the Designated League Computer person at least two days prior to the "heating meeting."
- 7.6.2. Swimmers qualify by time or by finishing first (1st) in the individual event at their Division Championship. All times shall be verified. Each swimmer may only compete in three (3) individual events. There are no relays at All Stars.

7.6.2.1. Bring a computer generated lineup of your swimmers to the heating meeting. Review and make any necessary changes to swimmer/ event entries at the heating meeting. Sign off on the Master program.

7.6.2.2. Entered swimmers must also meet the League requirements, in which they have attended 10 team practices and have competed in at least two dual meets during the current season and have made their qualifying time(s) in a judged event where points can be scored. Swimmer's name must be on the final team and League rosters and their insurance dues paid.

7.6.3. Each swimmer must swim in his/her respective age group.

7.6.4. Bring completed entry form and check payable to Mountain Hi Swim League, with the entry fee as designated by the MHSL Board of Directors to the All Stars meeting. An additional fee of \$5.00, per event, will be charged for all late entries and will be deck seeded in open lanes, if available.

7.6.5. At the conclusion of the meet, after all results are finalized, you or a representative from your team must pick up your team bag from the scoring table.

8. Individual Swimmer Eligibility

8.1. A swimmer must be on a team roster, a signed liability waiver turned in, and insurance paid to be eligible to participate in any League sponsored event.

8.2. Each swimmer must comply with the requirements for membership of his/her respective team as set forth on the current Facility Requirements form.

8.3. Once a swimmer represents a MHSL team in one (1) meet during the current season he/she may not change MHSL teams unless permanent residence changes. A swimmer may represent only **one (1)** MHSL swim team, at a time, from May 15 through August 31.

8.4. Any staff member may compete for his/her team if he/she meets the team membership requirements, has paid the League insurance fees and has submitted a completed insurance waiver.

8.5. Any swimmer who is determined to be ineligible will be prohibited from competing for points and awards for the meet in which ineligibility is determined.

8.6. The following action will be taken for any swimmer declared ineligible who participated in any dual or championship meet:

8.6.1. Eliminating points awarded to him/her and redistributing points in the events in which he/she competed.

8.6.2. If he/she competed in a relay, all points awarded that relay will be eliminated and redistributed.

8.6.3. Points will be counted after redistribution and meet winner will be re-determined if necessary.

8.6.4. A 50-point penalty will be assessed to any team that knowingly allows an ineligible swimmer to compete.

8.6.5. If an ineligible swimmer continues to compete after his/her ineligibility has been duly communicated to his/her coach, all meets from that date on are forfeited by his/her team.

8.7. It is the responsibility of both the Parent Delegates and coaches to assure each individual team member's compliance with the eligibility rules.

8.8. Ignorance of individual eligibility is not an excuse for noncompliance with the eligibility rules.

8.9. The age of a swimmer as of **June 1** will determine the age group in which he/she will compete for that season.

8.10. Only those individuals with their registration/insurance waivers present at the meet (at the scoring table) will be allowed to swim.

9. Eight & Under Age Group – Special Considerations

9.1. The intent of this League is to foster an interest in competitive swimming. To be successful, this interest must be stimulated by a positive learning experience that recognizes and works with the broad range of physical capabilities and limitations present in the 8 & Under age group. In short, it should be fun for the younger swimmers with as few restrictions as possible. The League has adopted the following policy in order to maintain the USA Swimming standards of stroke technique, while providing a flexible and responsive learning environment for its youngest swimmers.

9.2. These policies place more of a demand on coaches to enter 8 & Under swimmers in the events/heats most appropriate to the capabilities of the

swimmers. A swimmer may compete in a 6 & Under event and an 8 & Under event during the same meet provided that they are different types of events and the swimmer meets the age requirement for both categories.

9.3. The Schedule of Events will contain the following 6 & Under events: Boys 25 Freestyle / Girls 25 Freestyle; Boys 25 Backstroke / Girls 25 Backstroke; Boys 25 Breaststroke / Girls 25 Breaststroke.

9.4. Points are earned by 8 & Unders and are subject to the technical stroke rules established by USA Swimming and MHSL. Violations of the technical stroke rules are subject to disqualifications.

The Schedule of Events will contain the following **8 & Under events**:

Boys 100 Medley Relay; Girls 100 Medley Relay
 Boys 25 Freestyle; Girls 25 Freestyle
 Boys 25 Butterfly; Girls 25 Butterfly
 Boys 25 Backstroke; Girls 25 Backstroke
 Boys 25 Breaststroke; Girls 25 Breaststroke
 Boys 50 Freestyle; Girls 50 Freestyle
 Boys 100 Individual Medley; Girls 100 Individual Medley
 Boys 100 Freestyle Relay; Girls 100 Freestyle Relay

9.5. Swimmers participating in 6 & Under events can be subject to disqualification if they do not make a continuous attempt to swim the designated stroke (e.g., swimming freestyle during the entire length of a breaststroke event). The Meet/Deck Referee must approve such a disqualification and sign the DQ slip.

9.6. It is the coach's responsibility to ensure that all swimmers can swim, unassisted, the full length of their event. The Meet Referee, at his/her discretion, can request the coach remove a child from the water for safety reasons.

9.7. Coaches or their designees may be in the water with swimmers to provide verbal instruction and encouragement as long as they are not physically helping the swimmer. If physical support or assistance is utilized, the swimmer will receive a disqualification and will not be eligible for a ribbon in that event. Disqualified swimmers may, at the discretion of the Meet Referee, be instructed to meet the last unassisted swimmer at the wall.

- 9.7.1. Coaches are not allowed in the water to assist swimmers for the Preliminary or Final Sessions of the Division Championships, and/or at All Stars.

10. Dual Swim Meets

10.1. Scheduling

- 10.1.1. Dual meet master schedules and locations will be finalized by each division at the regularly scheduled general League meeting in April (see Dual Meet Scheduling Model at Appendices 36).
- 10.1.2. The Parent Delegates of the individual teams will schedule the specific times of each dual meet.
- 10.1.3. Master schedules for dual meets must be returned to the Board of Directors no later than May 1 indicating the specific time and place of each meet for posting on the League website.
- 10.1.4. During division break-out at the Parent Delegate meetings, the Divisions should discuss and document their agreement on various meet details including, but not limited to, the list on form "Division Meet Policies for the Season" provided at Appendices 36.16.
- 10.1.4.1. Divisions are **expressly prohibited** from setting operating agreements, policies and procedures, or other arrangements that are in conflict with the MHSL Bylaws, Policies & Procedures, and/or operating procedures and rules set forth in MHSL committee manuals and instruction guides.
- 10.1.5. The length of dual meets should be planned to be consistent for all meets held during the season within the confines of the individual pool requirements and should conform closely to the intent of the League. **The Division Vice President has final authority in the event the teams within the division cannot come to agreement.**
- 10.1.6. The Division Vice President should put the final decisions in writing and distribute to the League Officials Chair and Parent Delegate of each team as soon as possible following the meeting.
- 10.1.7. During the season, the coaches of competing teams should communicate and discuss the agreed upon number of heats to be held for each event during the upcoming meet by the Tuesday prior to the dual meet. Each Coach must then communicate this agreement to the Parent Delegates so that the meet will be scheduled appropriately. **If this**

causes timeline problems, the Parent Delegates have final authority in the event the Coaches and Parent Delegates cannot come to an agreement as to the scheduling of the meet.

10.1.8. Three days prior to each meet, the home coach and the Parent Delegate will each contact the visiting team to confirm time, place, personnel, unusual equipment needs, discussion of procedures, pool conditions, entry deadlines, and anything else pertinent to the upcoming meet.

10.1.9. If the host team has any restrictions in its pool, it shall be that team's duty to inform the guest team of the restriction at least three days prior to the meet.

10. 2. Preparation

10.2.1. The host team will designate a point of contact ("the Scorer") for entries. Each team is required to electronically provide a single Entries file, in a format importable to the league provided meet management software (e.g., Hy-Tek's Meet Manager) to this point of contact by the entry deadline (usually, Wednesday at 5:00pm prior to the meet on Saturday). The person who provides the entries file to the Scorer will be considered the point of contact ("the Coach") for the Scorer to provide feedback.

10.2.2. The League recommends that each team enter up to three relays per event for a 6-lane pool or four relays per event for an 8-lane pool. Prior to each dual meet, the Coaches and Parent Delegates must determine the number of relays to be allowed for each event. If the venue has time constraints for the length of the meet, the host Parent Delegate and Coach have the final decision on number of relays.

10.2.3. A swimmer may compete in his/her legal age group and an older age group provided:

10.2.4. He/she does not repeat the same event; e.g., 100 I.M. and 200 I.M.

10.2.5. Once he/she has advanced to an older age group, he/she may not return to his/her legal age group for the remainder of the meet with the exception of the Medley Relay event.

10.2.6. For relays, as long as at least one (1) swimmer is in the correct age group, other swimmers may move up from any age group to swim in a relay. Swimmers may not swim on more than one (1) medley relay or more than one (1) freestyle relay per meet.

- 10.2.7 Lane Assignments for Dual Meets - The default lane assignment for dual meets shall be the home team in odd-numbered lanes and visiting team in even-numbered lanes. Teams may mutually agree to alter the lane assignments, such as seeding swimmers from fastest to slowest rather than by team. Any changes to the default lane assignments must be approved by both teams' parent representatives prior to the meet. If no changes are approved, the meet will be seeded according to the default odd/even lane assignments.
- 10.2.8. The Scorer for the host team will import the entries and run an exception report to check for over-entered swimmers. If there are exceptions, the Scorer will inform the affected Coach as soon as possible. Once the meet is seeded, the Scorer will provide an entries list to each Coach for their team's entries no later than Thursday at 1:00pm prior the meet on Saturday. Each Coach is responsible for verifying their entries are complete and correct. Any corrections must be received by the Scorer by 5:00 pm on Thursday prior to the meet on Saturday.
- 10.2.9. If a swimmer is entered in more than the allowable number of events, and the affected coach does not provide corrected entries by the cut-off, the swimmer will be entered in the first three individual events (by event number) and other events will be scratched.
- 10.2.10. Once the entries have been received and verified the by Coaches, the only changes that will be allowed are deck adds (swimmers not previously entered in any event) and scratches (swimmers withdrawing from one or more of their scheduled events) Swimmers already entered in the meet will not be allowed individual event changes to prevent one team from trying to gain a competitive advantage.
- 10.2.11. Deck adds shall be allowed on day of the dual meet, if presented to the Clerk of Course at least 30 minutes before the meet begins. For the freestyle relays, it is recommended that the swimmers' names are submitted no later than event 71. This is to assure that the meet database is updated prior to the start of the event.
10. 3. Staffing
- 10.3.1. The host team must provide a minimum of the following certified officials: Meet Referee, Starter, and three (3) Stroke & Turn Judges.
- 10.3.2. The visiting team must provide a minimum of three (3) Stroke & Turn Judges.

10.3.3 If either the host team or visiting team is unable to provide three (3) Stroke & Turn Judges, both teams should proceed with two (2) Stroke & Turn Judges

10.3.4. If a certified official cannot be obtained from one's own team, it is that team's responsibility to recruit from another team. If the shortage is known ahead of time, the Division Officials Coordinator may be contacted for assistance.

10.3.5. Each team is also responsible for providing appropriate deck staff to effectively run a dual meet. Specific responsibilities and procedures are outlined in the Mountain Hi Swim League Rules and Guidelines for Officials and Deck Staff.

10. 4. Meet Duration

10.4.1. It is the intent of the League that all dual meets start promptly at 8 a.m. and end prior to 2 p.m. Every effort should be made to accomplish this timing. Items to consider when scheduling events for the meet:

10.4.1.1. Schedule pre-meet warm-up sessions early enough to allow ample time for both teams to warm-up and to allow time to clear the pool by 7:50 a.m. so that the meets start promptly at 8 a.m.

10.4.1.2. Parent Delegates should arrive at the meet early and provide a

roster of swimmers to the competing team in accordance with the insurance Policies & Procedures set forth above in Section 3. The exchange of roster may occur during the week prior to the meet.

10.4.1.3. Establish a limit for the number of heats per event to accomplish completion of the meet before 2 p.m.

10.4.1.4. In the event that, despite all efforts, the estimated timing of the meet from Meet Manager exceeds the agreed upon length, the Parent Delegates will obtain input from the Meet Referee, Starter, Coaches and Clerk of Course prior to the start of the meet to determine how the meet can be shortened. Possible considerations include: combining heats, reducing number of heats, fly-overs, etc.

10.4.1.5. In the event an agreement on pre-meet data preparation (e.g., number of entries, length of meet, deck adds) cannot be reached through the combined efforts of the Meet Referee, Starter, Coaches, and Clerks of Course, **the Parent Delegates have authority to**

make the decisions, with the Parent Delegate of the hosting team having the final authority.

10. 5.Safety

10.5.1.For the duration of the meet only competing swimmers and coaches assisting swimmers are allowed in the competition pool. This applies to all MHSL events.

10.5.2.The safety of the swimmers is the responsibility of the Meet Referee. Once the meet has begun, the Meet Referee may call a meet in the event of cold or inclement weather (examples: air temperature at the pool is below 55 degrees, lightning or poor water conditions). See Section 10.6 below for policy details on meet event sequence and meet completion. The League strongly recommends that the Meet Referee include the Parent Delegates and Coaches from each team in the decision making process for early termination of a dual meet due to unsafe conditions.

10.5.3.Facility employees have the final authority in matters of safety.

10.5.4.Prior to the start of a meet, a decision as to whether to hold the meet in the event of cold or inclement weather shall be made by the Parent Delegates of both teams. In the event an agreement on how to handle inclement weather prior to the start of a meet cannot be reached through the combined efforts of the Parent Delegates, the Division VP has the authority to make the final decision. See Section 10.5.5 below for the MHSL policy on meet event sequence and meet completion.

10.5.5.If a dual meet has not begun and the teams cannot find an agreeable date for rescheduling, there are options that can be pursued to obtain times for those swimmers. For example, each team may choose to host a meet just for their own team, breaking it up into segments that are swum during practice. In that scenario, no dual meet winner is determined nor are League awards given. In a second option, each team can choose to swim a paper chase type meet. Under this option, a common meet database is created; each team swims their part of the meet at their own pool, then each team's results are merged into the master Meet Manager database to determine awards and a winner. Please consult the Meet Manager User's Guide for further details.

