SUBURBAN SWIM ASSOCIATION (SSA)
SWIMMING RULES & REGULATIONS
UPDATED MAY 2017

1. **MEMBERSHIP** – The swimming association shall consist of the following clubs:
    a. Black Oak Swim Club (BOSC – 6 lanes)
    b. Brookview Swim Club (BVSC – 6 lanes)
    c. Christopher Swim Club (CSC – 5 lanes)
    d. Dayton Country Club (DCC – 6 lanes)
    e. Dunsinane Swim and Tennis Club (DSC – 6 lanes)
    f. Five Seasons Sport Club (FSSC – 8 lanes)
    g. NCR Country Club (NCR – 6 lanes)
    h. Pleasant Hill Swim Club (PHSC – 6 lanes)
    i. Sycamore Creek Country Club (SCCC – 6 lanes)
    j. Waynesville Blue Dolphins (WBD – no pool)
    k. Woodhaven Swim and Tennis Club (WHSC – 8 lanes).

    A. **ASSOCIATION DUES** – SSA dues are $150.00 for all clubs with both a swim and dive team. Dues for clubs with a swim or dive team only are $100. Each club shall be responsible for paying league dues at the spring meet. No personal checks will be accepted.

    B. **EXPENSE REIMBURSEMENT** – All requests for reimbursement must be accompanied by supporting documentation.

    C. **SWIMMER ELIGIBILITY** – All swimmers must be a member of the pool for which they compete. A member is one who pays full annual dues and has all rights and privileges of that club, which may, but do not necessarily, include the right to vote or participate in governance of that club's affairs. Employees who are "compensated" with "memberships" shall not be permitted to swim as they do not pay full annual dues. (Exception: Dependent(s) of the senior club manager where he/she is entitled to all of the rights and privileges of that pool). A swimmer cannot compete for more than one SSA team during the same season.

    D. **TEAM ROSTER** – A swimmer's age is as of June 1, (Current Year), except that otherwise eligible swimmers may compete through the summer after high school graduation even if over 18 years of age as of June 1. Any swimmer on any club's roster may be challenged under this eligibility rule by any club on or before the day prior to the last regular scheduled meet. Any swimmer's eligibility, for any particular meet, may be challenged by any club at any time after any such meet in which such swimmer competed.

    E. **POOL RECIPROCITY** – In the event of a home swim meet, all members of the host pool are permitted free entrance to the visiting pool (excluding Dayton Country

Club) from 3:00pm to close and are subject to the visiting pool's rules and regulations. Entrance will be on the honor system that individuals requesting entrance are members in good standing of the host pool.

F. **ALCOHOL CONSUMPTION** – Please recognize that the focus of the swim and dive meets is on the participants. With this mind, we respectfully request that all volunteers working with/around swimmers & divers refrain from consuming alcoholic beverages during the swim & dive meets.

2. **MEET ENTRIES** - For dual and tri meets, the visiting team(s) must provide the host team with meet entries either through email* or delivery of a flash drive no later than 1:00 PM on the day of meet. The visiting team must also provide contact information for questions or problems.

A. LANE ASSIGNMENTS
  a. Dual Meets
    i. Six lane pools
      1. Host team – Lanes 1, 3, 5
      2. Away Team – Lanes 2, 4, 6
    ii. Eight lane pools
      1. Host team – Lanes 1, 3, 5, 7
      2. Away Team – Lanes 2, 4, 6, 8
    iii. Five lane pools
      1. Host team – Lanes 1, 3, 5
      2. Away Team – Lanes 2, 4
  b. Tri-Meets
    i. Six lane pools
      1. Host team – Lanes 2, 5
      2. Away Team 1 – Lanes 1, 4
      3. Away Team 2 – Lanes 3, 6
    ii. Eight lane pools – Unless team size warrants deviance
      1. Host team – Lanes 1, 4, 7
      2. Larger Away Team – Lanes 2, 5, 8
      3. Smaller Away Team – Lanes 3, 6

B. EVENT ENTRIES – For all dual and tri-meets a swimmer may swim
  a. two (2) individual events, one (1) medley relay and one (1) freestyle relay
  OR
  b. three (3) individual events and one (1) relay event.

