

# Valley Swim Association

## 2024 LEAGUE MISSION, GUIDELINES and RULES

### MISSION

The Valley Swim Association (VSA) is a recreational swim league established for the benefit of kids, up through age 18, living primarily in the Alamo, Danville, Diablo, San Ramon, Walnut Creek and LaMorinda areas . The VSA is committed to developing its members into better swimmers while teaching team spirit, good sportsmanship, and community camaraderie.

As a recreational swim league, emphasis is placed on creating a team environment with competitive dual meets with other member teams of VSA. Currently, meets are conducted on Wednesday evenings and Saturday mornings.

### GUIDELINES

- A. A. Swim meets are as short as 3 hours, and often longer. While not mandated by VSA rules, the league encourages teams to limit the number of swimmers in a specific age group to no more than 25. This allows each swimmer to swim in multiple events and allows meets to finish within a reasonable amount of time.
- A. B. In any VSA decision-making process, members will be reminded that the "spirit" of this league is recreational in nature and to benefit local kids who do not swim year-round.
- A. C. The VSA is bounded by a set of guidelines and rules intended to optimize the child's swimming experience. The guidelines and rules are created and managed by the Board of VSA, which is comprised of a representative from each team. Although these guidelines and rules exist, it is expected that controversies will arise. The VSA Board shall resolve any controversy in regard to guidelines, rules, or league issues focusing primarily on the swimmer and the "spirit" for which this league was developed.

### RULES

- 1. 1. All swimmers, teams, parents, spectators, and coaches will abide by the VSA Code of Conduct, attached as Appendix 1.
- 2. 2. All VSA swim meets shall be conducted in accordance with the rules defined in Part 1 and the Official Glossary; Swimming Words and Terms of the 2024 USA Swimming Rules and Regulations , with the following modifications:

- a. a. All references in the 2024 USA Swimming Rules and Regulations to USA Swimming or LSC shall be replaced by, or interpreted to mean, VSA League;
- b. b. All references in the 2024 USA Swimming Rules and Regulations to the Chair of the Rules & Regulations, the Rules Chair, and/or the Rules & Regulations Committee shall be interpreted to mean the Meet Referee;
- c. c. No VSA team shall be required to conform to any of the rules or regulations defined in Articles 102.1, 102.2, 102.3, 102.5.1A-E, 102.5.5, 102.5.6, 102.6, 102.7.4A-B, 102.7.4G, 102.8.2, 102.8.3, 102.10, 102.11.3, 102.11.10, 102.13.2, 102.14, 102.16, 102.18, , 102.22.2, 102.22.8, 102.22.15, 102.23.2-7, 102.25, and 102.27, nor any of Parts 2 – 7, of the 2021 USA Swimming Rules and Regulations;
- a. d. Officials for the VSA League Championship meet shall be assigned by the VSA League Championship Meet Referee
- b. e. Article 101.1.3A shall be modified to read as follows: "Any swimmer starting before the starting signal is given shall be disqualified if the Referee independently observes and confirms the Starter's observation that a violation occurred. Swimmers remaining on the starting blocks shall be relived from their starting positions with the 'stand up' command and may step off the blocks. The swimmer who has started before the starting signal is given shall be permitted to participate in the race and shall be disqualified upon completion of the race."
- a. f. Articles 101.2, 101.3, 101.4, 101.5, 101.6, 101.7 and 102.22 are modified such that Stroke and Turn judges shall ensure that the rules relating to the style of swimming designated for the event are being observed as follows:
  - i. i. At VSA League dual meets, age group 6U will swim stroke 100% correct 70% of the time, unless agreed otherwise by head coaches of each participating team. Starts and Finishes must be correct 100% of the time.
  - ii. ii. Age group 7/8 and up will follow normal DQ rules for stroke the entire season.
  - iii. iii. All age groups will follow normal DQ rules for start, turn and finish the entire season.
- b. g. For the 2024 season and going forward, no "Technical Suit" shall be worn by any 12 and under swimmer during any VSA league dual meet, any tri-meet involving another VSA team, the Blackhawk First Chance Meet and/or Last Chance Meet or the VSA Championship Meet. A "Technical Suit" shall have the meaning set forth in USA Swimming Rule 102.8F.