10.5.6.Operation of a drone, or any other flying apparatus, is prohibited over the venue (pools, athlete/coach areas, spectator areas and open-ceiling locker rooms) any time athletes, coaches, officials and/or spectators are present.

10. 6.Meet Sequence

10.6.1.A schedule of 90 events and their sequences should be followed at dual meets (see Order of Events at Section 11 below).

10.6. 2.If a dual meet has completed 46 events or more prior to stoppage, the score at the point of stoppage will stand. If the meet has not completed at least 46 events, the meet will be rescheduled, continuing where competition left off. A dual meet must complete at least 46 events to achieve an official score.

10.6.3.Prior to the start of a dual meet, while accommodating inclement weather, the Coaches and the Parent Delegates of both teams may consider altering the sequence of events and the quantity of events. A dual meet must complete at least 46 events to achieve an official score.

10.6.3.1.The teams may consider deleting certain events entirely and/or changing the order of events in order to minimize or eliminate the exposure of younger swimmers to the inclement weather.

10.6.3.2.Consideration to both teams should be given by the Coaches and the Parent Delegates to ensure these changes do not produce an unreasonable advantage based on the original meet entries.

10. 7.Meet Execution

10.7.1.Events will be called by number and description.

10.7.2.Swimmers are urged to be in position three events before they are due to swim.

10.7.3.A swimmer should be in the first chair behind their block (next swimmer) when the preceding heat is started or he/she may forfeit the chance to swim in that event.

10. 8.Special Situations

10.8.1.Recording Official Times on Relay Splits — An official individual event time may be recorded for a swimmer during a relay event when that swimmer is swimming in the lead-off position for a relay event. The lead off swimmer must swim the same stroke and distance as the individual event for which he/she is attempting to record an official time. The process for recording the official time is as follows:

10.8.1.1.The team representing the swimmer must notify the Meet Referee 30 minutes prior to the relay event during which the swimmer will be timed.

- 10.8.1.2. The team representing the swimmer must identify 3 individual timers to time the swimmer's split time.
- 10.8.1.3. Of the three timers, at least one (1) of the timers must be supplied by the opposing team.
- 10.8.1.4. These three timers will time only the swimmer's split time and are not responsible for timing the relay event. These timers are in addition to the regular lane timers.
- 10.8.1.5. The three timers cannot be represented from: coaches, parents of any swimmer in the relay, any swimmer competing in the meet.
- 10.8.1.6. A separate card will be supplied to record the time of the swimmer.
- 10.8.1.7. Three times will be recorded from independent stop watches each held by one (1) of the three (3) timers
- 10.8.1.8. All three times will be recorded on the card and the median time (the time that falls between the high time and the low time) will be circled on the card.
- 10.8.1.9. The card must be taken to the Meet Referee by one (1) or more of the timers
- 10.8.1.10. The Meet Referee will review the card, validate that the swim was legal, and sign off on the card.
- 10.8.1.11. A Timer, the Referee, or a Runner will bring the card to the Scoring Table.
- 10.8.1.12. The split time for the lead-off swimmer in that event will be entered in the Meet Manager database in the splits window.
- 10.8.2. Recording Official Times on Intermediate Distances
- 10.8.2.1. An official individual event time may be recorded for an intermediate distance for a swimmer during that event. The swimmer must complete the event legally for the time to count. The process for recording the official time is as noted above.
- 10.8.2.2. Create a separate event number by adding 100 to the appropriate distance event number. For example, if a 9-year-old boy is swimming in Event #63 (9-10 Boys 100 Free) and wants an intermediate distance time for the 50 Free, then the event number would be #119 since the event number for 9-10 Boys 50 Free is #19.

Manually place the swimmer in that new event and enter the athlete's intermediate distance time.

11.Mountain Hi Swim League Order of Events

Event - Boys	Age Group	Distance	Stroke	Event - Girls
1	13-14	200	Freestyle	2
3	15-18	200	Freestyle	4
5	8 & Under	100	Medley Relay	6
7	9-10	200	Medley Relay	8
9	11-12	200	Medley Relay	10
11	13-14	200	Medley Relay	12
13	15-18	200	Medley Relay	14
15	6 & Under	25	Freestyle	16
17	8 & Under	25	Freestyle	18
19	9-10	50	Freestyle	20
21	11-12	50	Freestyle	22
23	13-14	50	Freestyle	24
25	15-18	50	Freestyle	26
27	8 & Under	25	Butterfly	28
29	9-10	50	Butterfly	30
31	11-12	50	Butterfly	32
33	13-14	100	Butterfly	34
35	15-18	100	Butterfly	36
37	6 & Under	25	Backstroke	38
39	8 & Under	25	Backstroke	40
41	9-10	50	Backstroke	42
43	11-12	50	Backstroke	44
45	13-14	100	Backstroke	46
47	15-18	100	Backstroke	48

49	6 & Under	25	Breaststroke	50
51	8 & Under	25	Breaststroke	52
53	9-10	50	Breaststroke	54
Event - Boys	Age Group	Distance	Stroke	Event - Girls
55	11-12	50	Breaststroke	56
57	13-14	100	Breaststroke	58
59	15-18	100	Breaststroke	60
61	8 & Under	50	Freestyle	62
63	9-10	100	Freestyle	64
65	11-12	100	Freestyle	66
67	13-14	100	Freestyle	68
69	15-18	100	Freestyle	70
71	8 & Under	100	Ind. Medley	72
73	9-10	100	Ind. Medley	74
75	11-12	100	Ind. Medley	76
77	13-14	200	Ind. Medley	78
79	15-18	200	Ind. Medley	80
81	8 & Under	100	Freestyle Relay	82
83	9-10	200	Freestyle Relay	84
85	11-12	200	Freestyle Relay	86
87	13-14	200	Freestyle Relay	88
89	15-18	200	Freestyle Relay	90

12. League Division Championship Meet

12. 1. Championship Participation

12.1.1. To participate in the Preliminary and Final Sessions of Division Championships, each swimmer must have:

- 12.1.1.1. Attended 10 team practice sessions during the season, and
 - 12.1.1.2. Participated in at least two MHSL dual meets during the current season.
 - 12.1.2. Each swimmer may enter a maximum of three individual events and two relays.
 - 12.1.3. A swimmer must swim in his/her own age group at Preliminary Sessions.
 - 12.1.4. No exhibition swimming is allowed during the Preliminary and Final Sessions of Division Championship meets.
12. 2. Championship Scheduling
- 12.2.1. Division Championships are conducted as a single Preliminary/Final meet with multiple sessions. Normally, the team hosting the Finals session is responsible for collecting entries and seeding the meet. The division may agree to another arrangement in advance.
 - 12.2.2. The number and composition of the Preliminary sessions (which ages swim on which day) will be determined by each division at the beginning of the season.
 - 12.2.3. Preliminary sessions are conducted between Monday and Thursday before the Finals session on Saturday. The objective is to keep the sessions short, but with adequate time between events for swimmers to rest.
 - 12.2.4. Each team may submit a maximum of two relays per event unless a majority of the division's parent delegates have voted to increase the number of relays to a maximum of three relays per event. Teams should enter placeholder relays (A, B, C) with their individual entries. Relay names do not have to be declared until after the Preliminary sessions are completed.
 - 12.2.5. The host team will designate a point of contact ("the Scorer") for entries. Each team is required to electronically provide a single Entries file, in a format importable to the league provided meet management software (e.g., Hy-Tek's Meet Manager) to this point of contact by the entry deadline. The person who provides the entries file to the Scorer will be considered the point of contact ("the Coach") for the Scorer to provide feedback.

- 12.2.6. The Scorer will import the entries and run an exception report to check for over-entered swimmers. If there are exceptions, the Scorer will inform the affected Coach as soon as possible. The Scorer will provide an entries list to each Coach for their team's entries prior to the heating meeting.
- 12.2.7. Each Coach is responsible for verifying their entries are complete and correct. Any corrections must be received by the Scorer no later than the heating meeting.
- 12.2.8. The division will hold a heating meeting on the Thursday prior to the first Preliminary session. This meeting may be conducted virtually or in person, as the division decides. Participants in this meeting are the Coaches for each team, the Scorer, and (optionally) the Scorer for each Preliminary session. At this meeting, each Coach "signs off" that their entries are complete and correct. After the heating meeting the only changes that will be allowed are deck adds (swimmers not previously entered in any event) and scratches (swimmers withdrawing from one or more of their scheduled events). Swimmers already entered in the meet will not be allowed individual event changes to prevent one team from trying to gain a competitive advantage.
- 12.2.9. If a swimmer is entered in more than the allowable number of events, and the affected coach does not provide corrected entries by the cut-off, the swimmer will be entered in the first three individual events (by event number) and other events will be scratched.
- 12.2.10. The Finals Scorer will seed all Preliminary Sessions. According to the preference of the Preliminary session hosts and/or division decision, deck labels may be printed and affixed to entry cards at the heating meeting. If the Preliminary session will be cardless, this step is not necessary. The Scorer will distribute the meet database to Scorers of the teams hosting the Preliminary sessions. All teams will contribute labels and cards to hosting teams for their swimmers.
- 12.2.11. For events with three or more heats, all entries will be seeded from slowest to fastest with the last three heats using barrel seeding. For events with three or more heats, the first heat shall have at least three (3) swimmers. Late entries (swimmer not previously entered into the meet) will be allowed to swim.

12. 3.Championship Preliminaries

- 12.3. 1.The top twelve/sixteen (12/16) swimmers, depending upon the number of lanes at the Finals pool, and two (2) alternates will be determined at the Preliminary sessions for each individual event. After

scratches, the six/eight (6/8) fastest swimmers will compete in the A Final heat; the next six/eight (6/8) fastest swimmers will compete in the B Final heat. The two (2) alternates should be available at the Finals Session, just in case there is a No Show.

12.3.2.If for any reason a swimmer competes in more than three events at the Preliminary session, the first three events swum will be accepted, regardless of outcome. The other events will be disqualified.

12.3.3.Swim-offs

12.3.3.1.Swim-offs will occur when two or more swimmers with duplicate times fall within the following positions in the preliminary results:

6-lane pool: 6th/7th places; 7th/8th places; 12th/13th places;
13th/

14th places; 14th/15th places;

8-lane pool: 8th/9th places; 9th/10th places; 16th/17th places;
17th/

18th places; 18th/19th places;

12.3.3.2.The swim-off shall be timed and judged in the same manner as the original event. In the swim-off results, the swim-off shall continue until there is a clear winner. For the seeding of Finals, the time used for the swimmers involved shall be the time achieved in their original Preliminary heats. Use the judging procedures in Meet Manager to place the swimmers in the proper Order of Finish

12.3.3.3.This elimination may be held at any time during the Session set by the Referee, which is agreeable to the coaches and athletes involved. Best efforts will be made to resolve up to 45 minutes after the last heat of any event in which any one of these swimmers is competing in for that Session.

12.3.3.4.If any swimmer has left the venue and is unavailable to return for the swim-off during that Session, that swimmer shall be considered disqualified for the swim-off result (see 12.2.3.5).

12.3.3.5.In the case of a disqualification during a swim-off, the swimmer so disqualified is given the lowest qualifying position for which he/she is competing. Disqualification during a swim-off for a qualifying position shall not eliminate a swimmer from eligibility to compete in the accompanying Finals, or as an alternate. If disqualifications leave a vacancy for the full complement of finalists, swim-offs shall be continued among the disqualifying swimmers until a full complement of finalists is assured.

12.3.3.6. The Meet Referee shall have great latitude in resolving ties affecting Finals seeding or alternate status. However, in all cases the ties shall be resolved by the end of each Preliminary session.

12.3.3.7. In the event that a swim-off cannot be conducted by the end of that day's Session, the Meet Referee shall resolve the tie(s) with a coin toss. The results of the coin toss shall be used to establish order of finish in Meet Manager as if a swim-off had been conducted.

12.3.4. The coach of any Finals qualifier who is known not to be attending Finals should let the Meet Referee know as quickly as possible. Every effort will be made to notify alternates and confirm their attendance at the Finals Session before the Preliminary Session is over. The Meet Referee will notify the Scoring Table and/or the team hosting the Finals Session of any changes.

12. 4. Championship Finals

12.4.1. Each team is encouraged to electronically provide a single Relays Only Entries file, in a format importable to the league provided meet management software (e.g., Hy-Tek's Meet Manager) to this point of contact by the deadline determined by the host team. This file will provide relay names for the placeholder relays initially submitted. The deadline is selected to provide time to prepare and print the Finals program. Relay names declared after this deadline will not be included in the Finals program.

12.4.2. Relay swimmer names must be declared at least 30 minutes before the start of the Finals Session for the Medley Relay events and no later than the start of Event 61 (Boys 8 & Under 50 Freestyle) for the Freestyle Relay events.

12.4.3. There will be two (2) heats per event at Finals for each Division Championship, a B final heat and an A Final heat. A swimmer in the B Final heat cannot move up in finish order even if his/her final time is faster than an A Final heat swimmer.

12.4.4. If a swimmer is not in the first chair behind his/her block (next swimmer) when the preceding heat is started (unless extenuating circumstances prevail), he/she may forfeit the chance to swim in that event at the discretion of the Meet Referee.

12.4.5. In the event that a swimmer in the A Final heat does not show up, the fastest swimmer from the B Final heat will move into that spot and swim in the A Final Heat and the B Final heat will be filled as below.

12.4.6. In the event that a swimmer in the B Final heat does not show up, or is moved into the A Final heat, the 1st Alternate will take the place of the swimmer in the B Final heat. If the 1st Alternate is not available, then the 2nd Alternate may fill the empty place.

12.4.7. If the Finals session is being run cardless, each moved swimmer will swim in the lane of the swimmer they replace. If cards are being used, the Clerk of Course may re-seed the heat to give the proper competitive advantage to the faster swimmers.

12.4.8. Relay Take-off Judges will be used for the Finals Session at Championships. They may be used during the dual meet season at the discretion of the teams.

