

## Mid-Atlantic Summer Swim League, LTD.

### Policies and Procedures

Revised 10 SEP 2022 with approved changes from 27 Meeting on March 2022

#### A. LEAGUE GUIDELINES

1. Current USA Swimming rules shall apply unless otherwise stated in this document.
2. Dual confirmation on false starts is required.
3. One false start is permissible in an individual 8 & under event during a meet.
4. All league meets will be closed meets, open only to members of the league.
5. All participants are subject to MASSL policies and facility rules. If facility policies and/or rules of the host facility are violated, the infraction must be corrected to the satisfaction of the host. Failure to follow the host facility's requirements will render a verbal warning. Non-compliance may result in team disqualification. The coach of the team in violation and the Board of Directors of the league must be notified of noncompliance to host facility policies.
6. All teams must swim scheduled league meets.
7. Unscheduled teams may not impose attendance.
8. Home team representatives must contact the visiting team representative by phone or email one week in advance of the scheduled meet to confirm meet date and time.
9. The league will furnish the following for each team: DQ slips and three rulebooks. ~~Hit Tek or Meet Manager software and upgrades when feasible.~~

#### B. ELIGIBILITY

1. The league is open to all youth swimmers ages 19 years or younger.
2. Swimmers will compete in the age attained prior to June 1<sup>ST</sup> of the current swim season.
3. High school graduates may participate during the season immediately following their graduation on the condition that they have not attended college full-time or participated on a collegiate team prior to the start of the season.
4. Swimmers may not represent two MASSL teams simultaneously but are free to represent other swim leagues while participating in MASSL. MASSL coaches may work without restrictions from internal or external league affiliations.
5. A team roster report and league fees must be mailed to the treasurer by June 30th of the current season. The team roster must include ages and birthdates of each swimmer and sorted by age and gender. Failure to forward a complete roster and the required league fees for the swimmers on that roster by **June 30th** will result in a \$50 fine.
6. Teams may add swimmers to their rosters for a fee of \$ **8.00** per swimmer paid to the treasurer no later than eight (8) days prior to the first league-wide meet (qualifier or championship). Coaches must submit payments with an updated team roster as stated in Section A.5.
7. Failure to pay all fines and league fees by 8 days prior to the first league-wide meet (qualifier or championship) may result in the disqualification of all swimmers on the offending team from entries into the current season's Summer Qualifier and All-Star meets.

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#### C. COMMITTEES

1. The league must form committees prior to the start of the season and follow deadlines assigned by the board. Each committee will consist of a minimum of one coach, one board member and one team representative, preferably from separate teams.
  - Competition Committee: Determine all entries to the All-Star Relay are legal according to MASSL Policies and Procedures prior to the championship event.
  - All-Star Qualifying Time Committee: Determine All-Star Qualifying times for the upcoming season for consideration at the spring meeting.

#### D. OFFICIALS

1. Each MASSL team must furnish certified officials as directed by the meet director.
2. All officials must obtain certification through MASSL, USA Swimming, YMCA, FINA, or other accredited organization(s) as determined by the competition committee. Certifications are valid for two years. Teams Representatives are required to send certification and contact information to the Officials Training Coordinator.
3. The referee shall have the final decision on all matters pertaining to the conduct of the meet.
4. The number of officials required for dual meets:
  - Home Team: 1 Starter/Referee, 2 Stroke/Turn Judges, 1 Finish Judge
  - Visiting Team: 2 Stroke/Turn Judges, 1 Finish Judge

#### E. MEET ENTRIES (Dual and Championship Meets)

1. All entry times should be included to seed swimmers.
2. A relay team must consist of:
  - 1 (one) boy and 1 (one) girl from each age group  
or 2 (two) girls from one age group and 1 (one) boy and 1 (one) girl from another age group.
  - 11&12 relays may consist of three girls and one boy or two girls and two boys.
3. Exhibition swims during the regular season are permissible at the discretion of the head referee and meet director. Exhibition entries (exhibition relays/illegal relays/individual exhibitions) do not qualify for legal entry into the championship meet.
4. A swimmer may enter a maximum of four (4) events per meet in one of the following combinations:
  - Three (3) individual events and one (1) relay
  - Two (2) individual events and two (2) relays
5. If a swimmer is entered in more than four (4) non-exhibition events, the swimmer will be scratched from the last event entered in the meet.
6. A swimmer may swim in his/her own age group for individual events and relay events.
7. A swimmer may swim in his/her own age group for individual events and be moved up one age group for relays.
8. A swimmer may swim up one age group for individual events but must swim in that age group for the entire meet.