### Eligibility

At a minimum, VSA eligibility rules shall comply with County eligibility requirements (Appendix 2), but the VSA Board may adopt standards stricter than the County standards. League reps should advise their teams of the county and the VSA eligibility rules to make sure their swimmers comply and are eligible for both League and County competition:

- 1. 3. Any child is eligible to score points for a VSA team, provided their presence on the team does not violate the spirit of the VSA mission statement and guidelines, and the child:
  - a. a. Meets all County eligibility requirements
    - i. i. Except as otherwise may be determined by the VSA Board, only collegiate swimmers who have participated in at least 2 meets (in accordance with the particular meet requirements as set forth in Section 34 below) during the 2 previous years can finish their VSA Rec Swimming career through age 18.
  - b. b. Is not a head coach of any swim team
  - c. c. Does not receive financial incentives or other remuneration to swim
    - i. i. Waiving individual fees by a team is not considered a financial incentive
  - d. d. Is not swimming for another recreational team
  - e. e. Has not competed as a member of a USS team and has not trained with a USS swim team after December 31st of the previous year, except members of high school teams who may continue to train with a USS team until the start of the high school season (in 2024; February

8). (All dates shall refer to the year in which the swim season takes place. Refer to attached County guidelines if clarification should be required.)

- f. f. Fits into and competes in an eligible age group
    - i. i. Age groups are 6 & under, 7-8, 9-10, 11-12, 13-14, and 15-18.
    - ii. ii. A swimmer's age group will be determined by the swimmer's age as of 6/15.
    - iii. iii. A swimmer may not swim down in age group
    - iv. iv. A swimmer may swim up only one age group
    - v. v. A swimmer may swim in only one age group per meet
1. 4. Exhibition Swimmer:
- 10 ➤ A team may have a maximum of 5 exhibition swimmers on their VSA roster should a swimmer not meet VSA eligibility requirement, but still desire to compete in the VSA league meets. Exhibition swimmers may not score points in VSA dual or the Championship meets (i.e., not eligible to compete in the finals/consolation heats at Championships or score points in timed final events). If an exhibition swimmer is on a relay team, the entire relay team is deemed exhibition and is not eligible to score points.
  - 10 ➤ Teams with exhibition swimmers are responsible for notifying the home team's computer staff of the swimmer's unique status, ensure that they are marked as "exhibition" in the computer system, and validating the results that no points were awarded to the exhibition swimmer/relay team.
  - 10 ➤ Exhibition swimmer's participation in County Championships and invitational meets shall be governed by the respective governing bodies.
1. 5. All VSA swim teams are eligible for dual-meet and league competition, provided the team:
- a. a. Is associated with one of the following VSA clubs.
    - i. i. Blackhawk Country Club
    - ii. ii. Danville
    - iii. iii. Del Amigo
    - iv. iv. Diablo Country Club
    - v. v. Round Hill Country Club
    - vi. vi. San Ramon Aquacats
    - vii. vii. Springbrook Swim Club
    - viii. viii. Sycamore Swim Club
  - b. b. Starts training no sooner than April 1st, in line with the Contra Costa County Championship eligibility requirements.
    - i. i. Participation in various swim specific clinics and lesson programs open to the public will not jeopardize eligibility provided the total hours of participation does not exceed 15 hours of in-water training between March 1st and March 31st. These must be stroke and turn style clinics that focus on mechanical and technical functions specific to swimming and cannot be in-water conditioning programs designed to improve endurance and aerobic and/or anaerobic capacity. (see Contra Costa County Clinic Guidelines for distinction) VSA does not restrict out of water fitness training.
  - c. c. Pays all league fees on-time.
  - d. d. Maintains a roster only of eligible swimmers, as defined in rules 3-5.
  - e. e. Does not violate the spirit of the VSA Mission Statement, Guidelines and the Code of Conduct.
  - f. f. Does not consume alcohol during meets at schools (San Ramon HS, California HS, or Dougherty Valley HS) or violate the host team's established alcohol policy. Violation of host team policy can result in forfeiture of meet. Both attending league representatives at the meet must investigate the reported incident, and be prepared to discuss at the next league meeting.
  - g. g. Each team will submit a roster to the VSA DropBox site by a date agreed to by the VSA Board and before the first league dual meet of the season. The roster should include the swimmers name, sex, age group and town of residence. Any roster changes after the agreed upon date shall be updated on the DropBox site indicating the reason (e.g. "John Smith's family just relocated to the area and he wants to swim rec. Meets all eligibility criteria for rec

swimming.”) To keep a full list of changes for easy review, any deletions should be marked in RED font and additions be marked in GREEN font along with notes. As long as the swimmers meet eligibility criteria, they will be eligible to be added in a point scoring capacity. If a swimmer is added who does not meet eligibility criteria, then the league representative must bring the request forward for a VSA Board vote on email or at a live meeting.

