

PRINCE WILLIAM SWIM LEAGUE BY-LAWS



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PRINCE WILLIAM SWIM LEAGUE BY-LAWS

Preface

The Prince William Swim League (PWSL) ("League") was founded in 1972 to sponsor swimming in and among the community organizations in the area of Prince William County. The purpose of the League is to develop, in the children involved in this program, a love of the sport, and to advance swimming skills, teamwork, and the principles of good sportsmanship.

PWSL is a summer League that encourages children to participate regardless of their skill level. The League welcomes all swimmers, from novice to more advanced year-round swimmers, and attempts to foster competition at all skill levels. Multiple heats, seeded by time, will be swum in order to accommodate all swimmers in an event and provide a fun, fair, and competitive environment.

The rules of the League:

- A. Focus on the good of the swimmer. All League policies and procedures are centered around providing a safe, fun, fair, and athletically challenging program for all swimmers.
- B. Are governed by a Board of Directors, with representatives from all teams in the League.
- C. Group all participating swim teams into Divisions based on factors such as team size, depth, and speed. Divisional assignments are made prior to the start of each swim season by the Board of Directors with the intent of maximizing competitiveness in the League.
- D. Provide, annually, a basic program of swim meets for each team, followed by Divisional Championship meets as prescribed by the League Board of Directors.

The League constantly strives to fulfill these goals and to provide the most equitable basis possible for competition for all swimmers and teams. Through the Board of Directors, the League actively solicits feedback from all participating teams, families, and swimmers on any perceived inconsistencies between its actions and its goals and to clarify any business matters pertaining to the League. Everyone participating or competing in the League is enjoined to keep uppermost in their minds the purpose of the League and are asked to comply at all times with the spirit and intent of these rules.

I. League Board of Directors and Governing Procedures

- A. The League will be governed by a Board of Directors comprised of four League Officers: a President, Vice President, Secretary, Treasurer; and a League Representative from each team. A summary of the responsibilities of League Officers is shown in Attachment 3.
- B. Each League team will have one (1) vote on all issues affecting the League. League Officers or Key Volunteers may only vote as their team's League Representative. A quorum shall consist of at least one half the number of teams in the League plus 1. No official votes can be taken if a quorum is not present at a meeting.
- C. The President shall be a non-voting member of the Board unless necessity arises to break a tie. In the absence of the President, their duties will fall to the Vice President. Other league officers and key volunteers may only vote as their team's League Representative.
- D. Only official members of the Board of Directors are permitted to participate in Board meetings. Non-members wishing to address the Board may do so by notifying the league President or Secretary in advance of the meeting and securing a place on the agenda.
- E. League Officers shall be elected by the League Representative membership for one year terms. Elections of the officers shall be during the Fall meeting of the League.
- F. Amendments to the League By-laws must carry a two-thirds (2/3rds) vote of the League Representatives. Other procedural votes need only a simple majority of the quorum present at a meeting. No proxy votes are allowed. Amendments to the By-laws cannot be proposed and accepted during the same meeting. Amendments must first be proposed and discussed in an open forum at a Board of Directors meeting. League Representatives must have the opportunity to discuss the changes with their team boards prior to enacting formal changes to the by-laws. The Board of Directors can temporarily override any specific part of the By-laws by securing a two thirds (2/3 rds) majority at a Board of Directors meeting if it is deemed, by the board, to be in the best interest of the League and the swimmers.
- G. Members must be given ten (10) days notice of an upcoming meeting.
- H. The Board of Directors charters several standing committees and may, as the need arises, charter ad hoc committees to make recommendations on issues affecting the League. The committees are advisory in nature and do not set League policy. They are, however, an integral part of the League policy making process and provide critical input to the Board of Directors who are ultimately charged with policy formulation.
- I. The President may appoint key volunteers, as needed, for their specific expertise and to delegate league operations. Attachment 3 includes the current descriptions of the league's key volunteers as of the writing of these bylaws.