12.4.9. The Championship Host Team shall receive 1 point from the league. If the meet is a neutral site or if multiple teams share a facility, the Division Vice President shall determine who receives the point.

13. All Stars Meet

13.1. All Stars Eligibility

13.1.1. Entered swimmers must also meet the League requirements, in which they have attended 10 team practices and have competed in at least two MHSL dual meets during the current season and made their qualifying time(s) in a judged event where points can be scored. Swimmer's name must be on the final team and League rosters and their insurance dues paid.

13.1.2. The All Stars meet comprises those swimmers from all divisions who have achieved a qualifying time or placed first at the Finals Session of their Division Championship meet during the current season.

13.2. Qualifying times are reviewed and revised, if necessary, by the League on an annual basis. All Stars qualifying times will be posted to the League website prior to the first scheduled dual meet of each season.

13.3. A fee is charged for each entrant in the meet, which includes the cost of an All Stars t-shirt.

13.4. The venue for the All Stars meet is decided no later than the October Board meeting of incoming board. Teams interested in hosting All Stars should complete and submit the All Stars Meet Bid Form (Appendices 37.2) to the President-Elect prior to the October meeting.

- 13.5. Entry cards and labels are provided by each team participating in the All Stars meet.
- 13.6. Volunteer staffing for the All Stars meet is divided among the participating teams. The teams with the 7 largest team rosters shall provide 1 additional volunteer than the next largest team rosters and the teams with the 7 smallest team rosters shall provide one less volunteer.
- 13.7. The Scoring/ Computer/ Records Chairperson will be in charge of the Meet Manager software for the All Stars meet and will supply the computer and printer.
13. 8. The All Stars hosting team is responsible for the following:
- 13.8.1. Creating and marking designated areas for all teams participating.
 - 13.8.2. Providing 3 programs for each participating team, all officials and for sale to spectators.
 - 13.8.3. Providing designated areas for the computer, card marking and awards, to include a container of some kind (bag or box) per team for medals and ribbons.
- 13.9. The President Elect is responsible for the following duties at All Stars:
- 13.9.1. Acting as volunteer coordinator for All Stars, including creating a work schedule for volunteers. Requirements for volunteers should be communicated as early in the season as possible, but no later than the regularly scheduled general League meeting prior to the All-Stars meet.
 - 13.9.2. Providing or recruiting at least two (2) Clerk of Course to manage the heating area for the entire meet.
 - 13.9.3. Providing or recruiting at least two (2) Head Timer's to manage the timing area for the entire meet.
13. 10. All Equipment for All Stars, as designated in section 13.10.5. will be provided in its entirety, on an annual rotating basis, by one Division. This policy was instated in Summer, 2018 and the first division was designated via a random drawing conducted at the May 8, 2018 Parent Delegate meeting. The current Division rotation is as follows:
- 13.10.1. Summer 2023 – Division D; Summer 2024 – Division A; Summer 2025 – Division B; Summer 2026 - Division C. The annual rotation will begin again in the same order once all divisions have completely their designated year.

13.10.2 The Division VP will act as the point person for coordinating all equipment for All-Stars in the year that their division is designated. The Division VP will provide all equipment to the President Elect at the mandatory league meeting (heating meeting) which takes place the week prior to All-Stars.

13.10.3 All equipment will be clearly labeled with the team that the equipment is owned by and all equipment will be stored in one easily identifiable, clear, plastic (waterproof) bin such that delivery and transportation of equipment provides for maximum care and the likelihood of damage is minimized.

13.10.4. All equipment will be returned to the team that it was provided by at the conclusion of the All-Star meet. The President Elect will maintain a sign-off form at All-Stars as is responsible for ensuring that all equipment is properly returned to the rightful team/owner, with a signature required to release equipment.

13.10.5. The equipment to be provided for All-Stars is as follow:

- Three (3) Starter Units fully charged and with charging cords.
- Twenty (20) Manual Stopwatches.
- Twenty (20) Clipboards.
- One Canopy for Scoring.
- Three dozen (36) Pencils.
- Twelve (12) Radios to be turned into the Officials Board Member by the President Elect.

14.Officials and Deck Staff Requirements

14.1.Officials Certification

14.1.1.All MHSL officials are required to read and understand the *Mountain Hi Swim League Rules and Guidelines for Officials and Deck Staff*.

14.1.2.Only those officials appearing on the most recent version of the Certified Officials List posted on the MHSL website are allowed to perform duties as an MHSL official.

14.1.3. The MHSL will accept a USA Swimming Official's credentials for all positions of certification he/she currently holds. No further MHSL certification (test or clinic) is required unless the official wishes to gain a higher certification. Proof of current certification must be submitted to the Officials Chair prior to the start of the season. The official will be provided a document summarizing rule differences between MHSL and USA Swimming. The official must read, acknowledge, sign, and return the summary form to the officials' chair. Email acknowledgement will also be accepted.

14.1.4. By designation of the Officials Chair and after completion of a S&T Judge and Meet/Deck Referee Certification Clinic each year, a team may have one certified Official act as the Team's Officials Instructor ("Team Instructor") for the S&T Judge and/or Referee position. The team Instructor will collect the relevant training certification documentation from individuals that have completed Officials training and send it to the Officials Chair for grading. Each attendee must pass with at least 90% correct answers. The Team Instructor will also document the required information for all officials who attended the team-held clinic and pass this list onto the Official's Chair by May 28th of the current season.

14.1.5. Certification for New Officials

14.1.5.1. Stroke and Turn

14.1.5.1.1. Eligibility to be considered for a Stroke and Turn Official is 18 years of age and older, with person's ages 15-17 years allowed to be Stroke and Turn judges in training.

14.1.5.1.2. New certification is achieved after successfully completing one of the following:

14.1.5.1.2.1. Attend a League conducted S&T Judge Clinic.

14.1.5.1.2.2. Take the certification course at strokeandturn.com. Use of this service may require a fee payment, and the League is not responsible for the cost of certification through this method. Upon completion of that training, the official shall (1.) provide a copy of the Certificate of Completion to the Officials Chair and (2.) take the MHSL S&T Judge test and submit their answer sheet to the MHSL Officials Chair for grading. The rule differences between MHSL and USA Swimming form (posted on the MHSL website) must be reviewed and signed for submitting to the MHSL Officials Chair. All required documentation must be submitted by May 29th of the current year.

14.1.5.1.3 Re-certifying S&T Judges may (1) attend a League conducted clinic, or (2) watch the S&T Judge Training Videos on the MHSL website plus take the MHSL S&T Judge test and submit their answer sheet to the MHSL Officials Chair by May 29 of the current year, or take the certification course noted in 14.1.5.1.2.2 and submit the documentation noted above.

14.1.5.1.4 Prior to officiating at a dual meet, reviewing the butterfly, backstroke, breaststroke, freestyle, individual medley and relay USA Swimming videos found at [S&T Judge Training Videos](#) is strongly suggested for new and returning S&T Judges.

14.1.5.2. Starter

14.1.5.2.1. For those officials with at least one year of experience in any role with either the MHSL or USA Swimming, Starter certification is achieved after successfully completing a Starter Clinic.

14.1.5.2.2. Alternatively, anyone may become a starter after successfully completing the following steps:

14.1.5.2.2.1. Watch the USA Swimming Starter video found at <https://www.usaswimming.org/resources-home/resource-topic/resource-subtopic>

14.1.5.2.2.2. Pass the MHSL Online Starter Certification Course

14.1.5.2.2.3. Perform the requisite mentoring as determined by the Team Instructor.

14.1.5.2.2.4. Sign the Certification of Training form.

14.1.5.3. Meet/Deck Referee

14.1.5.3. 1. For those officials with at least one year of experience in any role with either the MHSL or USA Swimming, Referee certification is achieved after successfully completing a Meet/Deck Referee Clinic.

14.1.5.3.2. Alternatively, anyone may become a Referee after successfully completing the following steps:

14.1.5.3.2.1. Watch the seven USA Swimming videos found at <https://www.usaswimming.org/resources-home/resource-topic/resource-subtopic>

14.1.5.3.2.2. Pass the MHSL Online Referee Certification Course

14.1.5.3.2.3. Perform the requisite mentoring as determined by the Team Instructor.

14.1.5.3.2.4. Sign the Certification of Training form.

14.1.6. Recertifications

14.1.6.1. Each year, officials recertifying for the same position they held the previous year are required to successfully complete one of the following:

14.1.6.1. 1. Attend a team-sponsored clinic proctored by the Team Instructor.

14.1.6.1.1.1. Each participant watches the appropriate USA Swimming video(s).

14.1.6.1.1.2. The requisite MHSL Certification test is completed as a group with the Team Instructor submitting each attendee's answer sheet to the MHSL Officials Chair by May 29th of the current year.

14.1.6.1.2. Complete any of the steps described in section 14.1.5.

14.1.6.2. Any official recertified as a referee is also granted recertification for the other positions (i.e. Stroke and Turn and/or Starter) they held the previous season.

14.1.6.3. Officials that have a break in service of one year or longer are deemed as new for the purposes of certification. Please refer to Officials Certification in section 14.1.4 for more information.

14.1.6.1.3 Officials re-certifying for the same position they held the previous year may watch the appropriate USA Swimming video/videos. Take the appropriate MHSL test/tests for their re-certifying position and submit their answer sheet/sheets to the MHSL Officials Chair by May 29th of the current year. The test/tests require a passing grade of 90%.

14.1.7. Officials at a meet shall not act in the role of coach.

14.2. The hosting team should have the appropriate equipment in working order and available to deck officials at all host meets including, start system and

referee whistle(s), adequate number of headsets, DQ slips, clipboards, sharpened pencils, wristbands, and program of events.

14. 3.Continuous Improvement Process

14.3.1 Feedback Each team is required to provide the Meet Summary Report – DQ by Official to the hosting Meet Referee and submitted to the MHSL Officials Chair within three (3) days after each Dual meet. The hosting team for the Division Championship meet is required to do the same.

14.3.1.1 Each team that completes this process and delivers the results to the Meet Referee and the MHSL Officials Chair within three (3) days after each hosted Dual/Division Championship Meet will receive one point for the season.

14.3.1. 2.Throughout the season, coaches are encouraged to provide constructive feedback regarding their experiences with officiating.

14.3.1.2.1.This feedback should be directed to the Coaches Chair, who will share the information with the MHSL Board.

14.3.1.2.2 At the annual coaches meeting, the Coaches Chair will also solicit qualitative feedback and likewise share with the MHSL Board.

14.3.2.Rewarding Recruitment of New Officials

14.3.2. 1.At the end of the season, the Officials Chair will measure by team the percentage change of officials year-over-year.

14.3.2.2.For each division, the team with the largest percentage increase in the number of officials will be awarded one point.

14.3.3.Quantitative Evaluation of Disqualifications

14.3.3. 1.At the end of the season, each team may be requested to complete a form summarizing the count and type of infraction registered at every home meet. If the league will be requesting this for the season, it will be communicated at or prior to the first Board Delegate meeting in May.

14.3.3.2.If requested by the league, each team that completes this process and delivers the results to the Officials Chair by 30 days after the Championship Meet will receive one point.

14. 4.Meet Referee

14.4. 1.The Meet Referee can also act as the Starter and/or Deck Referee if not otherwise designated.

14.4.2.The Meet Referee shall have full authority over the swimming competition as outlined in the MHSL Rules and Guidelines and is responsible for the safety of all swimmers. The Parent Delegates, or their designees, will maintain order of the swimming event for all matters outside of the competition.

14.4.3.To act in the capacity of a Meet Referee, you must have at least two (2) years experience as a MHSL Stroke & Turn Judge within the past two seasons or be currently certified as a USA Swimming Official. Only in the provisional year of a new team will an exception be granted.

14.4.4.Prior to the start of the meet, the Meet Referee should:

14.4.4. 1.Conduct the Officials pre-meet meeting no later than 30 minutes prior to the start of the meet. All Officials who will be working the meet, including the Deck Referees, Starters, Stroke & Turn Judges, Scribes and Relay Take-off Judges must be at the meeting.

14.4.4.2.Review for the Stroke & Turn Judges where the Deck Referees, Starters, Meet Referee, and Scribes will be positioned on the deck.

14.4.4.3.Review jurisdiction quadrants for the S&T Judges. Each S&T Judge will be positioned at the end of the pool, in the middle of their respective lanes to provide equitable judging.

14.4.4.4.Review and demonstrate correct positions for the Stroke & Turn Judges to observe the strokes. Discuss deck rotation, substitution procedures for shift changes, headset protocol, reporting procedures for DQs, and protest procedures. Make the deck assignments for the Stroke & Turn Judges (2 from each team).

14.4.4.5.Have each person test his/her headset for good working order; ask each person to verify that his/her headset is on manual (NOT vox) for the talk setting, and let them know you have extra batteries, if needed.

14.4.5.Deck Referee

14.4.5. 1.The Deck Referee manages the deck, utilizes proper whistle protocol, wears a head set for communication with the Stroke & Turn Judges, accepts (using proper rulebook language) or declines all infractions called by the Stroke & Turn Judges, signals

time for rotation of the officials, keeps the officials informed of what heat is in the water, verifies all disqualifications that are accepted are correctly written, confirms false starts called by the Starter, monitors the timeline, and generally maintains the pace of the swim meet. The MHSL strongly recommends that the Deck Referee and Starter positions be filled by separate officials currently certified for their respective positions.

14. 5.Starter

14.5.1.Help the swimmers achieve the best start possible. After the whistle to step up or step in and upon a signal from the Deck Referee, assume full control of the swimmers until a fair start has been achieved.

14.5.2.Starter should make every effort to keep the meet running without delays and keep swimmers in the pool and events flowing. If a Deck Referee is being utilized, this task becomes the responsibility of the Deck Referee.

14.5.3.Starters are responsible to ensure that the Order of Finish is recorded.

This record shall be turned in to the Scoring table at the end of the meet.

14. 6.Scribe

14.6.1.The host team must provide one (1) Scribe or Meet Referee designee to record all approved disqualifications on the disqualification forms to be turned into the scoring table. The visiting team must provide an additional Scribe – who does not necessarily need to be a certified official – during Breaststroke, Butterfly and I.M. events if requested by the host team.