- a. h. Swimmers are allowed to switch teams and still be eligible provided that the swimmer switches teams prior to swimming in a dual meet for the team he or she is switching from.

## ***General***

### **League Dual Meets**

1. 6. Except as otherwise may be agreed in advance by teams' meet directors and/or coaches, the order of events shall be 15-18 50 Free, Medley Relay, Individual Medley, Freestyle, Breaststroke, Backstroke, Butterfly, and Free Relay. There will be no IM event for 6-U. The order of age groups for each stroke/relay shall be 6-U, 7-8, 9-10, 11-12, 13-14, 15-18.
2. 7. Home teams will use the odd numbered lanes. Visiting teams will use the even numbered lanes.
  - a. a. Flyover starts will be used for all events in age groups 9/10 and above.
3. 8. The League Representatives and Home Team Meet Director (or their designated representative) will interpret all League Rules during the meet and resolve all issues.
4. 9. All protests shall be decided by a majority vote of the VSA Board.
  - a. a. Protests must be submitted to the League Representative, Team President, or Meet Director of the offending team and the League President (or the next noninvolved League Representative in the chain of command) within 48 hours of the protested incident. The protest may be submitted verbally. Written confirmation and pertinent facts of the protest must follow within 24 hours. (The requirements of this rule shall be fulfilled if the written protest is postmarked within 72 hours of the protested incidents.)
  - b. b. The President (or the next noninvolved League Representative in the chain of command) shall schedule a special meeting of the League Representatives to hear the protest.
5. 10. A date for a league dual meet may be changed if both teams agree
  - a. a. Once both teams approve a dual meet schedule change, the home team's league rep must send an email confirming the new date/time to the League Secretary and President so the schedule can be updated.
6. 11. Every team in the VSA is expected to swim every other team in the VSA. All efforts must be made to do this. If this is deemed impossible and teams are unable to find a solution, the failure to do so must be brought to and approved by the VSA board.

## ***Entries***

1. 12. A swimmer may swim no more than three scoring individual events and two scoring relay events in any League Meet.  
***Violation of this rule will result in disqualification of swimmer in all events including relays.***
1. 13. The home team Meet Director will provide the visiting team Meet Director with the number of heats to be swum for each event (age group, sex, and stroke) as well as all other pertinent info the visiting team may need to know, no less than 72 hours prior to the meet. Increases to the number of heats in any event may be made less than 24 hours before the start of the meet only with the mutual agreement of the Meet Directors.
  - a. a. Meet length time shall be a 4 hour time limit from 1st splash for Saturday meets and 9:00pm last splash time for Wednesday night meets unless an alternative timeframe is agreed upon by both Meet Directors.
2. 14. The visiting team computer rep will provide the home team computer rep with a list of meet entries on the league-approved software two nights before the meet (by Monday 5 pm for a Wednesday

meet, by Thursday 5 pm for a Saturday meet. The entries will include swimmer's name, age group, sex, event, and seedtime if available. The seedtimes should be from the current calendar year, unless agreed otherwise by participating teams. The home team computer rep will return proceeded entries to the visiting team computer rep the following morning and a team representative from both teams should review them and make any necessary changes. The League rep and both meet directors will be provided with a copy of the event/heat sheet at the start of each meet.

3. 15. Scratch Rule: A scratch meeting will be held immediately prior to the start of a swim meet to resolve last minute scratches due to swimmer absences only. A swimmer may be moved up from within an event. For example, a swimmer in Heat 2 of Freestyle can be moved up to Heat 1. A swimmer added to an Event, at the scratch meeting, cannot be placed into the Heat 1. Lateral scratch replacements are not allowed. For example, moving a swimmer from backstroke to freestyle is not allowed. Reshuffling of a team lineup is not allowed.
1. 16. Relay Events
  - a. a. Unless otherwise agreed to by both Head Coaches and the Meet Director, relay teams will be gender specific. A relay team must consist of four different swimmers all of the same gender.