II. General Rules

- A. These rules are specifically designed for closed meets within the League and shall govern the conduct of all swim meets scheduled, sponsored, or sanctioned by the League. Rules of the United States Swimming Code pertaining to strokes, disqualification, duties of officials, judging, and similar matters shall be observed at all League meets unless modified by these rules.
- B. The League will conduct officials clinics prior to the beginning of each season. The League's Lead Referee will be responsible for organizing these clinics. Each team should have representatives present in each area being reviewed. Areas typically included in the clinics will be: Referee, Stroke and Turn judging, Scoring, Clerk of Course, and Starter. Each team will designate a lead official responsible for verification that officials working meets have met the standards set forth by the league to officiate meets. Novice officials must "shadow" experienced officials until deemed ready to work independently by the lead official of that team.
- C. Nothing in these rules is intended to replace good judgment and common sense to insure that all swimmers have the opportunity to compete in the League's swimming program.

III. Competitor Eligibility

- A. The League shall not discriminate against any swimmer.
- B. Swimmers are bound by the existing by-laws of their individual teams. No swimmer may compete for a team in a meet until eligibility criteria for both the League and the individual team are satisfied.
- C. Each swimmer shall be a bona fide member of a League swim team and active in that team's competitive swimming program. Swimmers cannot enter a competition for more than one team in the League during the same season.
- D. The eligibility of a swimmer to compete in a particular age group shall be determined by their age on June 1 of the current swim season. The swimmer will compete for the entire season in the same age group based on their age on June 1 of that year. For example, a swimmer who is 12 on June 1st will swim in the 11-12 age group while a swimmer who is 13 on June 1st will swim in the 13-14 age group. The uppermost age group will be 15, 16, 17, and 18 years of age.
- E. Each team will maintain an up-to-date roster of its swim team members, containing the following information: (1) swimmer name, (2) date of birth, and (3) sex. Copies of the roster shall be supplied to the League President or League Treasurer by the Thursday evening prior to the first meet not later than 10:00 PM. Swimmers registered after the Thursday night deadline and prior to the Saturday meet may swim at the Saturday meet but will be ineligible to either score points for their teams or earn ribbons in individual events. Teams may add or delete from this list during the season, but any 6 additions must be submitted to the League President or League Treasurer by the Thursday prior to the upcoming meet at 10:00 PM. Only swimmers formally registered with the League

may participate in League sponsored swim meets. League fees may be mailed in after the Thursday evening deadline without affecting the eligibility of a swimmer.

IV. Meet Rules and Procedures

A. Swimmers shall compete in one of the following age groups:

- | | |
|-----------------|-----------|
| (1) 8 and Under | (4) 13-14 |
| (2) 9-10 | (5) 15-18 |
| (3) 11-12 | |

B. Competitors may swim (3) individual events and two (2) relays (one medley relay and one free relay) only in their age group. If needed to complete a relay team, swimmers may swim on an "A" Relay team in an older age group under the following conditions:

- (1) A team cannot field an "A" Relay team for the age group (there are not four (4) swimmers in the age group at that meet) without aging up swimmers.
- (2) The team may not swim "B", "C" or "D" relay teams for the age group. Only an "A" relay team may swim.
- (3) No more than two younger swimmers may swim in an older relay.
- (4) No swimmer may swim up more than two age groups.
- (5) Swimmers present at the meet may not be displaced by swimmers from younger age groups to make up the relay team.
- (6) The limitation of three (3) individual events and two (2) relay events (one medley relay and one free relay) still applies.

C. All events are gender specific except for the Mixed Medley Relay. The Mixed Medley Relay may be any combination of boys and girls including four (4) boys or four (4) girls.

D. Meet events are listed as Attachment 1 to these by-laws. These events shall be swum in the order indicated.

E. A swim team shall be limited to 600 individual entries per meet.

F. Meet entries will be submitted to the computer representative from the host team on computer disk or by a mutually agreed upon electronic format (bulletin board, modem to modem, e-mail, etc.). All entries will be submitted using the most recent version Hy-Tek Team Manager and Commlink software or other software as agreed to by the Board of Directors. All entries will be due to the host team by the Thursday prior to the meet at 8:00 PM. The host team will also provide a copy of its meet entries to all other competing teams by the same time. To the extent practical, the host team will provide electronic copies of Psyche Sheets to the computer representatives from competing teams as soon as possible on Thursday night to help ensure that all swimmers are entered in the events intended. Any changes made to team entries after this point will not be eligible to score points or earn ribbons.