  a. INDIVIDUAL EVENTS – Swimmers may swim events in older age groups, "swimming up." Six and under swimmers may swim the 8 & under breaststroke,

butterfly, and individual medley events. A swimmer may only swim one of each distinct event type (Freestyle, Backstroke, Individual Medley, Breaststroke, Butterfly.), i.e.: a swimmer cannot participate in the 9-10 100 I.M. then swim up in the 15-18 100 I.M.

b. RELAY ENTRIES – A swimmer may move up to an older age group in one or both relays, which can be a different age group from the group in which such swimmer swam individual events in the same meet.

C. ORDER OF EVENTS – The order of events will be the same at all meets. Meet events and order of said events shall be provided to each team prior to the start of the swim season. SEE ATTACHMENT 'A' for a full list of events and event order.

D. CHANGE OF LINEUP – Once line-ups are submitted at 1:00pm the day of a meet no changes to individual events may be made. Changes to relay rosters are allowed but no additional relays may be entered. Free Relay rosters are due at 6:00pm and Medley Relay rosters are due prior to the end of the Individual Medleys (event 46). Only swimmers in the meet when line-ups are submitted may be entered on relay rosters.

3. POOL MARKING REQUIREMENT

A. Each club shall accurately measure and permanently mark on the side of the pool the 42-foot finish line for events #1 and #2. Pools must also provide a removable, rope-type marker for use as a "finish" line that runs across all pool swimming lanes at the designated 42-foot finish mark for these events.

B. Pools shall also mark off an area/line behind the starting blocks at a length no less than 4 feet in length perpendicular to the back edge of each starting block to provide an area with safe and ample room to move around the starting block area for meet volunteers and current event's swimmers'. Only meet volunteers (timers, runners, lane parents, and officials), coaches, or current event's swimmer(s) shall be permitted inside this marked area.

4. MEET START TIME – Dual/tri meets shall start at 6:15pm. Any changes to the published SSA meet schedule must be agreed to by the SSA representatives of all teams involved and changes must be published 48 hours prior to the meet date.

5. MEET WARM-UP START TIMES - To be used at ALL CLUBS for warm-up time assignments during regular season meets. No warm-ups times may extend past 6:10pm** to allow all coaches, swimmers, and volunteers the proper time to prepare for the start of the meet. **unless previous arrangements have been made and agreed upon by all teams/clubs involved in affected swim meet.

   A. Dual Meets:
       a. Host Team shall warm-up from 5:30pm-5:50pm.
       b. Visitor Team shall warm-up from 5:50pm-6:10pm.
   B. Tri-Meets:
       a. Host Team shall warm-up from 5:30pm-5:45pm.
       b. Visitor Team A (whichever visitor team is alphabetically first when listed by club name) shall warm-up from 5:45pm-5:55pm.
       c. Visitor Team B (whichever visitor team is alphabetically second when listed by club name) shall warm-up from 5:55pm-6:05pm.

6. MEET WORKER REQUIREMENTS – With the exception of runners, all meet workers must be 16 years or older. For dual meets, each home and visiting team must provide the following workers:

   A. TIMERS. There will be three (3) timers per lane.

       a. DUAL MEETS, home lanes will have two (2) visiting timers and one (1) home timer; away lanes will have two (2) home timers and one (1) visiting timer.

          For an eight (8) lane pool each team shall provide:
          Twelve (12) timers + One (1) Head Timer

          For a six (6) lane pool each team shall provide:
          Nine (9) timers + One (1) Head Timer

          For a five (5) lane pool each team shall provide:
          Eight (8) timers + One (1) Head Timer

       b. TRI-MEETS, each lane will have one (1) timer from each club.