### ***Special Rules for Wednesday Night Meets***

1. 17. The format for a Wednesday night meet shall be determined based on allowing each swimmer a minimum of two (2) swims for individual events, a Medley relay and Free relay. If time permits, a third individual event per swimmer and extra heats of relays are acceptable.
2. 18. The home team Meet Director may change the above format, provided there is compliance with rule 13 and no objection by the visiting team's Meet Director.

### ***Meet Personnel***

1. 19. Each team shall supply a minimum of 2 responsible timers (with watches at manually timed meets) per lane for half of the lanes in use at the meet, and a minimum of 1 stroke and turn judge (2 stroke and turn judges for meets at Blackhawk and San Ramon Aquacats). One of the timers in each lane will perform the role of Recorder.
2. 20. The home team will be expected to supply the above plus 1 starter and 1 head timer.
3. 21. The home team computer rep shall preside over all changes made to the lane sheets prior to the start of the meet.
4. 22. A minimum of 2 responsible (non-meet participant) timers will be assigned to each lane: one from each team per lane. Notwithstanding the above, for meets conducted at pools with touch pads, there shall be required only 2 timers (one from each team) per lane, with one of the timers serving as the recorder. The host team's meet director and head timer will remove any timer determined to be unwilling or unable to fulfill the obligations of a timer.

### ***Meet Scoring***

1. 23. Each team may score a maximum of three team members for all first heats. Only first heat events will count toward team scores. For pools with 7+ lanes, all lanes will be used as scoring lanes, but only the top three finishing times for each team will score. Teams may mutually agree in advance not to score a meet. If teams do not both agree the default is to score the meet.
2. 24. For electronic timed meets, when three buttons are used, the median time shall be the official time. If only two buttons are used the average time shall be the official time. Where touch pads are used, the official time shall be determined in accordance with 2021 USA Swimming Rules and Regulations 102.24.4. For meets using only manual timing (stopwatches), three watches may be employed per lane and the median time will be the official time. If only two watches are used the average time shall be the official time. The ascending ranking of times shall determine places.
3. 25. Points in individual events will be awarded for the first six places only as follows: 1st9 points, 2nd5 points, 3rd4 points, 4th3 points, 5th2 points, & 6th1 point.
4. 26. Points in relay events will be awarded to the first finishers from each team only. The 1st place

- team will receive 8 points. The top finisher from the opposing team will receive 4 points.
5. 27. In the event of a tie, the swimmers involved will each receive the appropriate ribbon and the points will be totaled and divided evenly between the teams.
  6. 28. No points will be scored for second or complimentary heats.
  7. 29. The home team computer rep shall email a final meet score summary upon completion of the dual meet to the League Secretary and the visiting team. This shall be completed within 2 days.

### ***Ribbons***

1. 30. The designated place colors are as follows: 1stblue, 2ndred, 3rdwhite, 4thorange, 5themerald, 6thyellow, 7<sup>th</sup>-blue and 8<sup>th</sup>-purple.
2. 31. The host team for VSA league dual meets shall independently determine the awarding of ribbons for such dual meets.
3. 32. [Intentionally Omitted]

### **Championship Meet**

1. 33. The Championship Meet will conclude the League Season.
2. 34. Except as otherwise may be determined by the VSA board, swimmers are eligible to compete in the Championship Meet only if the swimmer has swum an individual event in at least two meets during the same season as the Championship meet. One of those two meets must involve at least one other VSA team; a dual meet with another VSA team, a tri-meet involving another VSA team, and/or the Blackhawk First Chance Meet and Last Chance Meet. Participation in time trials may count toward one of such two meets but does not count as a meet involving another VSA team. At the meeting determined by the VSA Board, each team will bring a computer generated report which shall confirm that each swimmer has swum in the required number of meets. The report shall identify the specific meets each swimmer has swum in.
3. 35. Entries for this meet must be submitted in accordance to the specific procedure and timetable set by the Meet Director.
4. 36. All entries must have a valid seed time. Any entries submitted with a NT may swim as a non-scoring exhibition and cannot qualify for finals and/or score points in timed finals events.
5. 37. The Meet Director shall determine the order of events.
6. 38. There will be no IM event for 6-U.
7. 39. An individual may swim a maximum of three individual and two relay events.
8. 40. Each team may enter an unlimited number of individual swimmers per event into Preliminaries session. However, no more than 5 swimmers per team may advance to compete and score points in the finals session. Any swimmer who places in the top 22 (20 finalist and 2 alternates) in the preliminary session but is not one of the 5 fastest qualifiers on their team, will not move into the finals session (even if one or more of the 5 fastest qualifiers on the same team does not elect to swim in the finals for any reason, including but not limited to illness or injury). Swimmers with known conflicts for finals can be marked as exhibition by their coach, which will allow the 5 fastest *available* swimmers that qualify from any one team to swim in finals.