- G. A maximum of 24 meet entry additions or changes per team are allowed prior to the start of any swim meet. Swimmers will be ineligible for points or ribbons in any added or changed event entry. Changes in entries can be made up until 15 minutes prior to the beginning of a meet.
- H. With the exception of Divisional Championship Meets, relay events at all swim meets will have only one (1) heat. All teams will be allowed to enter the exact same number of relay teams. The maximum number of relay teams entered by a swim club will be determined by the number of lanes in the host pool divided by the number of competing swim clubs rounded down. In other words, in a five lane pool with two teams competing, each team may enter two (2) relays per relay event. At Divisional Championship Meets, each participating swim team will be allowed to enter 2 relay teams for each relay event unless time constraints at the hosting venue preclude allowing a second heat in each relay event. In that case — and only in that case — any relay team that disqualifies itself may still be eligible to score points but will not be eligible to earn ribbons. For all of these disqualifying relay teams, a finish time of 20:00.00 will be entered and they will be eligible to earn (or share) last place points with all other disqualifying relay teams. This is to ensure that no team is penalized too severely in terms of total team score for a single relay team disqualifying itself when the swim team did not have the opportunity to swim a second relay team.
- I. "On-deck" seeding will be used for all meets. No pre-seeded meets will be conducted. Host teams will provide a clerk of course to expedite on-deck seeding. In order to assure maximum competition, swimmers will be grouped into heats according to the time submitted on the meet entry file. Seeding will be in time order, slowest to fastest.
- J. Each team's relay entries in each event (labeled A-E), must be included in the meet entry file and submitted by the deadline on Thursday night. Any additional relay teams added after both teams approve the psych sheets will be marked exhibition and not be eligible to score points or earn ribbons. The individual swimmers comprising each team's relay entries are always deck entered. Swimmer names do not need to be entered on relay entries in advance of the race. Changes to swimmer names should be written on a deck card and presented to the lane recorder before the beginning of the heat. Any swimmer eligible to compete in a meet, including swimmers who are deck entered on the day of the meet or who have had their events changed, may compete on relay teams and may earn ribbons and help their team earn points for relay events.
- K. In a meet, all places will be determined by time. Three (3) times will be recorded in each lane. Times will be recorded to the nearest hundredth of a second. "DQ" times shall not be recorded as an official time or used as an entry time for any meet. The official time will be determined as follows:
- The final time is the middle of the 3 times unless,
- One of the times is more than .5 of a second different from the middle time. If this is true, the time is eliminated and the remaining 2 times are averaged. Times are always rounded off to the nearest 1/100th of a second in favor of the swimmer. As an example, if the two times are 20.00 and 20.05, the average time would be 20.025 rounded in favor of the swimmer means the official time would be 20.02.

- If only two times were actually recorded, the official time is the average of the two times rounded in favor of the swimmer.
- The timer writes a note indicating one or more times were observed to be incorrect eliminate that time and average the remaining times.
- For any special circumstances not covered above, the Referee will make a final ruling.

If required, the following meter-yard conversion factors shall be used:

- (1) Yards to meters 1.1
- (2) Meters to Yards .909

- L. Decisions to cancel a meet shall be made by the League Representatives of each team. In the event they cannot agree, the home team League Representative will make the decision. Once a meet has begun, the Referee will determine whether or not to continue the meet. The Referee is encouraged to consult with the League Representatives and Head Coaches from each team, but the decision rests solely with the Referee.
- M. A meet is not official unless completed through the breaststroke events (event 47). If a meet is canceled, all scores and places are non-official. A meet may be postponed only if an agreed upon time and place is unanimously accepted by the Referee and League Representatives from each team. A postponement must be completed before the next scheduled swim meet for each team. Times acquired by swimmers in a canceled meet will remain official. If a meet is canceled after event #47, the score will be tabulated through the last completed event.
- N. Approximately five days (and not less than three days) prior to the date of the meet, the League Representative of the host team shall contact the League Representative of the visiting team(s) to work out meet details and finalize plans for supplying officials. Attachment 4 is a recommended summary listing of items that should be discussed and decided on prior to each meet. Unless otherwise agreed to, each team will furnish the following officials:

Home Team:

Referee
Stroke and Turn Judge
Announcer
Starter
Chief Timer & half of timers
Head Scorer & half recorders
Clerk of Course
Awards Clerk
Runners
Marshals
Colorado Starter
Head Computer Representative
Computer system with required Software

Visiting Team(s):

Stroke and Turn Judges
Assistant Scorer
Half of recorders
Roving Timer and half of Timers
Assistants for Clerk of Course
Assistant Awards (ribbons) Clerk
Colorado Starter (Backup)
Assistant computer operator
Referee

Notes: For all meets, PWSL policy is that all official positions (Referees, Starters, Stroke and Turn Judges, Computer Operators, Scorers, Ribbon Writers, etc.) be shared as evenly as possible among all participating teams.