**E. MEET ENTRIES (Dual and Championship Meets)** (continued)

9. Individuals who swim in a higher age group must achieve all-star qualifying times for that age group during the regular season to qualify for entry into the championship meet in their respective events. When a swimmer is entered into a higher age category, the head coach must notify the meet host and referee prior to the meet. The head coach must also notify the Competition Committee prior to the championship meet.

*TECHNICAL NOTE: If meet host elects to race multiple age groups concurrently, the age group box should be checked in meet manager so the awards can be printed to acknowledge places for each age group swimming the events.*

**F. DUAL MEET STRUCTURE**

1. Teams using meet management software to run a meet must:
  - Provide lane timer sheets to check entries and record the back-up times for each race.
  - Receive a Team Manager or Meet Manager export of meet entries from the visiting team at least 24 hours before the start of the meet.
  - Allow updates to the lineup until 60 minutes before the start of the meet.
  - Allow additional changes to the lineup during the final 30 minutes before the start of the meet only if both coaches consent to allow the changes.
  - Provide two copies of the meet program to the visiting team prior to the start of the meet.
  - Provide a complete copy of all meet results and scores at the completion of the meet.
  - Furnish meet results signed by the starter or referee to the head coach once meets conclude.
2. Scratches are permitted after swim meets begin.
3. Team scoring is prohibited.
4. Host teams must provide ordinal ribbons for all official entries placing first through sixth in each event. Participant ribbons are optional.

**G. VIRTUAL MEETS**

1. Teams can conduct virtual meets when an in-person meet is not feasible.
2. Teams can use virtual meet results to qualify individual and relay teams for all-stars.
3. Virtual meet results must be submitted to the host team with one calendar week.
4. Virtual qualifier meet results must be submitted prior to the all-star meet submission deadline.
5. Virtual meets must follow the official dual meet structure according to MASSL Policies and Procedures. Each team must have a certified referee present to approve the meet results and the proper number of meet personnel to conduct the meet.

## H. CHAMPIONSHIP MEET

### 1. ELIGIBILITY

1. Participants must be registered with MASSL by the published deadline of June 30th.
2. Swimmers who meet individual All-Star time standards during a regular season or qualifier meet may participate in the All-Star Championship Meet for respective qualifying event(s).
3. Coaches are responsible for legal entries to each meet. No exhibition entries are permitted; all swimmers will swim for ordinal places.
4. When questions of swimmer eligibility for championship meets arise, the final decision will be made by the swim meet's official staff.
5. Swimmers who have not met time standards for an individual event may only participate in an All- Star relay event if their team achieved a legal all-star time standard for the event during the Summer Qualifier Meet and/or a regular season meet.
6. Championship times must be achieved in the events during the regular season to qualify for entry into the championship meet. Coaches must notify the meet host and the Competition Committee prior to the meet if a swimmer is swimming in a higher age category.

### 2. AWARDS

1. MASSL Treasurer will oversee the inventory and purchases of championship awards after the 6/30 registration deadline.
2. MASSL will furnish medals for all-stars for first, second and third ordinal placements and ribbons for all other placements.

### 3. VOLUNTEERS

1. Each league team will provide a minimum of three (3) workers for the championship meets.
2. The host team should consider a separate starter and referee, preferably from different teams, with the back-up starter as a recall starter from another team. The referee may be used as a recall starter.
3. When touch pads with back-up buttons are used, only two watches for back-up timing will be needed along with one (1) back-up button.
4. When touch pads are not in use, timing must be recorded by three (3) stopwatches OR two (2) back- up buttons and two (2) stopwatches.