### **To Mark a Swimmer as Exhibition**

Coaches must fill out a VSA Exhibition Swimmer Form at least 30 minutes before the start of the preliminary meet each day if a swimmer will not be available for finals and needs to swim as an exhibition swimmer.

A Swimmer's preliminary swim will still count for all record-keeping purposes, but they will not be eligible to compete in the finals session, score points for their team, or receive any medals/ribbons for that event.

1. 41. [Intentionally Omitted]
2. 42. The 21<sup>st</sup> and 22<sup>nd</sup> if there are 10 finalists in each final heat shall be named as alternates. An alternate may only swim in the Consolation Finals. For example, if a swimmer from the Championship Finals fails to appear for the race, the Championship Final heat will not be reseeded. However, if a

swimmer from the Consolation Finals fails to appear for the race, an alternate will swim in the lane assigned to the scratched swimmer.

3. 43. [Intentionally Omitted].
4. 44. IM will be run as a Timed Finals. The top 20 scoring shall follow the scoring table. A maximum of 5 swimmers per team may score.
5. 45. Relays will be run as Timed Finals.
  - a. a. Each team may enter A and B relay teams, but only one relay for each team will score points.
6. 46. Finalists for Championship Finals will receive medals. Finalists for Consolation Finals will receive double ribbons.

1. 47. Scoring Table:

#### **TEAM SCORING 10 LANE FINALS COURSE**

<b><i>Individual</i></b>	<b>Place:</b>	1 <sup>st</sup>
<b><i>Events</i></b>	<b>Points:</b>	24

<b>Place:</b>	11 <sup>th</sup>
<b>Points:</b>	11

<b><i>Relay</i></b>	<b>Place:</b>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>
<b><i>Events</i></b>	<b>Points:</b>	48	42	40	38	36	34	32	30

1. 48. Trophies
  - a. a. League Champion, second, and third place – awarded to the 3 highest team total points.
  - b. b. Most Improved – awarded to the team, other than the top three teams with best percentage increase in points over the previous year in the Championship Meet.
  - c. c. High Point – awarded to the individuals in each age group, boys and girls, who score the highest number of points.
  - d. d. Outstanding Boys and Girls Relay - one boys' team and one girls' team will be selected for this award, based upon performance relative to meet records, expressed as a percentage.
  - e. e. Spirit Award – As voted by team representatives at the Championship meet.
  - f. f. Popped time percentage award - awarded to the team with the highest percentage of swimmers that popped their seed times in trials heats or timed-finals heats for IMs or individual events with no finals/consolation heats.
  - g. g. Parent Relay Team – To the winner of male and female parent relay teams.
2. 49. Entries for this meet must be submitted in accordance to the specific procedure and timetable set by the Championship Meet Director.

#### **Stroke and Turn**

1. 50. The swimmers will always have the benefit of the doubt. The Stroke and Turn Judge must personally see the infraction.
2. 51. [Intentionally Omitted]

3. 52. For VSA league dual meets, only one Stroke and Turn judge per team on the deck at one time, except at San Ramon and Blackhawk where each team will supply two judges (subject to the Meet Directors providing teams advanced notice of any changes in the number of Stroke and Turn judges that are needed to carry out the meet). To the extent reasonably practical, the quantity of lanes judged by an individual judge will equal that of every other stroke and turn judge and will not include more of his/her own team's lanes than that of the other team's lanes
4. 53. Stroke and Turn judges at dual meets and the Championship Meet will utilize the "two-part" DQ form.  
The Stroke and Turn judge must complete (event, heat, lane and nature of the infraction).
1. 54. The infraction must occur within the judge's jurisdiction.
2. 55. The Stroke and Turn Judge making the disqualification shall provide the runner with the completed DQ slip so it can be taken to the head table for processing. The team coach is responsible for checking with the head table for DQ slips during the meet and for informing the swimmer of the disqualification.