          For an eight (8) lane host pool each team shall provide:
          Eight (8) timers + One (1) Head Timer

          For a six (6) lane host pool each team shall provide:
          Six (6) timers + One (1) Head Timer

          For a five (5) lane host pool each team shall provide:

Five (5) timers + One (1) Head Timer

    c.   Instructions for Timers, SEE ATTACHMENTS B and C, shall be followed. The host team may designate a reasonable amount of deck space for the exclusive use of timers and officials.

    d.   Hand-held stopwatches shall be engaged simultaneously with the starting mechanism used by the host team. All three times are to be recorded on each lane card. Each pool / team shall provide their own volunteers with stopwatches, both at home and away swim meets.

    e.   Places of finish, scoring, league and pool records will be based on the middle "median" time. If a timer misses the start of a race or has an invalid time, then the average of the two remaining times shall be used. If two of three times are invalid, the third time shall be used.

B. STROKE AND TURN JUDGES – Each stroke and turn judge must be currently certified by YMCA, USA Swimming, have attended an SSA Officials Training Session or any other certification program approved by the SSA Board. Only persons so certified may judge strokes and turns at SSA meets.

    a.   There shall be four certified stroke and turn judges on deck for each dual or tri-meet, with each club providing two such judges. If each club cannot provide two certified judges, then the meet shall proceed with two such judges provided by one club and one such judge provided by the other club. If three judges with at least one such judge from each club are not available, then the meet shall proceed with two certified judges as long as each club provides one such judge. If each club cannot provide at least one certified judge, then the meet may proceed as long as at least one certified judge is on deck. Prior to the start of any dual meet, the SSA reps from each club may agree on any other arrangement of certified judges as long as at least one certified judge is on deck during the meet. If neither club can field a certified stroke and turn judge, the meet must be postponed. The stroke and turn judges shall meet in advance of the meet to establish a consistent approach to judging that particular meet.

    b.   STROKE/TURN RULES AND REGULATIONS – All strokes shall be swum according to current USA Swimming Rules and Regulations except where expressly contradicted below. (Exceptions: swimmers with a physical or mental handicap, with prior notification to the opposing team(s) coach (es) and all meet officials.) Each SSA member team must retain a copy of the USA Swimming rules and regulations as reference for use by officials during swim meets in the event that clarifications or rule reviews are required.

    i.   Backstroke - At turns, may roll toward the breast after head passes backstroke flags—independent kicking and gliding is OK; No requirement for continuous turning action (HS Rules)

    ii.   SUIT/CAP REGULATIONS – Suits and/or Caps with club logos are not permitted. Competing in an event with a suit and/or cap with a club logo will result in disqualification.

c.   Stroke and turn judges must record any DQ on a Disqualification Slip for each swimmer that is disqualified. A reason for the DQ must be recorded on the Disqualification Slip. Disqualification Slips will be collected during the meet by the runner and delivered to the computer entry station where DQs will be recorded in Meet Manager. Each teams coach will be given his/her team's DQ slips at the conclusion of the meet.

d.   ALL swimmers are subject to disqualification during both dual and tri-meets and the SSA Championships.

e.   One false start is allowed per swimmer per event.

f.   No swimmer is allowed in the water unless properly entered in that event.

g.   Swimmers shall not enter the water prior to their event unless given permission by the starter.

h.   No catchers are permitted for 25M/Y events except in the case of special needs swimmers with prior approval by the meet referee.

i.   No swimmies / water wings allowed.

j.   For all 100 meter relay events:

    i.   Swimmers #2 and #4 will start the relay in the water. Swimmers #2 and #4 may not enter the water until after the previous relay swimmer has entered the water from the starting block side of the pool and begins their swim / progression toward the opposite end of the pool.

    ii.   In relay races involving in-the-water starts, the team of a swimmer who has lost touch with the wall preceding his/her teammate touching the wall shall be disqualified, unless the swimmer in default returns to the original starting point on the wall. Any or some part of the outgoing exchange swimmer's body must remain touching the wall until the incoming exchange swimmer touches the wall.

C. STARTER & MEET EVENT ANNOUNCER – Each pool must provide a starter and a meet event announcer who shall adhere to the following starting procedures. These positions may filled be one individual or two individuals depending on the host club's preferences.