- O. The starting time for a meet shall be specified by the host pool with consultation of the visiting team. No meet will be scheduled to begin before 7:00 AM. The host pool shall give at least three days advance notice to the visiting team. A suggested summary list of other important topics to be covered by League Representatives prior to the meet is shown in Attachment 4.
- P. All competitors shall report to the host pool at least 30 minutes before the meet is scheduled to begin and shall proceed immediately to the assigned areas. Each host team will, to the extent practical based on pool area layout, assign team areas for all competing teams. Prior to each swim meet, each participating team will be allowed a minimum of 15 minutes in the pool for warm-ups. When directed by the announcer, swimmers may take their warm-ups after which they will return to their assigned team area and wait until their event is called by the Clerk of Course.
- Q. Spectators should be strictly controlled and reasonable measures shall be taken to ensure that spectators do not interfere with Officials in the performance of their duties or with swimmers during competition.
- R. Once the swimmers' heat has been closed by the Referee by the long whistle, they shall receive no coaching or assistance. This includes holding or releasing relay swimmers, directing or guiding backstroke swimmers, reminders for two hand touches, etc. Any swimmer so coached or assisted may be disqualified at the discretion of the Referee. Coaches may, however, provide reasonable coaching tips to swimmers on deck after they have completed their events providing it does not interfere with the flow of the swim meet. Backstroke swimmers securing a handhold on teammates' ankles for starting or placing towels on the pool's edge, as necessary shall not be considered as coaching or assisting within the intent of this paragraph. A swimmer will be permitted one false start unless, at the discretion of the Referee, it is determined that the swimmer is intentionally delaying the meet. Delaying the meet will result in an automatic disqualification of that swimmer.
- S. The Competition Committee reviews the scoring system each year and recommends to the Board of Directors any changes required to promote conditions for fair and equitable competition in the League. Current rules are shown in Attachment 2.
- T. Swimmers may not compete in a meet with body or hair paint except for event numbers placed on hands or arms. Swimmers in violation of this rule will be allowed to remove paint at clerk-of-course to compete, if paint is removed before his/her heat is ready to compete. Temporary tattoos are not in violation of this rule.
- U. To ensure the safety of swimmers, no cameras (including cell phone cameras) or other recording devices may be used behind swimmers during the start of races or during relay takeoffs. This applies from the beginning of warmups to the end of the meet. If a venue starts 25m events from the "turn end" of the pool, then for the purposes of this

rule, that area is considered the same as the “start end” from the time swimmers begin to report from clerk of course until the last 25m heat of that event begins.

Meet officials, including timers, recorders, judges, starters, and referees, should not be using any device capable of photography or recording while on shift. Meet officials should ask for relief if a phone must be used, and use that device from the sides of the pool.

Swimmers shall not bring any such cameras or recording devices with them from clerk of course.

A swimmer found to have a recording device in the starting area may, at the referee’s discretion, be disqualified from their next individual event. Any adult in violation of the rule may be relieved of their position and asked to leave the deck.

These policies are meant to be a minimum; teams may create and enforce more stringent policies regarding the use of photographic devices at their venues. Teams shall include their camera/photo policies in their meet information published for teams and families, as well as in officials and timers briefings.