**H. CHAMPIONSHIP MEET (CONTINUED)**

**4. CHAMPIONSHIP MEET STRUCTURE**

1. MASSL will use income from registration fees to fund host facility fees and all-star awards and drinking water for meet volunteers.
2. MASSL teams may take turns hosting meets and smaller teams can co-host.
3. Host teams may profit from concessions, t-shirts.
4. There will be no admission charges.
5. A committee will ensure entries to championship meets do not exceed the maximum number of events per swimmer. Each swimmer may only swim a maximum of four events per meet: 3 individual events and 1 relay event or 2 relay events and 2 individual events.
6. Meets will occur in an indoor facility. Meet hosts incur profits and losses.
7. Referee and head coaches must follow host team's pool rules and MASSL rules to determine a meet cancellation in the event of inclement weather
8. When touch pads are not in use, three (3) stopwatches will be required OR two (2) back-up buttons and two (2) stopwatches.
9. All disqualification challenges should follow USA Swimming procedures.
10. All meet information must be sent to the participating teams, by the host, no later than twenty (20) days prior to the meet.
11. When questions of swimmer eligibility for championship meets arise, the final decision will be made by the swim meet's official staff.
12. Referee and head coaches must follow host team's pool rules and MASSL rules to determine a meet cancellation in the event of inclement weather.
13. At championship meets, the clerk of course will verify the exact relay entrants and be responsible for marking the card to reflect any substitution of alternates. The computer operator will verify that they are legal alternates.
14. Qualifying times belong to the team. In the event a swimmer from a relay team is absent, another registered MASSL swimmer may be substituted on the qualifying relay team if all other league requirements are met.

**5. RELAYS:**

1. Exhibition swims during the regular season formed by illegal or legal relay teams will not be entered into the championship meet even if an all-star time was achieved.
2. Exhibition swims during the regular season are permitted only at the discretion of the referee.
3. Each team may enter two legally qualifying relays into the championship meet.
4. The change in one swimmer on a relay team establishes a different relay team.
5. Relay seed times obtained by legal relay teams throughout the season belong to their respective team. The team may substitute swimmers in the relay to swim the relay event at the championship meet.

**I. INCLEMENT WEATHER GUIDELINES**

- a. Local, state, and federal laws and recommendations should be followed when dealing with inclement weather.
- b. Host teams should contact the traveling team representatives within five (5) hours of the meet if they suspect the meet may be canceled due to inclement weather.
- c. The traveling team should contact the host team with its decision on whether to attend the meet and risk having the meet postponed after arriving or to cancel the meet.
- d. Every effort must be made to reschedule a postponed meet on a mutually agreed upon date. The home team should provide at least two possible dates for the rescheduled meet.
- e. The league is not inclined to give credit to swimmers on either team if the meet is not rescheduled. A meet that is not rescheduled will be considered a “no contest” and no credit will be given to swimmers on either team.

**J. POOL TEMPERATURE GUIDELINES**

- a. Teams are expected to follow all applicable local, state, and federal laws and regulations regarding water temperature at the respective aquatic facility.
- b. The league does not mandate water temperature monitoring or reporting but recommends the combined air and water temperature at the host facility falls within a minimum range of 135°-145° Fahrenheit to conduct and complete a swim meet.
- c. The traveling team may request a water temperature check of the host pool prior to the start of a meet and/or following any inclement weather event.
- d. A request for a temperature check is not grounds to stop a competition already in progress. In the event the combined air and water temperature of the host aquatic facility falls below the minimum range of 135°-145° Fahrenheit, the traveling team may elect to postpone the competition.
- e. In the event of a competition postponed *solely* on the grounds of pool temperature, it will be the burden of the team requesting the temperature check and/or electing to postpone the meet to host a rescheduled meet if the original competition host is unable or unwilling to host the rescheduled competition.
- f. If pool temperature is utilized as grounds to postpone a competition *in conjunction with* inclement weather, the procedure for conducting the postponement shall be governed by the league’s policy on Inclement Weather Guidelines.
- g. Every effort must be made to reschedule a postponed meet on a mutually agreed upon date. The hosting team, as determined above, should, in most cases, provide at least two possible dates for the rescheduled meet.
- h. The league is not inclined to give credit to swimmers on either team if the meet is not rescheduled. A meet that is not rescheduled will be considered a “no contest” and no credit will be given to swimmers on either team unless otherwise permitted by the league.