14. 7.Stroke & Turn Judges

14.7.1.Stroke & Turn Judges shall ensure fair and equitable competition for all swimmers. It is recommended that when the shift change takes place, the replacing Stroke & Turn Judges should arrive a few heats ahead of time to observe the deck and become comfortable with where everyone is and what is happening in the water. They should stand next to the person they are replacing. The on-duty Stroke & Turn Judges should continue to observe the swimmers in their jurisdiction until their shift is over. The deck officials should hand over headsets, wristbands, clipboards, pencils, and programs to their replacements.

14. 8.Clerk of Course

14.8. 1. Each team must have at least one (1) person designated as Clerk of Course. Each year, the Clerk of Course must attend the mandatory League clinic.

14.8.1.1. All clinic locations, dates and times are posted on the MHSL website.

14.8.1.2. Failure to attend the Clerk of Course clinic will result in an infraction point for your team.

14.8.2. The hosting team must provide the Clerk of Course for all dual meets as well as the Preliminary and Final Sessions of Division Championship meets.

14.8.3. The Clerk of Course shall manage the heating area, working closely with the heating coordinators, the Starter, and the Deck Referee to ensure a smooth running meet.

14.8.4. The Clerk of Course should have an area that is clearly marked "Heating Area" where all swimmers must report as soon as their events are called. Events should be called by number and description. (It is helpful to have a heating board with first call/ last call).

14.8.5. The Clerk of Course is responsible for the smooth and efficient flow of swimmers within the "Heating Area". Swimmers should be urged to be in place either three heats or three events before they are due to swim.

14.8.6. The Clerk of Course should keep the heating area full and ready for subsequent events so as to not delay the meet.

14.8.7. The Clerk of Course will be provided all entry cards and a program of the names of all swimmers in all events, including relays, in the order in which they will swim, by the Friday prior to the meet by the Meet Manager operator.

14.8.8. The Clerk of Course should assure that each entry card has a label and is correct, for example, proper event number, distance, and heat/ lane assignment (slowest to fastest).

14.8.9. All cards should then be transferred to a box labeled by event and heat. Pink cards are for girls, blue for boys and green for all relays, regardless of sex.

14.8.10. All scratches should be reported to the Clerk of Course at least 30 minutes prior to the start of the meet, cards should be marked with an "S", then forwarded to the Computer/Scoring area with the scratch form.

Should scratches occur during the meet the computer scoring area must be notified immediately. For automated systems, scratches must be notified in advance of the event so swimmers are not mistaken for scratched swimmers.

- 14.8.11. All relays should be declared for Events 5-14 at least 30 minutes prior to the start of the meet and for Events 81-90 by the start of the Individual Medleys (Event 71).
 - 14.8.12. The Clerk of Course may combine events (if only one (1) or two (2) swimmers) and or heats (a heat cannot have only one (1) swimmer, slowest swimmers move up a heat, fastest swimmers move down) if allowable when necessary to expedite meet.
 - 14.8.13. The Clerk of Course shall notify the Starter and Deck Referee with the number of heats, scratches and any significant changes in an event, to update their meet program.
14. 9. Heating Area Coordinator
- 14.9.1. Each team must provide at least one (1) Heating Area Coordinator, to assist the Clerk of Course for every dual meet.
14. 10. Timers
- 14.10. 1. Time is the measure of a swimmer's performance. The timer's role is to determine how long it took for each swimmer to cover the distance of his/her event. The role of the timer is to make sure each swimmer receives on their card the time it takes them to complete the event. Timers are charged with asking swimmers their name to be certain it matches with the card they are recording time on, before the event for all distances greater than 50 yards/meters and as the swimmer exits the water for 25 yard/meter events. Timers should be instructed to start the watch with the starting signal and stop the watch when any part of the swimmer's body touches the wall.
 - 14.10.2. At dual meets, one-half (1/2) of the volunteer timers are supplied by each team. At Preliminary and Final Sessions of Division Championships, and All Star meets, the required number of timers should be divided equally among the participating teams.
 - 14.10.3. Staffing and Devices
 - 14.10.3.1. Each lane should have three (3) volunteer timers and a minimum of three (3) watches. For virtual dual meets or intrasquad meets, a team may proceed with fewer times/watches per lane with

prior permission from the MHSL Board. Watches for the home team shall be provided by the home team, and watches for the visiting team shall be provided by the visiting team. The number of watches per lane shall be as follows:

- 14.10.3.2. **Manual Watches** – If manual watches are the primary timing system, there shall be a minimum of three (3) manual watches per lane and each time should be recorded.
- 14.10.3.3. **Semi-Automatic System *Without Display*** - If a semi-automatic timing system without a display is used there shall be three (3) semi-automatic and a minimum of two (2) manual watches per lane and all times should be recorded.
- 14.10.3.4. **Semi-Automatic System *With Display*** – If a semi-automatic system with display is used, there shall be three (3) semi-automatic devices and a minimum of one (1) manual watch per lane. Two times per lane should be recorded from the semi-automatic timing devices, unless a malfunction of said devices creates a situation where those times are inaccurate. In this instance, the manual watch time(s) shall be recorded and used for the official time for the swimmer in that lane.
- 14.10.3.5. **Automatic System** – When a timing system activated by a starting device and stopped at the finish by the swimmer touching the touchpad is used, there shall be a minimum of two (2) manual watches per lane, and all times should be recorded.
- 14.10.3.6. For intermediate distances or relay lead-off splits, the swimmer's coach will provide three (3) separate watches and three (3) separate timers – one of which must be from an opposing team. (See additional guidance in Section 10.8.
- 14.10.3.7. One (1) lane timer may operate a semi-automatic timing device and a manual watch at the same time.
- 14.10.3.8. It is recommended that the head timer has two watches started for each heat as backup watches.
- 14.10.3.9. Each lane should have a clipboard and sharpened pencil.

14. 11. Runners

14.11.1. The hosting team is responsible for providing a minimum of two runners for each dual meet. The Runner is responsible for relaying cards from timers and disqualification slips from the Scribe to scoring at the end of each heat.

14. 12. Scoring personnel

14.12. 1. The scoring table is where the official time and swimmer's placement is determined, results are entered in the Meet Manager software, the meet is scored, and award ribbons are prepared.

14.12.2. The scoring table should post and/or announce the score at the meet after every 10 events. At the end of each meet, results will be given to the home team and visiting team via a data file.

14.12.3. **Scoring Table Personnel for Dual Meets** — For individual events, use pink (female) and blue (male) cards. For relays, use green cards.

14.12.3.1. Card Marker

14.12.3.1.1. Each team provides a card marker to receive the completed cards and DQ slips from the runners; write the name of the swimmer on the DQ slip, tear off yellow copy; staple the white copy to the card, and write DQ in black on card. DQ slips for 6 & Unders may be received and must be signed by the Deck/ Meet Referee. The yellow copy of the DQ slip should be placed in the appropriately labeled basket for each team. The scoring table designee will pick up any slips in the baskets and deliver them to the respective team coach or designee in a timely manner.

14.12.3.1.2. Circle the median finish time of the three times listed. In the event that there are only two times provided, the average of the two times will become the official time. Do not round up when you are calculating an average time (use only hundredths, add the two times together and divide by two). If the two times are exactly the same use that time as the official time. If there is only one (1) time that is the official time. A swimmer who has been disqualified may not receive points or ribbons.

14.12.3.1.3. Determine Order of Finish – If there are times from the same heat and an Order of Finish check is requested by a Coach or Parent Delegate, the Scoring Table shall request Order of Finish from the Starter or Deck/Meet Referee for the affected swimmers in that heat. This information should be

used to help determine the proper finish order of those swimmers when compiling the final results. **In no case may a swimmer displace another who finished ahead of him/her within the same heat as determined by the Order of Finish.** The Meet Manager software should be used to “judge” the swimmers to place them in the correct finish order. The times for those swimmers will remain as determined by the procedures in Rules and Guidelines 15.3 (i.e. the swimmer’s times are not changed, only swimmers place is modified).

14.12.3.2. **Scoring Table Runner** — provided from home team to take DQ slips to appropriate team coaches and run information to and from scoring table and Starter, Clerk of Course, and/or Meet Referee as needed.

14.12.3.3. League ribbons for each dual meet will be provided by the hosting team. If the Division has determined that ribbon labels will be printed at the meet, then the scoring table needs two (2) ribbon labelers (one (1) from each team) to place the labels on the ribbons. If it has been decided by the Division that labels will not be printed at the dual meet, but at a later time, then the ribbon labelers are responsible for obtaining the correct number of ribbons of each place for their swimmers to take back to their own pool for printing labels and distributing to their athletes.

14.12.3.3. 1. The League provides ribbons for 1st-6th place.

14.12.3.3.2. The Meet Manager software will produce labels for the places to be put on the ribbons, separated by team, and given to their respective teams with the cards and back-up files at the end of the meet. Super swimmer, higher place, participation ribbons, or heat ribbons may be provided at the discretion of each team.

14.12.3.3.3. Producing additional labels is the responsibility of each team and can be accomplished after the meet.

14.12.4. Meet Manager/ Operator(s) (1-2 People)

14.12.4.1. Using the MHSL meet template, the home team runs the Meet Manager software to record the results from the deck cards for each event in the computer.

14.12.4.2. After entering each event’s data, the software will score the event. While recording times, double check to ensure the median time is circled and the times are correct. When recording data, times

for all heats need to be entered before scoring the event. Doublecheck all scores. If a tie is declared, the points of the two places involved are added together and divided by two by the software; each team is given the resulting points. The higher place ribbon will be awarded to BOTH swimmers and the next place will not be awarded. (i.e., two 1st place ribbons and no 2nd place ribbon, then on to 3rd and 4th).

14.12.4.3. After the Meet Manager Operator has finished with the cards, the cards are divided by team and passed on to each team's ribbon labeler to match up with the ribbons. At the end of the meet, each team is given their own cards and ribbons.

14.12.4.3. **1.Recommended Score Table Supplies:**

- Computer loaded with Meet Manager software
- Printer
- Paper and Labels
- Computer Back-up hardware such as flash drives, CDs, etc.
- 2 sectioned dividers to organize deck cards as they arrive
- Printouts of Meet Program and Athlete Entries, Ribbons
- Pencils and Pens
- Stapler and staples
- Masking and transparent tape
- Black Sharpies
- Rubber bands, Paper clips

- Heavy objects to hold papers down if windy
- Clothes pin to hold heats together
- Box, Bag, something to keep card/ribbons in
- 2 trays/baskets labeled Home Team and Visitor for placing coaches' (yellow) copy of DQ slip
- Blank blue/pink/green entry cards

14. 13.Protest Procedures

14.13. 1.Protests may come from a Parent Delegate or Coach and must be clearly written on the Protest form and submitted to the Meet Referee within 30 minutes of notification of the infraction.

14.13.1.1. Every effort should be made to deliver disqualification slips to the coach by the scoring table runner within 30 minutes of the infraction occurring.

14.13.1.2. If the issue is simply a clerical error or can be easily resolved in favor of the swimmer, the Meet Referee should handle it without

convening the Protest Committee. As a guideline, incorrectly written DQ slips shall be rewritten when sufficient information supports the call. Otherwise, the Meet Referee should overturn the call. Further, a request for an Order of Finish check for a heat can be made by a Coach or Parent Delegate without having to submit a formal protest.

14.13.2. General Procedures for Protest Committees — It is always the responsibility of the Meet Referee to convene and head any Protest Committee. He/she gathers the swimmers' card and disqualification slip from the Scoring Table, obtains the facts of the disqualification from the official that called the infraction, and presents all information to the Committee, reading the written protest form that was submitted and relaying the information from the Stroke & Turn Judge. The Protest Committee has the right to question the coach and the Stroke & Turn Judge involved - each at separate times - if they so choose. During deliberation, only the Protest Committee is present. When finished deliberating, the Committee votes on whether or not to uphold the protest (in the case of a disqualification, the call would be overturned) or refuse it (the disqualification stands). The Meet Referee shall vote only in the event of a tie. Once the Committee reaches a decision, the Meet Referee communicates that decision to the Coach/Parent Delegate who filed the protest and to the Scoring Table. Every effort should be made to reach a decision within 30 minutes of receiving the protest request.

14.13.2.1. Use of video, at any MHSL event, will not be considered or used as evidence in determining the outcome of an infraction or disqualification. Video may not be used to determine order of finish or a record of time.

14.13.3. Protest Committee Members

14.13.3.1. **Dual Meets** — At the discretion of the Meet Referee, a Protest

Committee can be called with one (1) Coach from each team, one (1) Stroke & Turn Certified Official from each team, and the Meet Referee as its members, none of which were involved in the call.

14.13.3.2. **Championship Meets** — For the Preliminary and Final Sessions of the Division Championships, the Protest Committee must be established by the Division VP prior to the start of the meet Sessions. It shall include, seven (7) people total, one (1) from each competing team plus the Meet Referee, and be comprised of a minimum of two (2) Stroke & Turn Certified Officials plus two (2) Coaches plus two (2) of either Stroke & Turn Certified Officials or

Coaches and the Meet Referee. Members may not have been involved in calling the infraction or filing the protest.

14.13.3.3.**All Stars Meet** — The All Stars Protest Committee is comprised of the Meet Referee plus two (2) Coaches and two (2) Stroke & Turn Certified Officials for a total five (5) Protest Committee members. The All Stars host will tell each Division, at or before the June Delegate meeting, whether they are to provide a Coach or a Stroke & Turn Certified Official for the Committee. Divisions must provide the name of the Committee member at the All Stars heating meeting.

14.14. Officiating at the Preliminary and Final Sessions of Championships

14.14. 1. The Division Officials Coordinator will organize the Officials for their Division Championship meet. Requirements for being a Division Officials Coordinator

14.14.1. 1. Must be a currently certified MHSL Official with at least one (1) year experience at the Meet Referee level. It is recommended the Coordinator also be a current USA Swimming Official. The Coordinator must be able to attend at least three committee meetings during the current season, at least one (1) meeting after the end of the season, and possibly one (1) meeting before the beginning of the new season prior to the formation of the new committee.