### League Administration

1. 56. Each team shall be allowed one vote as represented by their appointed League Representative
2. 57. A League Representative must be a parent/guardian of an eligible swimmer or approved by the remaining VSA Board.
3. 58. Every year, each team shall be responsible for the Team Responsibilities set forth on Appendix 3 and 3.1.
4. 59. In order for the League to do business, at least 5 of the 8 representatives (or their alternates) must be present. A simple majority of all teams is required to resolve all business, including eligibility.
5. 60. The League Secretary will maintain the official league records and passed on yearly.
  - a. a. These should include meeting minutes, League Rules, team contacts, current year team rosters, Championship Meet Records, as well as any additional important documents and correspondence.
  - b. b. A diskette, or file, containing the reported dual meet summaries and the prior year's championship meet results and records formatted in the league approved software also shall be included with the official league records binder.
6. 61. Intentional violation of swimmer or team eligibility may result in disciplinary action from the VSA board, including
  - a. a. Forfeiture of points
  - b. b. Forfeiture of meets
  - c. c. Forfeiture of participation in league championship
  - d. d. Dismissal from league

### ***League Rules***

1. 62. The League Rules are to be finalized each year by the League Representatives.

### ***Reimbursement for Expenses***

1. 63. Expenditures under \$300.00 require the prior verbal approval of the League President. No individual shall make a financial commitment on behalf of the League in excess of \$300.00 without prior League approval. In order to obtain approval, an individual must complete a *Request for Funds* form and obtain signed approval from either the League President or Treasurer.

### ***VSA Championship Splash Fees***

1. 64. The League may assess a VSA Championship Splash Fee to assist with payment of costs associated with the VSA Championship Meet. While this Splash Fee may vary from year to year, the Splash Fee for 2024 will be \$14.00 per swimmer listed each team's roster as submitted to the VSA Board.



## ***League Code of Conduct***

### **APPENDIX 1**

#### **VSA League Code of Conduct**

To preserve competitive balance and sportsmanship within the league, representatives of VSA member clubs (including club officers, coaches, and their constituents) shall not recruit swimmers that are members of other VSA clubs during and between recreational swim seasons. Recruiting includes, but not limited to, actively promoting your club's summer recreational program to swimmers or their families, offering special privileges and discounts that are not available to all members, and encouraging swimmers to switch from their current club to yours. Club representatives are not restricted from offering information to families that initiated inquiries. Should a club feel that their swimmers are being recruited; its representative may present evidence to the VSA Board of Directors where the offending club may be penalized, including, but not limited to coach suspension, recruited swimmer's eligibility suspension, club suspension or expulsion from the VSA League.

#### ***Swimmer Code of Conduct***

- ➤ Swim for the enjoyment of Swimming
- ➤ Obey the Rules of Swimming
- ➤ Be generous when you win
- ➤ Be gracious when you lose
- ➤ Criticizing, name-calling, taunting, physical abuse, use of abusive language or gestures will not be tolerated
- ➤ Treat opponents and teammates with respect
- ➤ Respect and accept the decisions of judgment officials with grace
- ➤ Accept seriously the responsibility of representing your team and the VSA League
- ➤ Swimmers should be free of all alcohol, tobacco, and drugs at all VSA meets

#### ***Parent/Spectator Code of Conduct***

The primary goal of the VSA League is to provide a safe, enjoyable environment that enables our children can develop as swimmers. The parent/adult involvement in swim team is crucial to the success of the VSA League. This involvement of the adults enhances the experience for all swimmers when the engagement is positive and the respect exhibited by adults for coaches, officials, and all swimmers is positive.

- ➤ Learn the policies and rules of your team and the VSA League
- ➤ Be a positive role model for all swimmers and encourage good sportsmanship
- ➤ Criticizing, name-calling, taunting, physical abuse, use of abusive language or gestures will not be tolerated
- ➤ Respect and accept the decisions of judgment officials with grace
- ➤ Accept seriously the responsibility of representing your team and the VSA League
- ➤ Fulfill your volunteer obligation

#### ***Coaches Code of Conduct***

- ➤ Set a good example for swimmers and parents to follow, exemplify the highest moral and ethical behavior
- ➤ Treat your team as well as opposing team: coaches, swimmers, and parents with respect
- ➤ Respect the judgment of Officials; abide by rules of the league
- ➤ Instruct your swimmers in good sportsmanship and coach to that standard

### ***Statement from VSA Board***

The essential elements of character building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. The highest potential of sports is achieved when competition reflects these six pillars of character.

I therefore agree:

- 1. I will abide by the VSA Code of Conduct
- 2. I will not encourage any behaviors or practices that would endanger the health and wellbeing of swimmers.

### ***Enforcement***

Each team in the VSA league shall enforce this Code. Complaints regarding this Code will be brought to the attention of the associated team involved. If an issue cannot be resolved by the team, a formal dispute may be brought to the VSA League Board.

### ***Implications for Code of Conduct Violation***

- ➤ Warning
- ➤ Suspension from VSA individual dual meets
- ➤ Suspension from VSA swimming

The above sanctions for code of conduct violations shall not be interpreted to require the VSA Board to adhere to any form of progressive discipline policy. In other words, the VSA Board may impose more severe sanctions for a serious code of conduct violation without the requirement of a warning, etc.

## **APPENDIX 2**

### **Current Year County Eligibility Guidelines**

At a minimum, VSA eligibility rules must comply with County Meet requirements, but the VSA Board may adopt standards stricter than the County standards. League reps should advise their teams of the county and the VSA eligibility rules to make sure their swimmers comply and are eligible for League and County competition.

## **APPENDIX 3**

### **Team Responsibilities**

#### **VSA Team / Board Member**

Tammy Webb Blackhawk  
Secretary

Jake Schroeder Del Amigo  
Scott Kirk Diablo  
Jennie DeWolff Round Hill  
Kim Lind Sycamore

#### **League Job**

Potentially Friday Night Meet at BHCC

#### **Championship Meet Job**

Connie Cheung San Ramon

George McDonald Danville

Paul Adler Springbrook

President

Clerk of the Course

President and Rules

Stroke & Turn, Starters, Timers Meet Director, Announcer

Schedule

Awards

Treasurer

Vendors, Hospitality/Shirts

N/A

Programs

## **APPENDIX 3.1**

### **Job Descriptions**

#### **Championship Jobs**

Food, Hospitality, Vendors

Coordinate food and merchandise vendors, file permits, establish map of vendor locations, provide coach/board lunch tickets, provide hospitality set up for coaches including coolers, water, ice, food.

Stroke & Turn, Starters, Timers

Coordinate event officials; provide standards and training, forms, positions, placement, assignments, rules for disqualification; coordinate personnel for timers & recorders

Facilities

Coordinate venue reservation, permits, map, and schedule for setup/teardown. Rent/obtain equipment including scoreboards, plungers, cables to computers/scoreboard, public address system, tables, chairs, shade covers.

Meet Director, Announcer

Coordinate meet volunteer plan, schedule of events, rosters and placement of swimmers, schedule announcer and support, resolve intra team issues.

Awards

Event assistance, award material orders, preparation at meet,

distribution Clerk of the Course  
events,

Coordinate venue organization for swimmers including, schedule of  
check-in, shepherds, and relay teams.

Programs/T shirts

Coordinate program development, print plan, advertisement, cover art, schedule content, production, sales and distribution

## **APPENDIX 3.2**

### **Job Descriptions**

### **League Jobs**

President	Provide leadership for VSA board. Establish board agenda and meeting schedule for season. Coordinate league and championship job assignments. Represent board at community level.
Secretary	Provide written history of board discussions and agreements, including monthly minutes, assignments, proposed items, votes. Maintain electronic files.
Rules	Coordinate annual review of VSA rules, solicit input from member teams and coaching staff, present for discussion and vote, update documents. Provide review and incorporation of USA Swimming Rulebook.
Treasurer	Maintain financial record of VSA income and expense, prepare monthly statement, manage account, and coordinate annual review by accountant.
Schedule	Provide league schedule for dual meets, coordinate with invitational venues, update league on changes.

## **APPENDIX 4**

### **2024 USA Swimming Rules and Regulations, Part One and Glossary**

<https://www.usaswimming.org/about-usas/governance/rules-policies>