V. Divisional Championship Meets

- A. Unless specified otherwise in this section, the same general rules apply to Divisional Championship Meets as to Dual or Tri- Meets.
- B. Divisional Championship Meet coordinators, assigned by the League President with advice and consent of the Board of Directors, will be responsible for the operational procedures of the Divisional Championship Meets.
- C. The League Representatives from each Division will meet to select the officials and specify general rules for their Divisional Championship Meet. The Divisional Championship Meet coordinator will be responsible for hosting this meeting and notifying each team of any decisions in writing.
- D. Swimmers must have competed in two (2) League sponsored meets to be eligible for the Divisional Championship Meet.
- E. Event entry times must be the swimmers fastest time from a League Sponsored Dual or Tri- Meet from the current season. No "coaches times", "time trials", or previous season times are acceptable. A swimmer must have a valid entry time (no "DQs") from a League Sponsored meet in order to compete in the event at the Divisional Championship Meet.
- F. Competitors may swim (3) individual events and two (2) relays (one medley relay and one free relay) only in their age group. If needed to complete a relay team, swimmers may swim on an "A" Relay team in an older age group under the following conditions:
 - (1) A team cannot field an "A" Relay team for the age group (there are not four (4) swimmers in the age group at that meet) without aging up swimmers.
 - (2) The team may not swim "B", "C" or "D" relay teams for the age group. Only an "A" relay team may swim.
 - (3) No swimmer may swim up more than two age groups.
 - (4) Swimmers present at the meet may not be displaced by swimmers from younger age groups to make up the relay team.
 - (5) The limitation of three (3) individual events and two (2) relay events (one medley relay and one free relay) still applies.
- G. All events are gender specific except for the Mixed Medley Relay. The Mixed Medley Relay may be any combination of boys and girls including four (4) boys or four (4) girls.
- H. Heats will be seeded by entry time only.
- I. Scoring will be as shown in Attachment 2.
- J. All entries must be received by the appropriate official at the designated time. NO CHANGE OF ENTRIES WILL BE ALLOWED AFTER THE DEADLINE FOR THE RECEIPT OF THE MEET ENTRY FILE.
- K. All teams will be awarded trophies or plaques as determined by the Board of Directors.

L. Team scores will be published.

. In addition to the above rules, guidelines as required for each Divisional Championship Meet, will be approved by the members of the concerned Division.

N. Divisional Meets will be held on the Saturday after the last dual meet of the regular season, which for most seasons will be the last Saturday in July. If July 4th or July 5th falls on a Saturday then the Divisional meet will be held on August 1st or 2nd respectively. If a divisional meet is canceled, it will not be rescheduled.

O. After the completion of all Divisional Championship Meets, a representative from each team will meet at a mutually agreed upon site to combine results from all Divisional Championship Meets. The top 24 swimmers in each event will be awarded special recognition ribbons. Each team will be responsible for ensuring that data for their swimmers is available, in the appropriate format, in order to participate in this special summary meet.

VI. Protests

A. Protest involving turns, strokes, and other swimming technicalities:

1. Any protest or complaint of this type shall be lodged by the team coach or League Representative with the Referee within 30 minutes after the event has been officially recorded.
2. Decisions rendered by the Referee on protests of this type shall be final and binding upon all parties involved.

B. Protests involving League rules:

1. When a protest of this type arises during or after a meet, the parties concerned shall make all possible efforts to resolve their differences. Failing this, the protest must be referred, in writing, to the League President by the swim club's League Representative within 24 hours after the completion of the meet. Upon receipt of such a protest, the League President shall review the protest. If the League President decides that a possible infraction of a League rule has occurred, the League President will notify the League Secretary to call a special meeting of all League Representatives.
2. The protest will be presented to the League Representatives at this special meeting by the team submitting the request. After arguments to accept the protest have been heard, the other party involved will have an opportunity to state their position. After formal arguments have been presented, questions will be allowed by other League Representatives. Upon completion of questions, all parties involved in the dispute will be required to leave the meeting. This includes League Representatives from the parties in dispute. Discussions and voting will be conducted on the issue by League Representatives (excluding the teams who are a party to the protest). A vote will be taken by roll call and recorded by the League Secretary. All decisions rendered shall be final and binding upon all

parties involved. The League Secretary will notify each team of the decision immediately.

VII. Records

The League shall maintain an up-to-date set of records on the best performances established in League competition. These records shall be maintained current for events swum in League competition. Yard times that have been converted into meters will not be accepted for League records. Each team is responsible for notifying the League Secretary as soon as possible after a League record is broken to ensure that the information is disseminated League-wide. Individual event records must be set in an individual event. In other words, no relay split times can be used to qualify for a League record.

VIII. Awards

- A. Dual meet awards shall consist of first, second and third place ribbons for relays and first through twelfth place ribbons for individual events (see Attachment 2 for more details on tri, quad, and Divisional Championship Meet awards). In addition, heat ribbons will be awarded to the first finisher of each heat excluding relays. At Divisional Championship Meets, ribbons will be awarded for 1st through 24th place for individual events and 1st through 4th for relay events. The League shall be responsible for providing these ribbons.
- B. After completion of all Divisional Championship Meets, results will be combined and special achievement ribbons will be awarded for the fastest 24 times for each individual event.
- C. In case of ties, both winners shall receive the same award.
- D. The Board of Directors shall determine the amount to be spent on awards.