14.14.1.2. Any qualified MHSL Official who is interested in being the Division Officials Coordinator should submit his/her name to their team's Parent Delegate for presentation. If possible, a maximum of three candidate names should be given to the League Officials Chair no later than December 31 for final selection.

14.14.2 The Division Officials Coordinator is responsible for organizing the MHSL certified officials to work at the Preliminary and Finals Sessions for the Division's Championship meet and determining assignments. The Coordinator will work with the hosting team to maximize efficiencies. Each team in the Division will send a list of officials working each Session to the Division Officials Coordinator, which will be shared with each hosting team. The list must include the name of each official, their certification levels, and any special information regarding their availability. A minimum of three (3) officials from each team are required for each of the Preliminary Sessions and at least two officials from each team for the Finals Session. If Certified Officials cannot be obtained from

one's own team, it is that team's responsibility to recruit from another team.

14.14.3. There will be one (1) currently certified MHSL Meet Referee assigned to each Preliminary and Finals Session.

14.14.4. There will be at least one (1) currently certified MHSL Deck Referee and one (1) currently certified MHSL Starter, separate from the Meet Referee, assigned to each Preliminary and Finals Session. The League preference is for at least two officials for each position at the Finals Session and any Preliminary Session that is planned to last more than 3 hours.

14.14.5. Four currently certified MHSL Stroke & Turn Judges will work the deck for all Preliminary and Finals Sessions of the Championship meet.

14.14.6. At the Finals Session of the Championship meet, certified MHSL Officials will serve as Relay Take-off Judges, one (1) on each side of the pool where exchanges are taking place, to provide dual confirmation of any early exchanges. These Judges are separate from the 2 Stroke & Turn Judges officiating from each end of the pool.

14.14.7. Scribes for filling out the DQ slips do not have to be certified MHSL officials. If resources are scarce, parent volunteers may be used provided proper instruction is given to the volunteers by the Meet Referee. For Division Championship Preliminary and Final Sessions, it is recommended that Scribes are certified Officials, if adequate personnel is available.

15. MHSL Rules and Guidelines for Officials and Deck Staff

15.1. Incorporated by reference. This separate document is posted on the MHSL website.

16. Officials Tests

16.1. Incorporated by reference. Current versions of the tests for Stroke & Turn Judge, Starter, and Referee are posted each year on the MHSL website.

17. Scoring

17.1. Dual Meet Scoring

PLACE	IND. EVENTS	RELAYS
First	6	8
Second	3	4
Third	2	0
Fourth	1	0

- 17.1.1. Points are awarded to the top four finishers for each individual event, with a team being limited to three scoring places regardless of the number of entries. The scoring for individual events will be 6, 3, 2, and 1, regardless of number of lanes. Relays will be scored 8 and 4. Heats will be swum slowest to fastest.
- 17.1.2. No points will be awarded for the 6 & Under events. 6 & Under events shall compete for participation ribbons. Place designated ribbons may be distributed at the discretion of the swimmer's team.
- 17.1.3. All scoring will be done using League sanctioned software, e.g., Computer(s) with League sanctioned software (Hy-Tek's Meet Manager) loaded and a printer.
- 17.1.4. Meet results should be retained by each team for the season for verification purposes. If new MHS� records are set at a dual meet, the League Record Submission Form, a backup copy of the meet database, and a copy of the card for the swim must be sent to the Scoring Chair by Tuesday night of the following week. When the division meets are completed, a backup copy of the database will be e-mailed to the Scoring/ Computer/Records Chair.
- 17.1.5. Meet scores must be submitted by the hosting team Parent Delegate or designee to the Division Scoring Representative. and the MHS� Webmaster by Sunday night following each meet for review and posting on the League website. The Division Scoring Representative must submit any corrections to the Webmaster by Tuesday night following each meet. Results timely received by the Webmaster will be posted by Thursday night following each meet.
- 17.1.6. When the number of teams in a division dictate that the division conduct tri meets, scoring at those meets shall be as if the teams are hosting a "double" dual meet. So, if Team A, Team B and Team C

participate in a tri meet, the meet shall be scored as follows: A v. B, A v. C, B v. C.

17.2.Championship Scoring

6 lane pool

PLACE	IND EVENTS	RELAYS
1	16	32
2	13	26
3	12	24
4	11	22
5	10	20
6	9	18
7	7	14
8	5	10
9	4	8
10	3	6
11	2	4
12	1	2

8 lane pool

PLACE	IND EVENTS	RELAYS
1	20	40
2	17	34
3	16	32
4	15	30
5	14	28
6	13	26
7	12	24
8	11	22
9	9	18
10	7	14

11	6	12
12	5	10
13	4	8
14	3	6
15	2	4
16	1	2

17.2.1.Championship Instructions for Scoring table

17.2.1. **1.Scratch meeting** — At least 30 minutes before the start of the meet, Scoring Table computer personnel, coaches and the Clerk of Course should meet to discuss scratches and late entries.

17.2.1.1.1.As stated above in Section 6.4.9, Coaches are asked to turn in *known* scratches on the Saturday immediately prior to Preliminary Sessions by 5 p.m.

17.2.1.2.**Scorers** — Each team must provide 2-3 people to adequately man the scoring table on the day of the meet.

17.2.1.3.Card Markers Instructions

17.2.1.3.1.During the meet, receive the completed cards and DQ slips from the runners; write the name of the swimmer on the DQ slip and tear off yellow copy; staple the slip white copy to the card, and write DQ in black on card. DQ slips for 6 & Under may be received and must be signed by the Deck/Meet Referee. The yellow copy of the DQ slip should be placed in the appropriate labeled basket for each team. The Scoring Table designee will pick up any slips in the baskets and deliver them to the respective team coach or designee in a timely manner.

17.2.1.3.2.Circle the median finish time of the three times listed. In the event that there are only two times provided, the average of the two times will become the official time. Do not round up when you are calculating an average time (use only hundredths, add the two times together and divide by two). If the two times are exactly the same, use that time as the official time. If there is only one (1) time, that is the official time. A swimmer who has

been disqualified may not receive points or ribbons. The cards are placed in the respective team bag along with any medals won by that team.

17.2.1.4.**Scoring Table Runner** — Takes DQ slips to appropriate coach and runs information to and from scoring table and Starter/Clerk of Course/Meet Referee as needed.

17.2.1.5.**Computer Personnel** — Result sheets should be posted as soon as possible following the completion of each event. A back up of the meet results should be e-mailed to the Meet Manager person for each team as well as the League Computer Chairperson. Meet Manager files should be made for those teams that bring an electronic storage device to the meet.

17.2.1.6.A maximum of two relays per team, per event, may score at the Finals Sessions of Championships.

17.2.1.7.**Ribbon Table** — Place labels on ribbons/medals and separate (preferably in a box or bag) marked for each team. Post all result sheets in designated area.

17. 3.Awards

17.3.1.Dual Meet Awards

17.3.1. 1.All first through sixth (1st – 6th) place finishers in individual events will receive ribbons as provided by the League.

17.3.1.2.All first through third place (1st – 3rd) finishers in relay events will receive ribbons as provided by the League.

17.3.1.3.Each team is responsible for the purchase and distribution of its own participation ribbons and any other place ribbons they choose to hand out except for 6 & Under event participation ribbons, which will be supplied by the League.

17.3.2.League Championship Meet Awards

17.3.2. 1.Individual Events — League Championships meets should be held in a pool with at least six (6) lanes. Championship medals will be awarded for first through sixth/eighth (1st - 6th/8th) place, depending on the number of lanes, and ribbons will be awarded for seventh through twelfth (7th - 12th) place finishers, or ninth through sixteenth (9th - 16th) in an 8-lane pool.

17.3.2.2.Relay Events — Relay medals will be awarded for 1st, 2nd and 3rd places. Ribbons will be awarded to all relay teams finishing 4th - 6th for 6-lane and 4th - 8th for 8-lane.

17.3.2.3. Team Awards — A trophy will be awarded to the teams finishing first in the Finals Session of the League Division Championship meets.

17.3.2.3.1. Age group Division plaques will be awarded to best male/female age divisions for all age groups 8 & over, as team awards.

17.3.2.3.2. A sportsmanship plaque is awarded to a team in each Division based on the conduct of each team throughout the season. The selection is made by the Parent Delegate and Head Coach of each team within the Division. Each team receives two (2) votes, one (1) vote cast by the Parent Delegate and one (1) vote cast by the Head Coach. A tie will be broken by the Division Vice President at the Finals Session of the Championship meet.

17.3.3. All Stars Meet Awards

17.3.3.1. Medals will be awarded to 1st through 8th place and ribbons will be awarded to 9th through 16th place at the All Stars meet.

17.3.3.2. All Stars meets should be held in a pool with at least six lanes that has starting blocks.

18. Meet Manager Handbook

18.1. Incorporated by reference. This separate document is posted on the MHSL website.

19. Board of Directors and Officer Rotation Rubric

19.1. All Directors of the Board shall meet the qualifications required and perform their duties as provided in Bylaw Articles IV and V.

19.2. Preparation of the Officer Rotation Rubric (sometimes “the Rubric”) is detailed in the Bylaws. Meetings and activities for which points can be added and subtracted are described throughout this document. The three-year sum of points is periodically presented to the Delegates in the form of the Officer Rotation Rubric.

- 19.2.1. The end of the year Officer Rotation Rubric is provided at Appendices 37.13 and also posted on the MHSL website. Updates throughout the year are only shown online.
- 19.2.2. Additional Policies & Procedures related to the Rubric are provided below at Section 20.6.
19. 3. Election Process
- 19.3.1. Elections are held at the year-end meeting.
- 19.3.2. Prior to Board elections teams with the lowest point totals will be contacted to discuss upcoming Board openings and possible nominees from their teams.
- 19.3.3. Nominees generally provide a brief bio to the President that can be distributed to Delegates and reviewed prior to the year-end meeting.
- 19.3.4. The Parent Delegates nominate and vote for new Board members. At the next Board meeting following the Delegate vote, the existing Board votes to approve/not approve the new Board members submitted by the Delegates.
- 19.3.5. Teams with the lowest points may be given priority for filling Board positions. However, consideration of technical skills needed for particular positions and other qualifications, or lack thereof, for serving on the Board may also be considered.
- 19.3.6. Beginning in 2012, MHSL is adopting a two-year election cycle for all Board positions, except the Presidency cycle described below in Section 20.5.1. The purpose of the election cycle is to ensure only one-half (1/2) of all Board positions come up for election each year.
- 19.3.6.1. The Current Schedule of Officer Terms is provided at Appendices 37.14 and also posted on the MHSL website. Updates during the year, if any, are only shown online.
- 19.3.6.2. A person elected to fill a vacancy on the Board, or appointed by the President to the Board, shall hold office until the end of the existing term.
19. 4. Team Points for Board Service
- 19.4.1. Board members shall be awarded three (3) points for each year of completed service.

19.4.1.1. In accordance with MHSL Bylaws, one (1) point will be subtracted if the position is filled after the year-end and general election meeting, typically held in September.

19.4.1.2. Points for Board service will be reviewed by the Board and subject to penalty of up to three (3) points, and increments thereof, if the Board member has missed two (2) or more meetings during the year and/or otherwise not fulfilled the duties and obligations of their position for the year.

19. 5.Board Terms and Term Limits

19.5. 1.All Board positions shall be two-year terms except for the President Elect, President and Immediate Past President each of which shall serve one (1) year in each position in sequential years, respectively.

19.5.2.Board members are limited to serving two full terms (i.e., four (4) years) consecutively in the same position. Members that also accrue time served by filling a vacancy on the Board may exceed the two-term limit, but in no event may serve more than five (5) years consecutively in the same position.

19.5.2.1.After achieving a term limit in one (1) position, a person may wait for one (1) regular Board term (i.e., two (2) years) then stand for nomination and election again to the same position without violating this policy. Likewise, if two (2) years has elapsed, a person is eligible for appointment by the Board even if they previously achieved the term limit for such position.

19.5.3.Board members, at the end of their first term (i.e., two-years of service) are subject to re-election in the general election process. Accordingly, all such positions shall be so identified and shall be subject to the same procedures as others in the general election. Candidates standing election for a second term shall be specifically identified as such in all election materials related to that nominee and/or position.

19.5.4.Board members that cannot complete their full term are asked to find a replacement from their own team if at all possible. If a replacement cannot be found from the Board members team the position will be opened up to all teams.

19. 6.Officer Rotation Rubric

19.6. 1.It is recommended that updates be calculated for the Officer Rotation Rubric in March, June, August, and October. The updated Rubric shall be posted on the MHSL website.

19.6.2. The Officer Rotation Rubric shall be distributed by the Secretary to all Board members and Parent Delegates for review no less than fourteen (14) days before the year-end meeting.

19.6.3. Prior to the year-end meeting, it is the responsibility of the Parent Delegates to review point additions and deductions for their team for the year and to work with the Secretary and other Board members to resolve any discrepancies.

19.6.4. The Parent Delegates shall confirm and ratify the final Officer Rotation Rubric for the year at the year-end meeting, subject only to change for absences at such meeting which would cause point deductions for teams not represented at the year-end meeting.

19.6.4.1. Following Delegate confirmation and ratification of the point totals **no changes** shall be made to the Officer Rotation Rubric.

20. President

20.1. Facilitate the annual Board election process based on the officer rotation priority list.

20.2. Appoint Board members or facilitate a Board election of members filling a Board vacancy.

20.3. Attend and execute all Board and Parent Delegate meetings throughout the year.

20. 4. Create meeting agendas.

20.4.1. Contact Board members prior to each League meeting to collect information for the meeting agenda.

20.4.2. Ensure pre-season issues and tasks are taken care of. See Appendices 37.11 for the Pre-Season Checklist.

20. 5. Chair League meetings.

20.5.1. Ensure meeting minutes are taken.

20.5.2. Initiate any necessary voting.

20.5.3. Contact absent teams and notify them of point deductions.

20.6. Oversee all Board positions.

- 20.7.Ensure all clinics are run.
- 20.8.Oversee venue and organization of All Stars meet and All Stars heating meeting. Assist the President Elect and the All Stars Chairman as needed. Assist in establishing computer personnel for All Stars meet.
- 20.9.Work with the President Elect in duties and responsibilities for possible absence and transition.
- 20.10.Oversee the Division Alignment process.
- 20.11.Have a good working knowledge and understanding of the Mountain Hi Swim League Bylaws, Policies & Procedures and other pertinent information.
- 20.12.Review budget and approve all expenditures.
- 20.13.Work with new teams interested in joining the League. Use the New Team Application Tracking form provided at Appendices 37.5.

21.Immediate Past President

- 21.1.Serve as an advisor to the President and the Board at large as Immediate Past President the year following your presidency.
- 21.2.Three (3) points shall be awarded for service as the Immediate Past President. Presidents opting to not continue on the Board as Immediate Past President shall not be awarded team points.
 - 21.2.1.Failure to attend meetings and/or fulfill the duties and obligations of this role may result in awarded points being adjusted in a manner similar to that described above in Section 20.4.1.2.
 - 21.2.2.If the Immediate Past President chooses to fill a new Board position in the same year as his/her Immediate Past President year, a maximum of three (3) points shall be awarded to the team for Board service that year.
- 21.3.If the Immediate Past President simultaneously holds another Board position such member shall only have one (1) vote in MHSL matters (i.e., one person = one vote).

22. President Elect

- 22.1.Attend all Board and Parent Delegate meetings throughout the year.

22.2. Fulfill the President duties in his/ her absence at meetings and for decision making. Observe responsibilities and paperwork produced in preparation for a smooth transition.

22.3. Be a signatory on the League checking account if the Treasurer position is vacant.

22.4. Oversee Grievance Committee.

22. 5. Organize and run the Clerk of Course Clinic.

22.5.1. Arrange a venue for the Clerk of Course Clinic.

22. 6. All Stars — Find a venue or notify team of winning bid. Run All Stars heating meeting. Review requirements for the All Stars meet with the meet host. Including, but not limited to, tables, chairs, timing and starting system, heating area, concessions, all other deck crew, computer personnel, awards, locations for each position, and teams.

22.6.1. Arrange a venue for the All Stars heating meeting.

22.6.2. Work with computer personnel to establish proper event labels and computer generated program with cover sheet for the All Stars Meet.

22.6.3. Ensure that all key functions are running properly during the All Star meet.

23. Secretary

23.1. Attend all Board and Parent Delegate meetings throughout the year.

23.2. Take roll and minutes during all meetings.

23.3. Prepare and give a short report, as needed, at each meeting.

23.4. Distribute minutes after each meeting. E-mail minutes to all Board members and Parent Delegates at least one (1) week prior to the next scheduled meeting.

23. 5. Arrange meeting space for monthly Board and Parent Delegate meetings.

23.5.1. Notify Board and Delegates at least one (1) week prior to the upcoming meeting of the date, time, and location of the meeting as well as any requirements or materials needed. Work with the Webmaster to post these details on the website too.

- 23.5.2. Arrange extra meeting space for the coaches heating meeting. This is typically the same night and location as the July Board and Delegate meetings. Note that Delegates usually assist Coaches with cards that night after the Division sessions. Tables with access to electrical outlets for computers and printers is needed, as well as, space for spreading out reports, heating cards, and sheets of labels.
- 23.6. Prepare and periodically distribute the Leagues master calendar. Coordinate calendar updates with the Webmaster.
- 23.7. Create and distribute Parent Delegate and Board member contact lists at the April meeting. Coordinate contact lists for the MHSL website with the Webmaster.
- 23.8. Keep electronic files of all documents created. Update the official Secretary's notebook to include copies of all monthly meeting notices, minutes, roll call, contact information, division roster, pool requirements and other documents as a hardcopy reference for the League.
- 23.9. Teams must provide a copy of their Facility Requirements form to the Coaches Representative each year. After reviewing the forms the Coaches Rep should forward the forms to the Secretary for document retention.
- 23.10. Assist other Board members with distributing information (e.g., e-mail information and documents to the Delegates).
- 23.11. Assist President and President Elect with Committees.

24. Treasurer

- 24.1. Attend all Board and Parent Delegate meetings throughout the year.
- 24.2. Prepare or oversee filing of IRS Form 990EZ by February 15 of each year.
- 24.2.1. Notify the League Secretary of points to be awarded, if any, for donated tax services.
- 24.3. Prepare budget for review at the January Board meeting.
- 24.4. Prepare final budget for review at the February Board meeting.

24.5. Handle general accounting duties such as collecting team fees, making deposits, paying League bills, reconciling bank statements, and preparing cash receipts and disbursements schedules.

24.6. Prepare a Treasurer's report and present at each Parent Delegate meeting.

24.7. Oversee Fundraising Committee.

24. 8. Prepare and file the Annual Report with the Secretary of State.

24.8.1. Provide a copy to League Secretary for the Secretary's Notebook.

25. Officials Chairperson

25.1. Attend all Board and Parent Delegate meetings throughout the year.

25.2. Oversee Division Officials Committee. The Committee consists of one Official from each Division. Issues and questions should be taken up with the Division Official Committee representative. If they are unable or unavailable to resolve the issue/question, it is escalated to the Officials Chair. The Officials Chair and Officials committee members need to provide contact information to their respective division's Parent Delegates and Meet Referees.

25.3. Ensure that all Officials clinics are attended by a member of the Officials Committee.

25.4. Manage and keep accurate records of the certification process for Starters, Meet Referees and Stroke & Turn Judges for each team in the MHSL.

25.5. Keep attendance at all clinics with sign-in sheets.

25.6. Before the March Parent Delegate meeting, reserve training locations for the League conducted Officials clinics. Inform the League Secretary of the clinic dates and locations for inclusion in the League schedule. The specific clinics are:

3 clinics for Stroke & Turn

2 clinics for Starter/Referee and Trainers

2 clinics for New Meet Referee

1 Clinic for Team Mentors/Trainers and Division Officials Committee Representatives

25.7. Once the MHSL Policies & Procedures manual has been finalized for the current year, in March, compose/modify/update tests for Starter, Referee,

and Stroke & Turn Judges. Also update the MHSL Officials and Deck Staff Guidelines booklet for any changes. When tests and booklet are finalized, have the files posted on the MHSL website.

- 25.8. In March/April, order 48 current year USA Swimming mini rule books (two per team), and 30 packets of DQ slips (1 packet per team, 1 packet for each Division Championship, 1 packet for All Stars, and 1 packet for the Officials clinics). Distribute team supplies, if any are still undelivered, at the May Parent Delegate meeting. Distribute one (1) per team of mini rule books to the Coaches Rep for distribution at the May Coaches Clinic.
- 25.9. In May and June, administer training list and score tests. Publish “Certified Officials” list by division and category. Submit list to the Webmaster periodically so website can be updated. Submit a final “Certified Officials” list to the Webmaster three days after the last League Stroke & Turn Judge certification clinic.
- 25.10. At the July heating meeting, distribute DQ slips packets to the hosting teams for the first Preliminary meet to be passed on to the subsequent hosts through the Championship Sessions. Give the All Stars host their DQ slips packet.
- 25.11. Notify the League Secretary of points to be awarded for service on the Officials Committee and points to be deducted for teams not represented at mandatory Officials clinics.
- 25.12. In January/February, review list of previous year’s MHSL certified Officials. Contact potential candidates from each Division for Officials Committee using the following criteria:
1. Any USA Swimming certified Official – S&T Judge or higher
 2. MHSL Trainer with S&T, Starter, and Referee certification for at least the past three (3) years
 3. MHSL S&T, Starter, and Referee certification in the League for the past 5 years.
- 25.13. At the September Delegate meeting, remind delegates that names of interested candidates for the following year’s Officials Committee need to be submitted by the end of the current calendar year.

26. Insurance Chairperson

- 26.1. Attend all Board and Parent Delegate meetings throughout the year.

- 26.2. Must be experienced with Microsoft Excel and a word processing software program.
- 26.3. Manage all insurance related activities.
- 26.4. Maintain all necessary correspondence with insurance company.
- 26.5. Maintain all necessary insurance liability correspondence with swimming pool facilities used by MHSL teams.
- 26.6. Publish an updated Registration/Insurance form on the MHSL website.
- 26.7. Submit insurance fee payment requests with supportive documentation to the MHSL Treasurer for sending to insurance company.
- 26.8. Verify team rosters against the roster count form for May and June roster/ insurance submissions.
- 26.9. Oversee Insurance Committee and assist with other MHSL Board Committees as needed.
- 26.10. Notify League Secretary of penalty point deductions, if any, for teams not in compliance with insurance requirements and deadlines as set forth in Section 3, Registration/ Insurance Requirements, herein.
- 26.11. Timeline for Activities

Late January/Early February: Renew NRPA membership and submit team insurance application with deposit.

February: Update the Registration/Insurance form for the new season and publish on MHSL website.

March: Submit to League insurance carrier a list of facilities for Certificates of Liability. Make sure to include the team name and address of facility since some teams use more than one (1) facility.

April: Distribute the individual teams' Certificates of Liability. Remind the Delegates that insurance forms and checks are due at the League meetings in May and June along with a team roster. The roster counts on the roster count form must match the number of swimmers on the team's roster.

May: Obtain the roster count form, rosters, and a check for insurance/ league fees for forms submitted from each team. Document the roster count and fees submitted, and then pass the check on to the MHSL Treasurer. Update information in the roster count spreadsheet

as each team submits its payment and roster. Verify roster information against the roster count form. Notify each Parent Delegate if there are discrepancies. Update the detailed roster spreadsheet (breakout by age group and gender).

Within one (1) week of the May Parent Delegate meeting, update the roster counts and determine the current amount due to the insurance company (current roster count x the insurance fee – the preseason deposit [check sent in Jan/Feb]). Request check from the MHSL Treasurer for the balance due. Send letter to the insurance company with appropriate roster documentation and a check for the outstanding balance.

June: Obtain the updated roster count form, updated rosters, and a check for insurance fees for forms submitted from each team. Document the roster count and fees submitted, and then pass the check on to the MHSL Treasurer. Update information in the roster count spreadsheet as each team submits its payment and insurance forms. Verify roster information on the roster count form against the rosters submitted. Notify each Parent Delegate if there are discrepancies. Update the detailed roster spreadsheet. Send a letter to the insurance company with current team detailed roster counts and a check to cover insurance fees due.

July: Update final team rosters submitted by July 1. Update the roster count spreadsheet for adds to rosters submitted after the June Parent Delegate meeting but before July 2. Note: No swimmers are allowed to be in the Preliminary or Finals Sessions of the Division Championship meet if that swimmer has not been added to the team roster submitted to the League by July 1. Accept and document in the roster count spreadsheet any final fees submitted for insurance. Turn in final roster counts and fees paid to the MHSL Treasurer. Send final letter to insurance company with appropriate roster documentation and a check for the outstanding fee balance.

27. Scoring Chairperson

27.1. Attend all Board and Parent Delegate meetings throughout the year.

27.2. Must be experienced with Meet Manager, Microsoft Excel and a word processing software program.

27.3. Oversee Scoring Committee.

- 27.4. Conduct training sessions for Meet Manager (including scoring best practices).
- 27.5. Preparing annual default meet format files. (One (1) each for 6 or 8-lane meter or yard pools).
- 27.6. Update All Stars times once approved by the Board and League records annually.
- 27.7. Collect Championship results for all divisions.
- 27.8. Prepare data for end of season analysis of team/division alignment for the board.
- 27.9. Attend Division Alignment meetings.
- 27.10. Support teams regarding scoring issues/questions (this does not mean being tech support for Hy-Tek software).
- 27.11. Maintain League records and publishing a final update at the end of the season.
- 27.12. Act as Scoring/ Computer lead for All Stars meet. Attend All Stars heating meeting and All Stars meet.
- 27.13. Ensure that all teams have required software and that team computer personnel know and understand how to run various reports.
- 27.14. Notify the League Secretary of points to be awarded for service on the Scoring Committee and points to be deducted for teams not represented at mandatory Scoring clinics.
- 27.15. Timeline for job responsibilities.

January: Reserve rooms for Meet Manager training (Scoring Clinic) for the upcoming season. Review newest versions of Meet Manager to decide if the changes warrant all teams moving to the new versions.

February: Update Meet Manager documents.

March: Update League Records in and Meet Manager and provide web page updates to the Web Master.

April: Update All Stars Times in Meet Manager. Create import files for League Records and All Stars Times for Meet Manager, and test import files.

May: Conduct Meet Manager Training at League Scoring Clinic.

June/July: During the season, update the records files with any new documented League records. New files will not be sent out during the season so as to eliminate confusion.

July: Collect Championship meet results for all Divisions. Attend All Stars meet to run scoring table. Obtain backup copies of all Division Preliminary and Final Sessions of Division Championship and All Stars meets. Update League records. Import all Championship meet results and create Paper Chase results.

August: Present end of season reports from each team to the Board for use in alignment for the next season.

September: Accept any documentation for League records at the September Parent Delegate meeting (final submission time). Update the League records spreadsheet and databases.

28. Awards/Ribbons Chairperson

28.1. Attend all Board and Parent Delegate meetings throughout the year.

28.2. Evaluate costs and request new pricing bids as needed if pricing has increased from the previous year. Bring bid/s to Board for approval.

28.3. Hand out order sheets for add-on team ribbons with information including deadlines and pricing at March Parent Delegate League Meeting. Explain what the League provides (enough ribbons for one full, 6/8 lane pool dual home meet - relays 1st through 3rd only).

28.4. Immediately after April Delegate meeting, order appropriate number of ribbons for dual meets (including add-on individual team orders); ribbons, medals and plaques for Championship Sessions (must have information from each division as to how many lanes Championships will be); and ribbons and medals for All Star meets. Order pink/blue/green meet cards for League as needed.

28.5. Distribute dual meet ribbons and cards at May Parent Delegate Meeting (prior to first dual meet). Distribute Championship medals, ribbons, plaques, and All Star medals and ribbons at June Delegate meeting.

28.6. Inventory leftover awards, medals and cards for next year.

28. 7. Schedule of Award/Ribbon Ordering.

- 28.7.1.**January** - Acquire bid/quote from preferred vendor. If the quote is higher than the previous year, consider getting a quote from another vendor/s. Present the quote to the Board and the February Board Meeting for budget approval.
- 28.7.2.**March** - Bring at least one copy per team (26) of the ribbon order form to the March Delegate Meeting and hand it out to the parent reps. Educate the delegates on the difference between league provided ribbons and Add-on order. Ask each team if they use cards (for all races vs. relays only) and if they need more cards. Find out which teams are hosting Championships and if their pool is a 6 or 8 lane pool.
- 28.7.3.**April** - Collect order forms and checks at the April Delegate Meeting. Give the checks to the treasurer. Verify how many ribbons, medals, and cards are left over from last year. Deduct those from the final order and place order for league provided ribbons, add-on ribbons, championship medals/ribbons, all-star medals/ribbons, and plaques. Contact the treasurer after order is placed to make payment or payment arrangements for order.
- 28.7.4.**May** - Pick up dual meet ribbons from vendor. Organize the ribbons per team and double check order. Distribute the dual meet ribbons at the May Delegate meeting
- 28.7.5.**June** - Pick up Championship ribbons/medals, All-star ribbons/medals, and plaques from vendor and distribute at the June Delegate meeting

Meet Entry Cards

Pink Meet Entry Cards 1,500/team, if needed
 Blue Meet Entry Cards 1,500/team, if needed
 Green Relay Entry Cards 225/team, if needed

Numbers shown above should only be used as a guideline. Number of cards may need to be adjusted based on team size.

Awards and Ribbons

The League provides ribbons 1st-6th for individual events and 1st-3rd for relays.

Dual Meet Ribbons

	Order Amount
1st Place/Blue	450/team

2nd Place/Red	450/team	3rd Place/White	450/team
4th Place/Yellow	210/team	5th Place/Green	210/ team
6th Place/Pink	210/team		

Add-On Ribbons

Each team may order more ribbons 1st to 16th place, super swimmer ribbons, and/or heat winner ribbons. These ribbons are ordered via the ribbon order form. A check is needed only if a team is ordering Add-On ribbons.

Championships

Each Division order is dependent on the pool size that Championships are being swam at; verify pool size before submitting order (verify Championship pool size, not prelim pool size) Order 5 additional ribbons per place to verify that enough ribbons are on hand

6 Lane Pool

Individual Events:

1st-6th – Medals

7th-12th – Ribbons

Relays:

1st-3rd – Medals

4th-6th – Ribbons

Order Quantities:

Medals

1st-3rd – order 155 per place, per division

4th-6th – order 75 per place per division

Ribbons

4th-8th – order 85 per place, per division

9th-12th – order 75 per place, per division

8 Lane Pool

Individual Events:

1st-8th – Medals

9th-16th – Ribbons

Relays:

1st-3rd – Medals

4th-6th – Ribbons

Order Quantities:**Medals**

1st-4th – order 155 per place, per division

5th-8th – order 75 per place per division

Ribbons

9th-12th – order 85 per place, per division

13th-16th – order 75 per place, per division

Cards:

Based on how many teams needs cards for Championships and how many cards the League has

Pink – 1500 per division, if needed

Blue – 1500 per division, if needed

Green, 225 per division, if needed

All Stars Medals/Ribbons for 8-lane pool; adjust if 6-lane pool

1st-8th – 64 medals per place

9th-16th – 64 ribbons per place

Adjust order quantity accordingly if the meet is being swam at a 6-lane pool.

Championship Plaques**Age Group Plaques – 5” x 7”**

25 female and 25 male plaques total

Each age group, each gender and each division needs a plaque on the face that reads:

Mountain Hi Swim League

Age Group Winner

Division (A1, A2, B, C or D)

(Age group and gender) (8 & under, 9/10, 11/12, 13-14, or 15-18

Girls/ Boys)

Sportsmanship Plaque – 6” x 9” Order 5 - one per division.

Each plaque should read:

Mountain Hi Swim League

Sportsmanship Plaque

Division (A1, A2, B, C or D)

Championship Plaques One
per each division.

29. Webmaster

- 29.1. Attend all Board and Parent Delegate meetings throughout the year.
- 29.2. Design, create and maintain the website. Create or procure all graphics to be used.
- 29.3. Incorporate all data currently used by the League.
- 29.4. Submit the website URL to search engines and lists.
- 29.5. Manage the domain registration and hosting for the site.
- 29.6. Create and update e-mail addresses for board members that request them.
- 29.7. Update annually the Board contact information.
- 29.8. Update on a regular basis information provided by the teams, such as contacts, scores and schedules.
- 29.9. Maintain a copy of all individual Facility Requirements forms (see §37.12). Review the forms for compliance with current League standards and follow up on any missing information or details that do not meet League standards. Request assistance from other Board members, including the President, President Elect, Scoring, and Officials Chairs, and any other members that may be able to assist in the resolution as you may need.
- 29.10. Oversee Web Design Committee.

30. Coaches League Representative (or “Coaches Rep”)

- 30.1. Attend all Board and Parent Delegate meetings throughout the year.
- 30.2. Must be retained in a current coaching position with one of the affiliated League teams or parent in the league with coaching experience.
- 30.3. Represent the Coaches’ interests and communicate any information from these meetings to the Coaches VP for each Division.
- 30.4. Conduct the Coaches Meeting in May.
 - 30.4.1. Arrange meeting space for all coaches meetings and clinics except for the July heating meeting normally done with the Delegate meeting.

- 30.4.2. Take roll call to confirm attendance. Review the information in the notebook with the coaches.
- 30.4.3. View and discuss the Stroke & Turn video with all the coaches.
- 30.4.4. Divide the coaches into Divisions. Each Division will choose a Coaches VP who will compile and retain contact information for all the coaches in that Division.
- 30.4.5. Create the contact information sign-up sheet for each Division to use at the Coaches Meeting. If you choose, create a questionnaire for each coach to fill out to use as a way to discuss coaching ideas.
- 30.4.6. Collect the contact information sign-up sheet after each Division's Coaches VP has completed it. Copy the contact information for the League and e-mail a copy of the relevant file to each Division's Coaches VP.
- 30.4.7. Meet with all of the new Division Coaches VPs at the end of the meeting to discuss job description and any other important information.
- 30.5. During the season, report to the coaches any pertinent information from the League meetings.
- 30.6. Prior to the July Prelim heating meeting, e-mail the necessary coach instructions to the all the coaches in the League.
- 30.7. Prior to the All Stars heating Meeting, e-mail all the coaches with a reminder to bring T-shirt order forms and entry money. Entries must be submitted no later than midnight the Sunday prior to the heating meeting.
 - 30.7.1. Arrange a meeting space for the All Stars heating meeting if the President Elect has not already done so.
- 30.8. Oversee Coaches Committee.
- 30.9. Notify the League Secretary of points to be awarded for service on the Coaches Committee and points to be deducted for teams not represented at mandatory coaching clinics and/or meetings.

31. Division Vice President

- 31.1. One (1) point addition for team.
- 31.2. To ensure knowledge of League operating procedures, a new League Parent Delegate may not hold this position.

- 31.3. Develop your division's dual meet and Prelim/Championship schedule. (Discuss all teams' pool availability with Parent Delegates prior to setting schedule).
- 31.4. Distribute finalized meet schedule to each Parent Delegate in your division and a copy to the League Secretary by the May meeting.
 - 31.4.1. Meet schedules must be submitted on the form provided by the Secretary.
- 31.5. Direct and implement Division meet policies. A list of all Division meet policies must be submitted to the President and the Officials Chair via e-mail prior to June 1. See Section 10.1.
- 31.6. Become familiar and proficient with Policies & Procedures of the MHSL as well as other areas covered by USA Swimming regulations (you will be the contact person for all teams in your division regarding clarification/enforcement of League procedures).
- 31.7. Coordinate and serve as Meet Director for your division's Championship meet. If unable, work with the host team to appoint a qualified Meet Director.
- 31.8. Assemble a Protest Committee for your division Preliminary and Finals Session per MHSL guidelines.
- 31.9. Coordinate summation of events/swimmers to be considered for Leagues records. See information in the Scoring/Records section of the website.
- 31.10. Assist the President Elect with the preparations/coordination for the All Stars meet. Each Division V.P. will serve as coordinator for their division's volunteers as designated by the President Elect. Examples: concessions, deck crew (timers, announcers, Clerk of Course and runners), scoring table, ribbons/award.
- 31.11. Accumulate and retain results for each dual meet/championship throughout the season. Submit to Webmaster by Sunday at 5 p.m. after a dual meet.
- 31.12. At Championships, collect and tally votes for sportsmanship award.
 - 31.12.1. Present the awards at the Finals Session of the Championship meet.
- 31.13. Forward meet results to the MHSL Webmaster by Sunday evening following the Saturday dual meets.
- 31.14. Forward meet results to the League President at the end of the season, and in no event later than August 31 of the current season.

32.Division Officials Representative

- 32.1.Represent their Division as a member of the Officials Committee.
- 32.2.Answer questions from Division officials. If they are unable or unavailable to resolve the issue/question, it is escalated to the Officials Chair.
- 32.3.In conjunction with the Officials Chair, perform training at clinics.
- 32.4.Plan their Division Championship meets and serve as the Meet Referee.
- 32.5.Help make recommendations for future rule changes.

33.Division Scoring Representative

- 33.1.Act as the initial point of contact for the teams in the Division for any questions about scoring or using Meet Manager software.
- 33.2.Assist the Championships host team in setting up the Championship meet, if requested.

34.All Stars Meet Host

- 34.1.One (1) point addition for hosting team. If multiple teams are co-hosting at their regular shared meet venue, each team shall receive one (1) point.
- 34.2.One (1) point addition for team that seeds the All Stars meet.
- 34.3.Complete the All Stars Meet Bid Form (provided at Appendices 37.2) and submit to the President-Elect prior to the April Parent Delegate meeting.
- 34.4.Organize and execute the All Star Meet.
- 34.5.Distribute team required volunteer lists to the MHSL President-Elect no later than the first May Parent Delegate meeting.
- 34.6.Coordinate set-up and take-down for the day of All Star meet including appropriate areas roped off and team placement.

35.Code of Conduct

- 35.1.Mountain Hi Swim League believes in the development of swimmers both athletically and individually. Mountain Hi Swim League will strive to instill and practice the values of good sportsmanship. In order to achieve these goals, it takes a combination of coaches and parents to set good examples for the swimmers. Mountain Hi Swim League has established and will enforce the following conduct guidelines:
- 35.2.Courtesy, Goodwill, and Sportsmanship: Any parent, swimmer, or other individual acting as an agent, member, Delegate, volunteer, coach, participant, or spectator of either the member teams or the Mountain High Swim League shall behave in a manner that displays mutual regard and respect for others and shall refrain from foul or derogatory behavior. Such behavior includes activity at any and all gatherings and/ or correspondence (electronic or otherwise) that may fall under the jurisdiction of the League.
- 35.3.Personal conduct of team members, parents and guests at all meets is the responsibility of the Parent Delegate of each team. The Mountain Hi Swim League will oversee that the code of conduct is being administered by each team.
- 35.4.The Parent Delegates or designee from the home and visiting team should act as Co-Marshals at a dual meet. The marshal(s) shall have full authority to warn or order to cease and desist and, with the concurrence of the Referee, to remove or have removed from the swimming venue anyone behaving in an unsafe manner or using profane or abusive language, or whose actions are disrupting the orderly conduct of the meet.
- 35.5.At Preliminary and Finals Sessions of Division Championship meets, the Division Vice President or designee and (2) two other Division Parent Delegates or designees shall act as Co-Marshals. The marshal(s) shall have full authority to warn or order to cease and desist and, with the concurrence of the Referee, to remove or have removed from the swimming venue anyone behaving in an unsafe manner or using profane or abusive language or whose actions are disrupting the orderly conduct of the meet.
- 35.6.At the All Stars Meet, the President Elect or designee and three other board members or designees shall act in conjunction with the League Delegate of the host team as Co-Marshals. The marshal(s) shall have full authority to warn or order to cease and desist and, with the concurrence of the Referee, to remove or have removed from the swimming venue anyone behaving in an unsafe manner or using profane or abusive language or whose actions are disrupting the orderly conduct of the meet.

- 35.7. All swimmers, coaches, parents, and spectators should only make remarks in the spirit of friendship and good sportsmanship.
- 35.8. All swimmers, coaches, parents, and spectators should refrain from using foul language or obscene gestures.
- 35.9. All swimmers, coaches, parents, and spectators should applaud the other team's performance. Competitors should shake hands of the swimmers in the lanes next to them at the end of their race.
- 35.10. All swimmers, coaches, parents, and spectators should follow all rules of the hosting pool.
- 35.11. All swimmers, coaches, parents, or spectators must not introduce any items into the pool including any item that could cause any chemical imbalance in the pool such as Jell-O.
- 35.12. All swimmers, coaches, parents, and spectators should cooperate with and accept the final decisions of the Stroke & Turn Judge, Starter and Meet Referee.
- 35.13. All swimmers, coaches, parents, and spectators must refrain from addressing derogatory remarks to any coach, swimmer, Stroke & Turn Judge, parent, Timer, Starter, Meet Referee or any other volunteer.
- 35.14. All coaches must use proper protest procedures.
- 35.15. All coaches must require positive conduct from his/her swimmers.
- 35.16. All coaches, parents, and spectators should always remember that MHSL exists for the positive experience of the swimmer.
- 35.17. All parents (and other family members/spectators) shall set the right example for our children by demonstrating sportsmanship and showing respect and common courtesy at all times to team members, coaches, competitors, officials, parents, and all facilities. should respect the coach's decisions and abilities, except in the case where it may cause injury to the team or swimmer.
- 35.18. Unsportsmanlike conduct will not be tolerated.
- 35.19. Cooperation at all levels is expected from all involved participants to come to reasonable and equitable solutions to disagreements or disputes as they arise.

- 35.20. Any infraction or inappropriate behavior should be submitted to the Grievance Committee. Upon recommendation from the Grievance Committee, the Board will take the appropriate action.
- 35.21. **TOBACCO PRODUCTS** — Smoking and use of other tobacco products is prohibited on the pool deck, in the locker rooms, in spectator seating or standing areas, and in all areas used by swimmers, during the meet or during the warm-up periods in connection with the meet.
- 35.22. **ALCOHOLIC BEVERAGES** — Alcoholic beverages are prohibited in all areas of the venue, including, but not limited to, pool deck, locker rooms, spectator seating or standing areas, and in all areas used by swimmers. Exceptions to this provision can be made only with the approval of the MHSL Board of Directors.
- 35.23. Upon team registration, parents and swimmers shall sign agreement to abide by code of conduct (or if electronic registration, completed registrations shall construe agreement to conduct of conduct). Teams shall keep on file signed agreements or electronic registrations. Teams may have their own code of conduct policies that are enforced by the team. They may be more stringent than league policy, however, they may not contradict league policy.
- 35.24. Upon election, appointment, hire or selection, league board members, Parent Delegates, coaches, officials and any other person in an official capacity agrees to abide by the league code of conduct.
- 35.25. Code of Conduct Form

Incorporated by reference. See MHSL website

36. Grievance Policy and Procedures

- 36.1. The Grievance Committee consists of the President Elect, the Secretary (as a nonvoting member), and the current season Division Vice President from each division.
- 36.2. In the event that a grievance is filed against the President Elect, he/she shall be replaced by the President for the particular grievance in question.
- 36.3. Because the Mountain High Swim League adopts a positive display of sportsmanship as one of its primary goals and because the Mountain High Swim League is operated solely by volunteer members, it is the express

desire of the Board that all members and participants attempt to resolve issues amongst themselves. In the event that an issue cannot be resolved without intervention, the following policy is provided as the framework for resolving issues:

- 36.3. 1.Members should first try to solve a problem at team level, then a division level, then at League level. At a dual meet, the governing authority resides with the Parent Delegates of the competing teams. The Meet Referee resides over the competition.
- 36.3.2.Grievances must be presented to the President Elect, Secretary, and the Division Vice President of the grieving team's division in written form and only through a voting member of the League within 72 hours of alleged offense.
- 36.3.3.Upon receipt of the grievance, the Secretary shall date and keep a permanent record of the grievance.
- 36.3.4.Within 10 business days of receipt of the grievance, the Grievance Committee shall review the complaint; execute any necessary investigation and present findings and recommendation to the Board.
- 36.3.5.With highest regard to the Grievance Committee recommendation, the Board will review the findings and assess any penalties.
 - 36.3.5.1.Usual penalties:
 - 36.3.5.1.1.Written reprimand with request for immediate resolution of problem.
 - 36.3.5.1.2.One to three point penalty assessed to team.
 - 36.3.5.1.3.Dismissal and/ or exclusion from League engagements.
 - 36.3.5.1.4.Removal as Parent Delegate or Board Member.
 - 36.3.5.1.5.Other penalties as recommended by the Grievance Committee, including but not limited to censure, probation (with set probationary requirements), suspension or permanent expulsion of an individual or team from the league.
- 36.4.All grievances, investigations, and supporting documentations should remain confidential amongst the involved parties (e.g., Grievance Committee, Board, grieving team and alleged offending team).

37. Team Points

37.1. The MHSL Board may at its discretion award a point(s) for extraordinary service to the league or a Division in the league.

38. Appendices — Forms and Informational Documents

38.1. Dual Meet Scheduling Model

Mountain Hi Swim League Dual Meet Scheduling Model

Week 1 1/2 3/4 5/6

Week 2 2/3 4/5 6/1

Week 3 3/5 4/1 2/6

Week 4 4/2 3/6 1/5

Week 5 5/2 1/3 4/6

- Assign each team a number.
- In a 6 team division with 3 Preliminary Sessions, there are 15 dual meets, 3 Preliminary Sessions and 1 Finals Session of the Championship meet
- 19 meets divided by six (6) teams equals three (3) home meets per team with one (1) team volunteering for a fourth (4th) home meet.
- Home meets can be a dual meet, a Preliminary or Finals Session.
- Review which teams are interested in hosting a Preliminary or Finals Session because these teams will host only two (2) dual meets.
- Note: points are not awarded for hosting Preliminary or Finals Sessions.
- Review each week and decide which team is the host and which team is the guest. Circle the host team.
- An entire week can be exchanged for another if there is a conflict in scheduling.
- Assign locations for the Preliminary and Finals Sessions of the Championship meet.
- You did it!!!

38.2.All Stars Meet Bid Form

Mountain Hi Swim League All Stars Meet Bid Form

Thank you for expressing interest in hosting the Mountain Hi Swim League All Stars Meet. Please complete the following questionnaire with as much detail as possible. Completed forms should be submitted to the President-elect prior to the October Board meeting. Questions about this form or the All Stars meet should also be directed to the President-Elect.

Thank you again for your interest.

Question	Response
Name of Team	
Contact Name	
Contact Phone Number	
Contact e-mail address	
Team Division	
Number of pool lanes	
Is your facility available on the following dates: TBD; Tuesday; All Stars Heating Meeting TBD; Saturday; All Stars Meet	

Question	Response
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<p>Does your facility have space to accommodate 450 swimmers AND families? (please provide details: amount of space, grass or concrete, chairs, fencing, etc...)</p>	
<p>Will you be able to accommodate 450 swimmers and their families with your existing rest room facilities? If not, will you bring in portable facilities?</p>	
<p>Will you provide lifeguards for the meet?</p>	
<p>How will you accommodate a rain delay?</p>	
<p>How will you accommodate parking for swimmers and families (number of spaces and adjacent parking options)?</p>	
<p>Do you have starting blocks?</p>	
<p>Do you have a starting system? If so, what type?</p>	

<p>Do you have an individual who is willing to be the Meet Director working in conjunction with the League President Elect for the All Star Meet? Will this person be present the day of the meet? Please provide name and relevant information (cell phone, home phone, years of swim experience, and e-mail)</p>	
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<p>Is this individual willing and able to coordinate volunteers from all teams to assist with?</p> <p>Volunteer duties to include:</p> <ul style="list-style-type: none">• Compile list of volunteers throughout the season• Attend All Star heating meeting• Arrange for copies of program for coaches, volunteer positions and sales to attendees• Prepare team folders containing entry reports, scratch forms, protest forms...• Prepare map of facility and identify team areas (using signs) for teams in attendance• Assign warm up times and lanes• Designate area for computer/awards with adequate space to operate• Set up• Concession sales• Clean up• Security <p>(please comment on your ability to control all responsibilities)</p>	
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38.3. League Timeline

October	October 1 new fiscal year begins Board meeting Parent Delegate meeting if needed All Stars meet bid form is due
November	No meetings
December	No meetings
January	Board meeting if needed
February	Board meeting Insurance coverage starts February 20
March	Board and Parent Delegate meeting
April	Board and Parent Delegate meeting First ½ of team fees are due Ribbon orders are due
May	Board and Parent Delegate meeting Clinics are held Second ½ of team fees are due Teams complete Facility Requirements form Rosters due
June	Board and Parent Delegate meeting Facility Requirements forms are due Rosters due. This meeting may be conducted in late May as a 2 nd May meeting.
July	July 1 deadline to register swimmers Board and Parent Delegate meeting Prelims & Championship meets All Stars meet (requires a heating meeting)
August	No meetings
September	Board and Parent Delegate year-end meetings Elections Held September 30 fiscal year ends

38.4. New Team Questionnaire

Mountain Hi Swim League New Team Questionnaire

Question	Response
Name of Team	
Contact Name	
Contact Phone Number	
Contact e-mail address	
Expected age of youngest swimmer	
Expected age of oldest swimmer	
Number of households in community (households eligible to participate in team)	
Expected number of swimmers	
How will you promote swimmer registration?	
Number of lanes indoor?	
Number of lanes outdoor?	
Depth of shallow end (specify indoor or outdoor or both)	
Do you have lane lines in your pool(s) (specify if more than one pool)	

Question	Response
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Do you have swimmer lanes on the floor and Ts on the walls of your pool?	
MHSL requires parent volunteers (parents of swimmers on the team) is this a problem?	
MHSL requires a Parent Team Delegate (Representative) to participate in League activities, is this a problem?	
What time will you reserve (and what days) for practice time?	
MHSL teams are required to host dual meets during the season (June and July), is this a problem?	
Is the team to be sponsored by a homeowners association? If no, what association is the team associated with?	
How many individuals is your facility (where dual meets will be held) capable of handling?	
Do you have starting blocks?	
Do you have a team PC?	
Do you have a starting system?	

Please submit questions in writing, via e-mail, to all of the following individuals. By copying all the individuals, we will be able to respond to your inquiries much faster. Please see the attached Board member list for current names and e-mail addresses.

President
President Elect
Past President
Secretary
Officials Chair

38.5.New Team Application Tracking

MHSL - NEW TEAM APPLICATION TRACKING		
NAME OF TEAM:		
<u>Date Completed</u>	<u>Completed By</u>	<u>Task</u>
		Application Sent to New Team
		Application Received
		Application Reviewed by Board
		Location Visited
		Approval Brought to Delegates
Results of Voting (FOR/AGAINST):		
Resulting Number of Teams:		

38.6.Deck Entry Form

**Mountain Hi Swim League
Deck Entry Form**

Swimmer's Legal Name (including middle initial):

_____ MHSL

Age (as of June 1). _____ Birth Date (mm/dd/yyyy) _____

Team Name and Abbreviation _____

Event Number	Event Name	Time

**Mountain Hi Swim League
Deck Entry Form**

Swimmer's Legal Name (including middle initial):

MHSL Age (as of June 1). _____ Birth Date (mm/dd/yyyy) _____

Team Name and Abbreviation _____

Event Number	Event Name	Time

Mountain Hi Swim League

38.7.Protest Form

Protest Form

Meet: _____ Date: _____ Time: _____

Team: _____ Coach: _____

Swimmer: _____ Event: _____ Heat: _____ Lane: _____

DQ: _____

–

Stroke

Judge: _____

Protest Description:

Protest Committee Decision:

Disqualification Upheld: _____

Disqualification Overturned: _____ **Remarks:**

Mountain Hi Swim League

The written protest shall be submitted to the Meet Referee within 30 minutes of notification of the infraction. The Protest Committee has the right to question the coach and Stroke & Turn Judge involved, if they choose. Every effort will be made to reach a decision within 30 minutes of receiving the written protest.

38.8.Swimmer / Event Scratch Form

Swimmer/Event Scratch Form

Swimmer Name: _____ Age Group: _____

Team Name: _____

Event # _____ Event# _____

Event# _____ Event# _____

Event# _____

Swimmer Name: _____ Age Group: _____

Team Name: _____

Event # _____ Event# _____

Event# _____ Event# _____

Event# _____

Swimmer Name: _____ Age Group: _____

Team Name: _____

Event # _____ Event# _____

Event# _____ Event# _____

Event# _____

Swimmer Name: _____ Age Group: _____

Team Name: _____

Event # _____ Event# _____

Event# _____ Event# _____

Event# _____

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Swimmer Name: _____ Age Group: _____

Team Name: _____

Event # _____ Event# _____

Event# _____ Event# _____

Event# _____

38.9. Order of Finish Form

Order of Finish Form

Event # _____ Event # _____ Heat

_____ Heat # _____

Place # Lane # Place # Lane #

1 _____ 1 _____

2 _____ 2 _____

3 _____ 3 _____

4 _____ 4 _____

5 _____ 5 _____

6 _____ 6 _____

7 _____ 7 _____

8 _____ 8 _____

Event # _____ Event # _____ Heat

_____ Heat # _____

Place # Lane # Place # Lane #

1 _____ 1 _____

2 _____ 2 _____

3 _____ 3 _____

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4 _____	4 _____
5 _____	5 _____
6 _____	6 _____
7 _____	7 _____
8 _____	8 _____

38.10.Pre-Season Checklist

Mountain Hi Swim League Pre-Season Checklist

<u>Date Completed</u>	<u>Completed By</u>	<u>Task</u>
		Officer Rotation Completed
		Officer Elections Completed
		Team Alignment Finalized
		Schedule for the Year Approved
		Schedule for the Year Posted to Web
		New Team Acceptance *
		Budget Completed and Approved
		Insurance Estimates Confirmed
		Awards Request for Quote Sent
		Awards Quotes Received
		Awards Vendor Selected
		Team Dues Finalized and Communicated
		Committee Assignments Finalized
		Policies & Procedures Ratified
		All Stars Times Ratified
		All Stars Venue Finalized
		Web Updated (All Stars, League Records, Board Members, Delegates, Teams, Documents, TM/MM Download Files, etc.)

		Officials/Starters Test Completed
		Training Scheduled (Officials, Starters, Scoring, Clerk of Course)

* See New Team Questionnaire/Application and Checklist.

38.12.Facility Requirements

Mountain Hi Swim League Annual Facility Requirements

- Complete and sign prior to the start of individual team practices but in no event shall it be completed later than June 1 of each year. Submission may be by league survey, at the discretion of the MHSL Board.
- Mid-season changes to the facility must be submitted on a new form and again be signed and dated by Parent Delegate. For instance, installation of new starting blocks after the start of the team practices would require a new form.
- Teams retain the original form. The League recommends keeping it in your team's insurance book. Submit a copy to the League Webmaster at webmaster@mhsl.org.

Facility Name	Team Name
<i>General Requirements</i>	
<i>Pool Length</i> §5.3.1 Must be 25.00 yards or meters	
<i>Number of Lanes</i> §5.3.2 Minimum of 4 lanes	
<i>Height of Blocks</i> §5.3.7 and local ordinances	
<i>Water Depth at Blocks</i> §5.3.7, USA Swimming Rules and Regulations §103.2, and local ordinances	
<i>Water Depth at End of Pool Opposite to Blocks</i>	
<i>Meet Restrictions</i>	
<i>Parent Delegate Name, Signature, and Date</i>	

38.13. Officer Rotation Rubric

Incorporated by reference. See MHSL website.

38.14. Current Schedule of Officer Terms

Incorporated by reference. See MHSL website.

38.15. Report of Occurrence (Accident Report)

Incorporated by reference. See MHSL website.

38.16. Division Meet Policies for the Season

This form is under construction. See MHSL website for current version.

38.17. Roster Count Form

Incorporated by reference. See MHSL website.

38.18. Code Of Conduct: Swimmers and Parents

Incorporated by reference. See MHSL website.