STARTING PROCEDURES Each pool's starter shall use the following procedure and phrasing when starting each event:

    a. Announce Meet Event # and Event Description

       i.e.: "Event #1, Girls 6&U 42 Ft. Freestyle, Heat #"

       (Starter may choose to only announce Heat 2, 3 etc only after announcing the event & description in the first heat of the event).

    b. Announce "Swimmers Step Up" or "Swimmers Step In" depending on the swim stroke for that event.

    c. Announce "Swimmers Take your Marks, then pause briefly to allow for swimmers to all come down together / no movement from swimmers.

    d. Sound the starting system horn / light to start the event.

    e. Recall immediately for any false starts using sound alerts and drop recall ropes.

MEET ANNOUNCER PROCEDURES may announce upcoming events and swimmer names, or other announcements before, after or between starting procedures for each swim event. At no time should the announcer be able to contradict the swim event starting procedures or "announce" too loudly so as to allow swimmers / volunteers not be able to hear the starting procedures.

D. OTHER WORKERS. Each home pool must also provide:

    a. Runners – collect timer sheets and disqualification slips

    b. Scoring Table staff – manage timer sheets and disqualification slips, responsible for entry of times and disqualifications in Meet Manager software

    c. Lane Parents – Each team shall provide lane parents for the lanes defined in 2A – Lane Assignments. The lane parents shall keep all swimmers (regardless of team) for that lane organized for 6&U, 7-8, and 9-10 events, ensuring the correct swimmer is in place for each event.

    d. Lifeguard(s)

e. Meet Referee. The referee shall be any certified stroke and turn judge designated by the host club to work the meet and act as referee in the event of any stroke-related protests.

7. SCORING – Swimming and diving scores will be kept separately.

   A. If one club does not have a swimmer for an event, the club that has a swimmer entered must swim before points can be awarded.

   B. POINT AWARDS – Scoring for dual meets will be 4-2-1 for individual events and 5-2 for relay events. No team may score more than two "points places" in any individual event. Each team may only score points for one relay team per event.

   C. TIE – In case of a tie in a swimming event, add the points for the involved places, divide by the number of swimmers tied, and then award the same points to each tied swimmer.

8. PROTESTS – All protests are to be handled by the SSA Representatives, not the coaches. The referee shall decide all disputes and protests initially. Protests that cannot be resolved between the SSA Representatives may be appealed to the SSA Board to be decided.

9. MEET CANCELLATION – Dual meets will not be cancelled before 6:15pm. In the event lightning and / or thunder occur in the vicinity of the host pool, a 20 minute delay (or the standard delay of the host pool) is required. The aggregate amount of delays should not exceed one hour for any one meet. SSA Representative(s) and coaches and / or club representatives shall determine whether a meet should be cancelled or suspended.

   A. If weather or imminent circumstances deem it necessary to stop the meet, it is considered an officially completed dual meet after event #46 (or last individual medley event). A cancelled or suspended meet may be rescheduled if both teams agree. In the event that the meet cannot be rescheduled, the score of the meet will be exactly what it is after event #46 (or last individual medley event) and the team with the higher amount of points will be declared the winner of said meet.

10. MEET RESULTS. The home team has the option (and is encouraged) to report the results of each dual or tri meet, including any pool or SSA records for publication in local newspapers (Kettering-Oakwood Times, Centerville-Bellbrook Times, Beavercreek Times and Dayton Daily News Neighborhood section).

A. Each host team shall provide the visitor team with a full meet manager backup file of the completed meet, a team manager export results file, the visitor team's DQ slips, and the awards ribbons for the visitor team's place finishes. All items should be provided to the visitor team as follows: All electronic files must be made available to the visitor team within (one) hour of the finish of meet, unless alternate arrangements have been agreed upon by the visitor team.

Award ribbons should ideally be provided to the visitor team within one hour of the finish meet, but must be provided within no more than 24 hours of completion of meet, unless alternate arrangements have been agreed upon by the visitor team.

B. The host pool shall be responsible for providing an electronic backup file of each completed meet to the Association Recorded following each meet to be kept in the league archives.

C. All host pools must retain their handwritten Timer Sheets and Judge's sheets for each home swim meet until after the Championships meets as a means of resolution should any disputes arise regarding times, finish places, etc.

11. CHAMPIONSHIP SWIM MEETS – As association championship meet(s) will be held at a time and place to be established each year by the governing body of the SSA.

1. FINANCING – Each year the SSA will determine how the championship meet will be financed, including the establishment of entry fees. All SSA clubs should be proportionally represented in all official capacities at the championship meet, such as stroke and turn judges, scoring table workers, and timers.

2. ELIGIBILITY – All swimmers who are otherwise eligible under the SSA Rules and who have swum in at least two (2) regular season dual meets are eligible to swim in the championship meet. Any dual meet, which does not become an officially completed meet, does not count toward satisfying the championship meet eligibility rule, unless approved by the SSA Board.

Attachments:

Girls	Age	Distance	Stroke	Boys
1	6 & Under	42 ft.	Freestyle	2
3	8 & Under	100m	Freestyle Relay	4
5	9 - 10	100m	Freestyle Relay	6
7	11 - 12	200m	Freestyle Relay	8
9	13 - 14	200m	Freestyle Relay	10
11	15 - 18	200m	Freestyle Relay	12
13	6 & Under	25m	Freestyle	14
15	7 - 8	25m	Freestyle	16
17	9 - 10	25m	Freestyle	18
19	11 - 12	50m	Freestyle	20
21	13 - 14	50m	Freestyle	22
23	15 - 18	50m	Freestyle	24
25	6 & Under	25m	Backstroke	26
27	7 - 8	25m	Backstroke	28
29	9 - 10	25m	Backstroke	30
31	11 - 12	25m	Backstroke	32
33	13 - 14	50m	Backstroke	34
35	15 - 18	50m	Backstroke	36
37	8 & Under	100m	Individual Medley	38
39	9 - 10	100m	Individual Medley	40
41	11 - 12	100m	Individual Medley	42
43	13 - 14	100m	Individual Medley	44
45	15 - 18	100m	Individual Medley	46
47	8 & Under	25m	Breaststroke	48
49	9 - 10	25m	Breaststroke	50
51	11 - 12	25m	Breaststroke	52
53	13 - 14	50m	Breaststroke	54
55	15 - 18	50m	Breaststroke	56
57	8 & Under	25m	Butterfly	58
59	9 - 10	25m	Butterfly	60
61	11 - 12	25m	Butterfly	62
63	13 - 14	50m	Butterfly	64
65	15 - 18	50m	Butterfly	66
67	8 & Under	100m	Medley Relay	68
69	9 - 10	100m	Medley Relay	70
71	11 - 12	100m	Medley Relay	72
73	13 - 14	200m	Medley Relay	74
75	15 - 18	200m	Medley Relay	76

HEAD TIMER RESPONSIBILITIES

1. Lead the Pre-meet gathering.

2. Simulate a start and stop for timers and ask them to compare their times within each lane for consistency.

3. Assure communication with the starter prior to each event.

   a. Stop the starter if the times for the preceding race have not been recorded or if there is a mismatch between the announced swimmer(s) and actual swimmers.

   b. The starter must always make eye contact with the "head" timer to assure lane timers are prepared.

4. "Catchers" for 6 & under swimmers

   a. Confirm coaches have provided "catchers" with safety instructions for the swimmers in their lane.

   b. Remind "catchers" to wait until the swimmer has broken the plane of the finish line before they touch a swimmer who is not in distress.

   c. Check for "Catchers" in *ALL* lanes for the 6 & under swimmers prior to start of first event.

5. Ensure swimmers do not obstruct timers as they gather for upcoming events or cheer during a race.

6. Run two watches during each event; have a third available as a backup for a lane timer to use in the event of a stopwatch malfunction issue.

7. Have pencils / pens available if needed.

8. Assure the timers receive hospitality beverages at appropriate intervals.

INSTRUCTIONS FOR TIMERS

1. Pre-meet review of information and instructions.

    a. This brief meeting would be led by the host team "head timer" with participation, if needed, of the visiting team "head" timer.

    b. Although a host club "head" timer can adequately handle timing responsibilities during the meet, the visiting club "head" timer should be offered the opportunity to share back-up timing, as a courtesy.

2. Timers from the swim clubs participating in the meet will gather with the "head" timers from each club 20 minutes prior to the start of the swim meet to assure:

    a. The proper number of timers from each club.

        i. During dual meets, two timers from the visiting club will be assigned to the lanes used by the home club; two timers from the home club will be assigned to the lanes used by the visiting club.

        ii. During tri-meets, one timer per club will be assigned to each lane.

        iii. Post-season meet assignments are in accordance with league or other regulations.

    b. Each timer has a functional stop watch he/she knows how to use.

    c. Lane assignments and equipment (clipboards, timer sheets, pencils, etc…) are distributed. Lane Assignments are in accordance with #1 above

        i. Explain the lane numbering system for host club.

        ii. Badges with lane numbers for each timer are very helpful, but optional.

        iii. Times should be recorded by a timer from the club NOT affiliated with the swimmer in the lane.

    d. Common instructions are communicated and followed throughout the meet.

        i. Keeping our perspective.

            1. This is a recreational swim meet….Cheer for and acknowledge the good effort of swimmers in your lane irrespective of club

affiliation.

2. Be honest, impartial and consistent. Pay attention!

3. Try NOT to time in the lane your child will swim (this may not always be practical.

ii. Timers stand at the end of the lane they are timing, except for 6 and under events during which times stand on the side of the pool as designated by the host club "head" timer.

iii. STARTING THE WATCH

1. Start your watch when you SEE THE FLASH not hear the sound. (SOUND TRAVELS SLOWER)

2. If your watch fails to work or it wasn't started properly, immediately notify the "head" timer who will provide an alternate time.

iv. STOPPING THE WATCH

1. For 6 and under swimmers (42ft Freestyle only) NOT in distress, stop the watch when the swimmer breaks the plane of the finish line, above or below the water. This can be with ANY BODY PART!!

2. For all other swimmers not in distress, stop the watch as soon as the swimmer touches the end of the pool above or below the water. Be sure to be looking down and to not anticipate the touch.

3. Clear your watch only after you are certain your time has been properly recorded.

v. RECORDING THE TIME – The recorder should enter his/her time before accepting the time from the other timers. Use the same block to record the time from each timer. (This will assist in identifying an inconsistent timer or a faulty stopwatch)

vi. Timers must verify the name of each swimmer in each event for their lane. If a discrepancy exists, notify the "head" timer immediately; the meet will be delayed until the problem is resolved.

vii. If an announced swimmer does not report for the event, write "no swim"

or "ns" clearly across the card.

       viii.   All cards must be returned to the scoring table (usually by a runner).

   e.   Switching to different Pool-End Finish Sides for 25 Meter Events and 50 Meter Events & Relays.

HOST CLUB COOLERS & CARRY-IN ALCOHOL POLICIES

Each pool has different policies regarding carry-in food and alcohol at swim meets. Please refer to the following chart when advising your team on what they can/cannot bring to an away swim meet hosted by another league club.

	Food/Coolers	Carry-In Alcohol
Black Oak (BOSC)	YES	YES
Brookview (BVSC)	YES	NO
Christopher Club (CSC)	NO	NO
Dayton Country Club (DCC)	NO	NO
Dunsinane Swim Club	YES	YES
Five Seasons Sports Club (FSSC)	NO	NO
NCR Country Club (NCR)	NO	NO
Pleasant Hill Swim Club (PHSC)	YES	YES
Sycamore Creek Country Club (SCCC)	NO	NO
Woodhaven Swim Club (WHSC)	YES	YES

"Coolers" refers to larger coolers and "rolling" coolers. Small soft-sided coolers or items which can be placed into a swimmers bag or backpack may be permissible. Please advise your team of which pools/clubs who do not permit these items to be brought into their club's facility may reserve the right to confiscate any items in violation of their club's policies until the end of the swim meet, at which time those items shall be returned to the rightful owner(s). NO ALCOHOL may be brought into pool with a non-carry in alcohol policy due to liquor or beer licensing for that facility.

Exceptions shall be made by the host pool for items deemed as "snacks" or "drinks" for swimmers (such as drink boxes, small snack pouches, etc) which are intended to be consumed by swimmers for the purpose of mid-meet nourishment and energy regeneration. Ie: Bullpen snacks/drinks/cooler for bullpen use only.