IX. Miscellaneous

- A. Prior to the first meet (or at a time mutually agreed upon by the League Treasurer and the Team Representative), each team must forward to the League Treasurer an entry fee set forth by the Board of Directors. This money will be used to defray the cost of administration, forms, and awards. Other expenditures may be allocated by a simple majority vote of the quorum present. A petty cash fund of \$100.00 will be provided to the League officers for miscellaneous expenses.
- B. All teams in the League will be provided on a seasonal basis with a Colorado Starting System and Hy-Tek computer software necessary to manage a meet. It is the responsibility of all teams to safeguard the equipment. Equipment must be returned when League membership is terminated.
- C. Membership in the League may be gained by applying for provisional membership. The league will supply to each provisional team a Colorado starting system, Hy-Tek software, and technical assistance, if requested, in organizational structure. Provisional Member

Teams may petition the Board of Director for special financial consideration during their start-up season. After one year, the Board of Directors will vote on whether or not to grant full membership in the League. Full membership will require a minimum of 2/3rds vote from the Board of Directors.

Attachments to By-laws:

1. Meet Format
2. PWSL Scoring System
3. Summary of League Officer Responsibilities
4. Suggested topics for discussion prior to all swim meets

Attachment 1 PWSL Meet Format

The following is a list of the events swum at all PWSL meets. The events are swum in the order listed.

Boys(or Mixed) Event #			Girls Event #
66	15-18	200 meter Free Relay	67
1	8&Under	100 meter Mixed Medley Relay	
2	9-10	100 meter Medley Relay	3
4	11-12	100 meter Medley Relay	5
6	13-14	200 meter Medley Relay	7
8	15-18	200 meter Medley Relay	9
10	8&Under	25 meter Free	11
12	9-10	50 meter Free	13
14	11-12	50 meter Free	15
16	13-14	50 meter Free	17
18	15-18	50 meter Free	19
20	10&Under	100 meter IM	21
22	11-12	100 meter IM	23
24	13-14	100 meter IM	25
26	15-18	100 meter IM	27
28	8&Under	25 meter Back	29
30	9-10	50 meter Back	31
32	11-12	50 meter Back	33
34	13-14	50 meter Back	35
36	15-18	50 meter Back	37
38	8&Under	25 meter Breast	39
40	9-10	50 meter Breast	41
42	11-12	50 meter Breast	43
44	13-14	50 meter Breast	45
46	15-18	50 meter Breast	47
48	8&Under	25 meter Fly	49
50	9-10	25 meter Fly	51
52	11-12	50 meter Fly	53
54	13-14	50 meter Fly	55
56	15-18	50 meter Fly	57
58	8&Under	100 meter Free Relay	59
60	9-10	100 meter Free Relay	61
62	11-12	100 meter Free Relay	63
64	13-14	200 meter Free Relay	65

Attachment 2

Prince William Swim League (PWSL)

Dual Meet Scoring

Overview. PWSL dual meets are comprised of 67 events: 19 relays and 48 individual events. Swimmers earn points for their teams by competing in relay events and by being one of the six fastest finishers on their team in individual events. The team with the most points wins the meet.

Relay Event Scoring. *Points are awarded for the first 2 places as shown.* First place in relay events is won by the fastest legal swim, the opponent takes Second Place by completion of a legal swim. The same team cannot score points for both First and Second Places. ***Ribbons*** are awarded to each relay swimmer in the ***first, second, and third*** legal swims based on time. The same team can receive ribbons for first, second, and third place finishes.

Relay Teams	
Place	Points
1	47
2	32

Individual Event Scoring. Swimmers can earn individual points in Free, IM, Back, Breast, and Fly events.

1. Points are awarded for up to 12 places per event as shown.
2. The fastest 6 finishes for each team will score points by completion of legal swims.
3. The same team cannot score points for more than 6 places.

Ribbons are awarded to the top 12 legal finishes, regardless of team, based on time. Ribbons are also awarded for the top 12 6&Unders in Free and Back events based on time.

Individuals	
Place	Points
1	13
2	11
3	10
4	9
5	8
6	7
7	6
8	5
9	4
10	3
11	2
12	1

Attachment 2 Prince William Swim League (PWSL) Tri Meet Scoring

Overview. PWSL tri meets are comprised of 67 events: 19 relays and 48 individual events. Swimmers earn points for their teams by competing in relay events and by being one of the six fastest finishers on their team in individual events. The team with the most points wins the meet.

Relay Event Scoring. *Points are awarded for the first 3 places* as shown. First place in relay events is won by the fastest legal swim, the opponents take Second or Third Place, based on time, by completing legal swims. The same team cannot score points for more than one place. ***Ribbons are awarded to each relay swimmer in the first through fourth legal finishes based on time.*** The same team can receive ribbons for multiple places but can only score once.

Relay Teams	
Place	Points
1	79
2	53
3	40

Individual Event Scoring. Swimmers can earn individual points in Free, IM, Back, Breast, and Fly events.

1. Points are awarded for up to 18 places per event as shown.
2. The fastest 6 finishes for each team will score points by completion of legal swims.
3. The same team cannot score points for more than 6 places.

Ribbons are awarded to the top 18 legal finishes, regardless of team, based on time. Ribbons are also awarded for the top 12 6&Unders in Free and Back events based on time.

Individuals	
Place	Points
1	19
2	17
3	16
4	15
5	14
6	13
7	12
8	11
9	10
10	9
11	8
12	7
13	6
14	5
15	4
16	3
17	2
18	1

Attachment 2

Prince William Swim League (PWSL)

Quad Meet Scoring

Overview. PWSL quad meets are comprised of 67 events: 19 relays and 48 individual events. Swimmers earn points for their teams by competing in relay events and by being one of the six fastest finishers on their team in individual events. The team with the most points wins the meet.

Relay Event Scoring. *Points are awarded for the first 4 places as shown.* First place in relay events is won by the fastest legal swim, the opponents take Second, Third or Fourth Place, based on time, by completing legal swims. The same team cannot score points for more than one place.

Ribbons are awarded to each relay swimmer in the *first through fourth* legal finishes based on time. The same team can receive ribbons for multiple places but can only score once.

Relay Teams	
Place	Points
1	99
2	66
3	50
4	33

Individual Event Scoring. Swimmers can earn individual points in Free, IM, Back, Breast, and Fly events.

1. Points are awarded for up to 24 places per event as shown.
2. The fastest 6 finishes for each team will score points by completion of legal swims.
3. The same team cannot score points for more than 6 places.

Ribbons are awarded to the top 24 legal finishes, regardless of team, based on time. Ribbons are also awarded for the top 12 6&Unders in Free and Back events based on time.

Individuals	
Place	Points
1	25
2	23
3	22
4	21
5	20
6	19
7	18
8	17
9	16
10	15
11	14
12	13
13	12
14	11
15	10
16	9
17	8
18	7
19	6
20	5
21	4
22	3
23	2
24	1

Attachment 2
Prince William Swim League (PWSL)
Special Considerations for Divisional Meet Scoring

Overview. PWSL divisional meet scoring is identical to scoring for regular season meets. The specific scoring scenario is based on the number of teams competing at the divisional meet. Two team divisionals use dual meet scoring, three team divisionals use tri meet scoring, and four team meets use quad meet scoring. The team with the most points wins the meet.

Special Considerations for Ribbons. Regardless of the number of teams competing at a divisional meet, ribbons are awarded to the top 24 finishers based on time in each individual event and top 4 relay teams in each relay event. Ribbons are also awarded for the top 12 6 year olds (or younger) in Free and Back events based on time.

"Cyber Meet" Ribbons. After all divisional meets are completed, results from all sites will be combined and overall top 24 swimmers in each individual event will be awarded special recognition ribbons.

Attachment 3

PWSL League Officer Duties and Responsibilities

A. President.

Duties and responsibilities. The President of the League shall:

- Conduct all business meetings of the League.
- Ensure that the League's rules and policies are followed.
- Has authority to appoint ad hoc committees.
- Promote the goals and philosophy of the League to the at large swimming community.
- Serve as a spokesman for the League.
- Ensure that proper funds are available for all League expenses within a fiscal year.

B. Vice President

Duties and Responsibilities: The Vice President of the League shall:

- Assist the President in their duties and take over all the president's duties in their absence.
- Participate in the meetings and activities of permanent and Ad Hoc committees.

C. Secretary.

Duties and responsibilities. The Secretary of the League shall:

- Keep official minutes of all League meetings
- Prepare, copy, and send out copies of the minutes to all Team Representatives, League Officers, and other persons as designated by the League President in a timely manner after each meeting.
- Maintain an updated list of all Team Representatives including addresses and phone numbers.
- Prepare other documents as requested by the League President such as schedules, by-laws, or other documents to be used for official business by the League.
- Conduct any other duties as specified by the League President concerning official business of the League.

D. Treasurer.

Duties and responsibilities. The Treasurer of the League shall:

- Maintain accountability for all League funds.
- Sign and record all checks.
- Balance and maintain all League financial records.
- Prepare financial summary statements and present them to the Board of Directors at each regularly scheduled meeting.
- Itemize all deposits and checks by category of expenditure.
- Present to the Board of Directors a yearly summary of income and expenses.

Attachment 3

- Develop an annual budget for the League and submit to the Board of Directors for approval.
- Maintain a registry of all registered swimmers in the League.
- Maintain an ongoing balance of each team's swimmers and financial obligations to the League.

LEAGUE RESPONSIBILITIES:

This is not intended to be an all-inclusive list of league activities or the only responsibilities of the board.

- At the end of each season, arrange for the organization, counting, and off-season storage of all ribbons returned to the league by member teams.
- During the offseason, coordinate the purchase, organization, and distribution of ribbons, plaques, and other league-sponsored awards to member teams.
- During the fall of each offseason, collect schedule preferences and venue restrictions from each team
- Write the annual schedule of meets and present them to the league reps for approval in January of each offseason.
- Coordinate the purchase and distribution of league-provided equipment and materials to include starter systems, deck cards, disqualification forms and relay take-off forms.
- Other duties as needed to ensure the operations of the league.

KEY VOLUNTEERS

This is a current list of key volunteers and responsibilities that have been delegated to them.

A. Lead Referee

- Coordinate annual clinics for the training of officials, including Stroke and Turn Judges, Starters, and Referees.
- Maintain the roster of each team's lead officials and referees.
- Mentor each team's lead officials, and assist them with the mentoring and training of their team's officials.
- Provide official interpretations of USA Swimming and PWSL deck rules.
- Keep teams informed of changes in the USA Swimming stroke rules.

B. Lead computer Official

- Ensure all teams have the most recent league provided meet management software
- Provide training and support for team computer reps on league provided software and other team management platforms (SportsEngine/TeamUnify).
- Schedule and conduct annual training and refreshers for every team's computer representatives
- Maintain the roster of team Computer reps.
- Provide official interpretations of USA Swimming and PWSL administrative rules (including but not limited to scoring, timing and entry limitations).
- Maintain PWSL TeamUnify site.
- Ensure that up to date and accurate records be kept in short course meter times.
- Provide full league results in electronic format for each week's meets.
- Oversee the league "cyber meet" and printing of cyber ribbons at the conclusion of each season's divisional meets.

- During the offseason, estimate each team's need for deck cards for the upcoming year and order them for distribution in May.

C. Starter system manager

- Purchase and maintain inventory of the league's starting devices.
- Work with league President and Treasurer to ensure adequate inventory and reimbursement.
- Distribute replacement devices and microphones to teams as needed.
- The league is responsible for the starting device and microphone; teams will be responsible for tripods and device batteries.

Attachment 4
Suggested Topics For Discussion
By League Representatives Prior to All Swim Meets

Approximately five days (and not less than three days) prior to the date of the meet, the League Representative of the host team shall contact the League Representative of the visiting team(s) to work out meet details and finalize plans for supplying officials. The following is a recommended list of items that should be discussed and decided on prior to each meet:

- A. Meet start time:
- B. Warm up start time:
- C. Officials
 - Referees:
 - Stroke and Turn Judges:
 - Scorers:
 - Starters:
 - Head Timers:
- D. Equipment
 - Colorado starting equipment and backup:
 - Computer equipment and backup:
 - Stop watches:
 - Other equipment:
- E. Parking procedures:
- F. Team set up areas:
- G. Special safety concerns:
- H. Other special concerns: