

**TRI-COUNTY SWIMMING
POOL ASSOCIATION
RULES AND REGULATIONS
2019**

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**TRI-COUNTY SWIMMING POOL ASSOCIATION
RULES AND REGULATIONS
COMPETITIVE SWIMMING AND CHAMPIONSHIP MEET**

REVISION LOG

2007	Rule 5 Section 2 Rule 13 Section 1
2009	Rule 7 Section 4 D (deleted) Rule 7 Section 4 E Rule 9 Section 1 (deleted) Rule 10 Section 7 Rule 12 Section 2 Rule 14 Section 3
2010	Rule 18 added
2011	Rule 1 amended
2012	Rules 4 Rule 7 Section 2 Rule 7 Section 3 Rule 11 Section 6 Rule 14 Section 1 Rule 14 Section 8 Rule 14 Section 10 Rule 14 Section 11 Rule 14 Section 13 Rule 18 Section 2
2013	No changes
2014	Rule 7 Section 4H Rule 9 Section 2
2015	Rule 10 Section 8 Rule 14 Section 8

REVISION LOG

2016	Rule 9 Section 8 Rule 9 Section 11 Deleted Rule 10 Section 7
2017	Rule 9 Section 12
2018	Rule 9 Section 9 Rule 18 Section 3
2019	RULE 3 Section 7 RULE 7 Section 1A RULE 10 Section 8 RULE 12 Section 1 RULE 12 Section 2 RULE 14 Section 5 RULE 18 Section 3 RULE 18 Section 4 APPENDIX B APPENDIX C

**TRI-COUNTY SWIMMING POOL ASSOCIATION
RULES AND REGULATIONS
COMPETITIVE SWIMMING AND CHAMPIONSHIP MEET
2019**

Each Member Club's Representative shall be responsible for compliance with the administrative aspects of these rules by the club's officials, coaches, competitors and member spectators in order to insure that competition starts promptly and proceeds smoothly. The TCSPA Representative shall also be responsible for the club furnishing its quota of competent officials.

All meets shall be conducted in accordance with current USA Swimming Rules (short course) subject to the following modifications and/or additions.

RULE 1 THE COURSE

The course shall be 25 meters. Clubs with pools that are not 25 meters may be granted an exception to host "A" Meets on a case by case basis, provided they submit a written request to TCSPA and get approval on or before the June TCSPA meeting. A swimmer may qualify for the Tri-County Championship Meet with a converted time from a meet swum at an 'exception' pool. No TCSPA record may be established with a flag finish or in a pool not 25 meters in length.

RULE 2 CLASSES OF COMPETITION

- SECTION 1 Classes and events shall be recommended by the swimming committee and approved by the TCSPA Representatives.
- SECTION 2 A swimmer's competitive age for the entire season shall be said swimmer's age as of June 15.
- SECTION 3 In dual meets, participants may compete in more than one age group in individual events, but may not swim the same stroke. In the relay events a swimmer may swim up, subject to Rule 2, Section 7.
- SECTION 4 In the Championship Meet, participants must compete in their own age groups in all events, including relays.
- SECTION 5 A competitor who, through inadvertence, swims in a lower age group than his actual age shall be disqualified in that event. Any swimmers

finishing after him shall move up in order and the points awarded accordingly. If the error is believed not to be inadvertent, the offended Club may refer the matter to the President of TCSPA for direction.

SECTION 6 A team may not enter or swim more than three (3) official swimmers in each individual event or more than three (3) official teams of four (4) in relay events in dual meet competition.

Unofficial swimmers (including unofficial relays) may be entered only in lanes one or six in dual meets if they are swimming in an event that is the same stroke, same sex and same distance. A swimmer cannot swim in a lower age group.

Unofficial heats of individual or relay events may be conducted following the conclusion of dual meets with the consent of both TCSPA Representatives. No cards are to be sent in and nothing written on the meet sheets concerning these swimmers. These times shall not count as qualifying times. There shall be no unofficial heats of individual or relay events in dual meets.

SECTION 7 In dual meets, an official relay team must consist of four (4) swimmers of the same sex who are eligible to compete in that age group (may include swimmers swimming up).

A legal relay team, for championship seeding purposes, must consist of four (4) swimmers of the same sex and the same age group competing in a relay event of the same gender and same distance.

Note: If a relay team swims in an age group above its own, but is legal, the time achieved may be used in the seeding for the Championship meet.

SECTION 8 A competitor may not compete officially in more than any two individual swimming events, 1 medley and 1 freestyle relay. An offender shall suffer disqualification in all extra events participated in after exhausting his eligibility. The score of the events shall be adjusted to recognize the disqualification in all events. If the violations are discovered during the meet, the Referee shall apply this Rule. If discovered within one week after the meet, the injured Club may, at its discretion, apply to the President of TCSPA for redress and

recalculation of the results of the Meet. In such cases of detection prior to the event that would be the violation event, the contestant shall be withdrawn and a substitute may be entered if in keeping with Rule 5 (submission of entries three events in advance). If not at least three events in advance, no replacement entry will be allowed.

RULE 3 DUAL MEETS - SWIMMING

SECTION 1 Dual Meets shall be held on Saturday mornings and shall start not later than 9:00 a.m. except by mutual agreement between the competing clubs. (See also Rule 6)

SECTION 2 Scoring for dual meets shall be as follows:

Individual Events: 1st - 5 points
2nd - 3 points
3rd - 1 point

Relay Events: Winning team - 7 points
Losing team - 0 points

SECTION 3 Ribbons shall be awarded to the first four places in the individual swimming events and only to the winning team members in relay events.

SECTION 4 When a dead heat results in any event as borne out by the judges' decision, the contestants shall be awarded duplicate ribbons. The points for that place and the next lower place shall be added together; one half awarded to each team.

SECTION 5 When a team or individual is disqualified in any event, the following places shall move up accordingly and the points awarded to conform to the new places.

SECTION 6 The Home Team shall swim in lanes 1, 3 and 5 and the Visiting Team shall swim in lanes 2, 4 and 6.

SECTION 7 It is the responsibility of each TCSPA Representative to keep the original meet sheet (signed by the Referee).

The following exported computer files are required from the Hosting (Home) Team club:

1. Color PDF of official meet sheet.
2. Touch Pad Meet Backup
3. Both Teams Roster Files

The above files are to be emailed to results@tricoswimming.org with the subject line of Home Team Abbreviation(score) vs Away Team Abbreviation (score). A sample subject line is AA(230) vs BB(230).

ALL Files required to be submitted by 5pm of the Meet Day unless Results Coordinator has been notified by 2pm the day of the Meet. Meet sheets must be computer generated and filled out with #2 pencil. If swimmers have the same last names and the same first initial, the first name of these swimmers must be written in full. An infraction of any regulation concerning meet sheets may result in the delay of the public posting of weekly results.

SECTION 8

It shall be the duty of the Home Club to make copies of the official score sheets showing the results of the meet and to mail one copy to each of the other clubs remaining on both teams' competitive schedule. Should both competing clubs have a future meet with the same club, only one copy of the results need to be sent to that club. In case of postponed meets, results should be sent within two days after the meet. Each infraction of this rule, not to exceed one infraction per week, carries a \$25.00 fine (See Rule 3, Section 7).

Since the Announcer's copy of the meet sheets may on occasion be needed to determine who was an official swimmer in an event, the home team Tri-County Representative must secure the Announcer's copy of the meet sheet and hold on to it in case a question arises after the meet about discrepancies between the two official meet sheets.

SECTION 9

The Home Club shall furnish all equipment and supplies necessary to conduct the meet with the exception that each Club shall furnish its own watches and place judge cards.

RULE 4 INDIVIDUAL STROKES AND RELAYS

Current USA Swimming rules (short course), including the most current changes published in the USA Swimming Rule Book and posted on the USA Swimming Web Site will apply.

RULE 5 COMPETITORS

- SECTION 1 Each coach or TCSPA Representative shall submit 3 completed copies of his score sheet for dual meets to the scorer's table at least ten (10) minutes before the start of the meet. Should the submitted score sheets disagree as to which swimmer is participating in an event and it is past the deadline for changes, the swimmer listed on two of the sheets must participate; otherwise, none of the swimmers in disagreement will be allowed to participate. The coaches shall submit any changes during the meet at least three events in advance of the change and no changes shall be allowed after that. All changes must be made on the official change card.
- SECTION 2 A minimum of thirty (30) minutes warm up will be given contestants in lanes assigned by the referee prior to the start of the meet.
- SECTION 3 When an event is called by the Announcer, competitors should report promptly to the starting end and check with the Head Lane Timer in their lanes to confirm the accuracy of the entry cards. Undue delay in reporting may result in disqualification or other penalty of the competitor by the Referee.

RULE 6 CHANGES OF MEET DATE AND POSTPONEMENTS

- SECTION 1 When pool conditions at the home pool are such that postponement is probable, the Host Club should notify the Visiting Club's coach or TCSPA Representative of such conditions as early as possible to avoid the Visiting Club making an unnecessary trip. If postponed, the meet shall be rescheduled at a date and time mutually acceptable to both clubs.
- SECTION 2 (BAD WEATHER) The Visiting Club should report to the Home Club at the normal time. Both clubs should try to "wait out" the bad weather until 10:00 a.m. If a club does not want to wait, or the weather does not improve, the meet should be rescheduled to be held Monday night or earlier. All decisions to cancel and reschedule the meet should be

made by the two TCSPA Representatives, the two Coaches and the Referee.

SECTION 3 The Referee may interrupt the running of the events for short periods, when, in his opinion, conditions warrant such interruption. The Referee should consult with the Host Club officials as to the availability of the pool should the interruptions be unduly prolonged and should decide as to the resumption or postponement of the rest of the meet.

RULE 7 THE START

STATE RULE: Any swimmer starting at the shallow end of the pool in an individual event or a relay must start in the water if the pool depth is less than 4 feet. If the depth is between 4 and 5 feet the pool must receive permission from the state to have swimmers start at the shallow end.

TRICO RULE: In all 100 meter relay events the 2nd and 4th swimmer must start in the water.

SECTION 1 Preparation - The Starter:

- A. Shall be provided with an electronic starting system. (In the event the start system fails, a boating air horn may be used. TCSPA prohibits the use of a starting gun in dual meet competition.)
- B. Shall station himself/herself within ten feet of starting end of pool at a point where strobe is clearly visible to timers and horn is easily heard by starting swimmers.
- C. Upon signal from Referee, assumes full control of swimmers until a fair start has been achieved.
- D. Notifies swimmers of the distance and the event.
- E. Notifies relay swimmers that all but the last swimmer must leave the pool immediately upon completion of their leg.
- F. OPTIONAL INSTRUCTIONS

Stroke(s) to be used and the order of swimming them.
Number of pool lengths to be swum.

SECTION 2 The Forward Start

- A. On receiving clearance from the Referee (for all events except backstroke and medley relay) the Starter issues the verbal command to the swimmers to "Step Up" indicating that they should take and maintain their positions on the starting platform, the deck or in the water.
- B. When the swimmers and officials are ready, the Referee shall signal with a long whistle that the swimmers are under the Starter's control.
- C. The Starter then directs the swimmers to "take your mark", to which they must immediately respond by assuming a starting position with at least one foot at the front edge of the starting platform or deck. Swimmers starting in the water must have at least one hand in contact with the wall or starting platform. Sufficient time should follow "take your mark" to enable swimmers to assume starting positions, but no swimmer shall be in motion immediately before the starting signal is given. When all swimmers are stationary, the Starter shall give the starting signal.
- D. The current USA Swimming Whistle Command starting procedures do not apply for any Tri-County dual or championship meet. (Rule 101.1.2 A and B)

SECTION 3 Backstroke Start

- A. On receiving clearance from the Referee for the backstroke and medley relay, the Starter issues the verbal command to the swimmers to "Step In" indicating that they should enter the pool.
- B. When all swimmers have surfaced, the Referee blows a long whistle to have the swimmers return to the wall.

- C. The swimmers shall line up in the water facing the starting end with both hands placed on the gutter or on the starting grips.
- D. The toes are not required to be under the surface of the water at, before or after the start. Standing in or on the gutter, placing the toes above the lip of the gutter, or bending the toes over the lip of the gutter at, before or after the start is prohibited.
- E. The Starter then directs the swimmers to "take your mark", to which they must immediately respond by assuming a starting position. Sufficient time should follow "take your mark" to enable swimmers to assume starting positions, but no swimmer shall be in motion immediately before the starting signal is given. When all swimmers are stationary, the Starter shall give the starting signal.

SECTION 4 False Starts

- A. When a swimmer does not respond promptly to the command "take your mark" the Starter shall immediately release all swimmers with the command "Stand Up" upon which the swimmers may stand up or step off the blocks. Any swimmer who enters the water or backstroker who leaves the starting area shall be charged with a false start, except that a swimmer who would otherwise be charged with the false start may be relieved of the charge if the false start was caused by the swimmer's reaction to the command.
- B. All swimmers leaving their marks before the starting signal is given shall be charged with a false start, except that a swimmer who has false started because of the action or movement of another competitor may be relieved of the responsibility for the false start and a false start may be charged only to the offender. (Note exception for deliberate delay or misconduct.)

- C. In backstroke or medley relay events, a false start may be charged to any swimmer who fails to maintain his feet and/or hands in a legal position after the first warning.
- D. (Deleted 2009)
- E. The no recall rule of USA Swimming, rule 101.1.3.B, shall apply for all TCSPA dual and Championship meets. If the starting signal has been given before the disqualification is declared, the race shall continue without recall. If the Referee independently observes and confirms the starter's observation that a violation has occurred, the swimmer or swimmers who have false started shall be notified of the disqualification upon completion of the race.
- F. A swimmer can be charged with a false start by the Starter only if the Referee or an officially designated certified Assistant Referee has observed the violation and confirms that the violation occurred.
- G. The Starter shall indicate the swimmer or swimmers, if any, who are charged with a false start.
- H. Any swimmer who is charged with committing or causing a false start shall be disqualified. At the discretion of the Referee, the swimmer may swim unofficially.
- I. A swimmer shall not be disqualified for an illegal starting position at the start or charged with a false start if the race is permitted to proceed without recall. Enforcement of the correct starting position is the responsibility of the Starter who may impose the appropriate penalty for violation before the starting signal is given.

SECTION 5 Deliberate Delay or Misconduct

- A. Any swimmer who delays the start by entering water, or by willfully or deliberately disobeying a Starter's command to step on the blocks or to take a starting position, or for any other misconduct taking place at the start, can be

disqualified from the event by the Starter with concurrence of the Referee.

- B. A swimmer who fails to appear at the starting platform ready to swim in time for the initial start of his heat shall be disqualified.
- C. Such disqualifications shall not be charged as a false start.

RULE 8 (Deleted 2006)

RULE 9 DISQUALIFICATIONS

Current U.S.S. rules and descriptions shall apply. The following sections give additional clarifications.

SECTION 1 (Deleted 2009)

SECTION 2 Any contestant charged with one false start in the same race shall be disqualified. At the discretion of the Referee, the swimmer may swim unofficially.

SECTION 3 Obstructing another swimmer by swimming across or otherwise interfering shall disqualify the offender subject to the discretion of the Referee.

SECTION 4 Should a foul endanger the chance of success of a contestant, the Referee shall have the power to order the event repeated. In case of collusion to foul another contestant, the Referee may, at his discretion, disqualify the contestant for whose aid the foul was committed as well as the contestant committing the foul.

SECTION 5 Any relay team member and his/her relay team shall be disqualified from a race if a team member other than the swimmer designated to swim that leg shall jump into or enter the pool where the race is being conducted before all swimmers of all teams have finished the race.

SECTION 6 No contestant may enter the pool prior to the start of a race or between contests, without the express permission of the Referee.

Violation of this rule may result in the disqualification of the contestant in that event or a subsequent event at the discretion of the Referee.

- SECTION 7 A competitor that swims in an age group below his legal competitive age will be disqualified in that event.
- SECTION 8 Competitors swimming in more individual or relay events than allowed in Rule 2, Section 8 shall be disqualified as set forth therein.
- SECTION 9 A contestant of a relay team except the first, who leaves his mark before the swimmer of the previous leg has touched the finish line, shall be disqualified. (The contestant may be in motion before the touch, but his feet must be in contact with the mark until such touch.) In addition, a swimmer can only be charged with leaving his mark early if it has been dually confirmed by one official/judge from each team. The referee shall designate the two officials before the start of the meet
- SECTION 10 Disqualification for any reason of one member of a relay team shall disqualify the entire team in that event.
- SECTION 11 DELETED 2016
- SECTION 12 A swimmer or relay disqualified because their event results card shows that the swimmer or relay competed in the correct event but in a different lane than that on the Meet Sheet (or Change Card) shall, at the Referee's discretion, receive an "Administrative Disqualification" if the Referee is satisfied that the error was inadvertent. The "Administrative Disqualification" shall be noted by the Scorer as "ADQ" on the Meet Sheet. The swimmer or relay receiving an "Administrative Disqualification" shall be awarded no points; however, the swimmer or relay's time shall be recorded and submitted as official time for purposes of Championship Meet qualifying and seeding.

RULE 10 OFFICIALS AND DUTIES

- SECTION 1 TCSPA Representatives - If a swim club is not represented at three meetings in a period of one year a letter will be sent to the President of that club asking to correct this situation.
- SECTION 2 TCSPA Coaches - TCSPA Representatives must make every effort to insure that his club's coach attends the Coach's meeting at the Officials' Clinic.
- SECTION 3 The officials required for dual meets are the Starter, Referee, Timers, Place Judges, Stroke and Turn Judges.
- SECTION 4 Current U.S. rules and descriptions of duties for Referee, Starter, and Timers, Place Judges and Stroke and Turn Judges apply.
- SECTION 5 There shall be at least three (3) timers on each lane. One timer shall be considered the Head Timer and shall mark the official time on the entry card.
- SECTION 6 For dual meets, two across-the-board judges (one from each team) shall judge the order of finish of all swimmers. Should both agree in all lanes, that shall be the official placement. If they disagree, a modified ballot shall be used.
- For the Championship Meet, if automatic timing is used, when recorded by properly operating automatic timing equipment, the pad time shall be the official time and indicate the order of finish.
- SECTION 7 Referees, Starters and Stroke & Turn Judges shall be certified and re-certified every two years. Tri-County Representatives shall be certified in Stroke and Turn judging and be re-certified every two years. In the event of significant rule changes, the Swimming Coordinator may require re-certification of all officials and Tri-County Representatives for a given season. It will be required that all Starters and Referees also be currently certified in Stroke and Turn Judging. A list of currently certified officials shall be sent to all clubs. Certificates shall be by U.S., NCAA, YMCA, N.J. Federation or TCSPA. If one club does not have sufficient certified officials, then certified officials from the other clubs will fill the positions.

SECTION 8 TCSPA Representatives shall not make any rule changes related to dual meet competition during the season itself. All rule changes must be proposed and approved at on or before the Wedgewood TCSPA meeting according to the following schedule:

- a. Proposed rule changes must be submitted to the President prior to any TCSPA meeting with a quorum present. The President shall distribute the proposed changes to the Representatives at the First meeting to be known as the introduction meeting for that rule. No discussion about the proposed changes will be allowed at this meeting.
- b. The proposed changes shall be discussed by the Representatives at Second meeting which will be known as the discussion meeting for Introduced Rule
- c. The proposed changes must be voted upon by the Representatives at a Third TCSPA meeting noted as the Voting Meeting for the Discussed Rule
- d. Emergency meetings can be called. This is at the digression of the Executive board. This should be reserved for only rules to legally protect the organization or the safety of our athletes.
- e. Rules require that a majority of the active swim clubs are represented and that a majority of the total number swim clubs approve (for example 34 active clubs, 18 reps must be in attendance and 18 or more for or against will determine its adoption).

RULE 11 TCSPA RECORDS

SECTION 1 A new TCSPA record may be made by a winning official swimmer in dual meet competition or championship meet.

SECTION 2 A swimmer may establish a new TCSPA individual event record only in his own age group. In swimming up, in an age group where the distance swum is the same, a younger swimmer can establish a new

record for his own age group. A swimmer swimming up must win the event in order to set a record.

SECTION 3 A relay team in order to establish a new record must be composed of members of that age group.

SECTION 4 Application for a new record shall be the entry card for that event, with all three times recorded and signed by the proper Lane Timers and the Referee. The swimmer's age must be entered on the card next to his name. The scoring table shall be responsible for obtaining the signatures, through the Referee, as soon after the event as possible.

SECTION 5 The President shall appoint a Records Chairperson. Applications for a new record must be sent by the record setting club to the respective Records Chairperson and must be postmarked by the first weekday following the meet.

SECTION 6 A lead-off relay swimmer's time may not be used to set a new TCSPA age group record

RULE 12 TEAM ROSTERS

SECTION 1 Insurance waivers are to be retained at each club. A set of signed insurance waivers and a current roster are to be at the scoring table prior to the start of each meet.

By 5 pm on the Friday, 8 days before the first A-Meet of the Season, each team is to email a Roster Export to the Results Coordinator (results@tricoswimming.org).

By 5 pm on the Friday before each dual meet, each team is to send an export of the updated roster to the Results Coordinator (results@tricoswimming.org). This export should be the swimmers eligible to participate in the following day's A-Meet. Exceptions are at the discretion of the Results Coordinator.

If requested by the opposing coach, Meet Director or TCSPA Representative, the roster and insurance waiver form must be offered for inspection. The TCSPA Representative and coach for each club is required to certify that the information contained in the Team Roster submitted is accurate.

If there is a question about the eligibility of a swimmer during the meet, and the insurance waiver is not at the scoring table or the swimmer is not on the roster at the scoring table, the swimmer will be ineligible to swim in the meet and any points already scored by his participation will be nullified.

A copy of an up-to-date roster must be maintained by each coach and it shall be in his possession at all dual meets and championships.

SECTION 2

Eligibility - Only sons and daughters of full swim club members in good standing, or a child for which a bona fide member has legal custody or guardianship, is regularly living with a club member and is considered as a member of the family shall be eligible. Membership rates must be made available to general public. Documented proof of publicly offered rates including url to website where the rate schedule is published, may be requested at any time along with the total number of full members in each category. All TCSPA Representatives shall be responsible for the observance of this rule within their own clubs. This rule will exclude from official competition in dual and championship meets the following swimmers:

1. Children of families who are on a waiting list to join a club.
2. Children of families who accept a membership which results in a lesser financial obligation (in bond or yearly dues) than all other members of the club in the current season.
3. A swimmer may not swim for more than one TCSPA club during a season unless a change of residence is involved.
4. A swimmer not current with all membership & swim team dues

Eligibility Committee - Inquiries about, appeals concerning, and enforcement of, the above TCSPA eligibility rules will be heard by a committee of TCSPA Representatives. The makeup of the committee will be as follows:

- a. Consist of representatives of twelve clubs selected by random draw and not including any member of the executive committee.
- b. Upon selection of the representatives each year, the committee will meet and elect a non-voting chairperson from the committee of twelve who will serve in that capacity for the remainder of the year. The chairperson will report any and all information of the committee to the President of TCSPA as soon as possible after receipt of a case or after a meeting
- c. At the end of the first year, six reps (selected at random) will be replaced on the committee by six others also drawn at random. After the second year, the six reps that remain from the first year will be replaced by six others (selected at random from those who have not yet served). This will ensure a continuum so that a rep serves on the committee for a term of two years. NOTE: the term of two years is for the representative of a specific club, not a specific individual.

All appeals, or accusations of others, must be submitted in writing to the chairperson of the eligibility committee. Upon receipt of such document, the chairperson shall, within one week's time, hold a meeting of the committee to consider all arguments of the case. In order for a decision to be made by the committee, a quorum of at least six (6) voting members and the chairperson must be present. In the event of a tie vote, the chairperson will cast the deciding vote. In order to facilitate the gathering of information concerning the case, the committee has the right and responsibility to ask the club in question for documentation (i.e. birth certificates, canceled checks, copies of most recent tax returns, and current by-laws and membership information) concerning the individual, the club, and the specific case. Once a decision has been reached by the committee, the clubs in question will be notified by the chairperson.

The decision of the committee will be considered final in all matters of eligibility.

If a determination is made by the committee that a swimmer is ineligible, all meets in which that swimmer participated will be

recalculated in terms of points scored by that swimmer in both individual and relay events. The final score will be modified accordingly, as will all times for championship meet qualification.

Fees - In order to alleviate a plethora of cases for which the committee will be responsible, it will be necessary for the accusing club to file their case along with a check for \$25.00 per case, payable to TCSPA. If their accusations are upheld, the club at fault will write a check payable to TCSPA in the amount of \$50.00 as penalty, and the accusing club will have their check returned. If the accused club is found not guilty of any wrongdoing, the check from the accusing club will be cashed and deposited in the TCSPA account.

Requests from clubs concerning the eligibility of a particular swimmer before the swimmer participates are strongly recommended and will be ruled on by the Eligibility Committee without a charge or fee.

RULE 13 CONDUCT, APPEALS AND PROTESTS

SECTION 1 Appeals and Protests - Decisions of the Referee in matters of swimming infractions are considered final and may not be appealed. Referee decisions based on interpretation of these rules and the interpretation of non-swimming related USA Swimming rules may be appealed to the Swimming Coordinator. If a team wishes to appeal a Referee's decision or protest the conduct of a meet, the team's Tri-County representative or authorized representative must notify the meet Referee within thirty (30) minutes of the end of the final event of the meet.

As soon as possible, but no longer than 24 hours after the end of the swim meet, the Tri-County representative or authorized representative for the team filing the appeal/protest shall contact the Swimming Coordinator and provide the details of the appeal/protest. (The Swimming Coordinator may ask that the details be provided in writing.) After receipt of the required information, the Swimming Coordinator will conduct an investigation and render a decision.

After both teams receive the Swimming Coordinator's decision, they shall have 48 hours to appeal that decision to the Appeals Committee. Requests to the Appeals Committee shall be made to the TCSPA President. Upon notification of the appeal, the President shall attempt to assemble the Appeals Committee to hear the appeal within 72 hours.

SECTION 2 Appeals Committee - The President of TCSPA shall appoint an Appeals Committee prior to the start of the dual meet season. This Committee shall consist of five (5) members including himself, two of whom shall be members of the Rules Committee. Should a member of the Appeals Committee be a member of one of the clubs involved in the appeal, he shall not serve on the Appeals Committee for that case. The President shall appoint a representative of some neutral club, if necessary, to serve as an ad hoc member of the Appeals Committee. This committee shall consider all protests and appeals concerning conduct of meets and interpretations of the rules governing meets and its decision shall be final.

RULE 14 CHAMPIONSHIP SWIMMING MEET - SPECIAL RULES

SECTION 1 The Championship Meet will be a Two Day Meet. Saturday's (Preliminaries) competition schedule will start no later than 9:00 a.m. Sunday's (Finals) competition shall start after the Parade of Champions.

SECTION 2 To Be Eligible for the Championship Meet, a swimmer must have competed in at least two (2) dual meets. This rule may be waived by the Appeals Committee only upon presentation of a medical certificate.

SECTION 3 To Enter an Individual Event, a swimmer must meet the TCSPA qualifying time standard in an official dual meet. TCSPA will establish

the time standards annually. A lead-off relay swimmer's time may not be used as a qualifying time or an entry time for the Championship meet.

SECTION 4 Participants Must Compete in Their Own Age Groups in all events.

SECTION 5 Each TCSPA Club may enter one medley and one freestyle relay team for each age/gender group, subject to the legal relay definition in Rule 2 Section 7.

SECTION 6 Fees for individual events, relays and spectator participation shall be set annually by TCSPA.

SECTION 7 Entries for Individual Events: Any swimmer may be entered to swim in only two individual events in his own age group. He may also swim in one Medley and one Freestyle Relay in his own age group. Relays with no official time submitted shall be considered slowest and be seeded last by draw.

SECTION 8 Entries for the Relays: Each club may enter only one relay team per event. No swimmer may "swim up" in relays. The Championship relays are entered via the computer file entry.

- a. Official Relay Entry Cards: Up to 12 names of eligible relay team swimmers must be listed on the official relay entry card. The complete first and last name of each eligible swimmer must be placed on the cards by the team coach. The cards will be certified by the team Tri-County Representative when they are submitted at the Championship Meet Seeding Meeting.
- b. Relay Swimming: 4 of the eligible swimmers will report to the clerk of course prior to the start of the event. Upon reaching the starting blocks, the swimmers will declare their names and their order of swimming to the head lane timer. The head lane timer will then verify that the names are on the relay entry card, and record the order of swimming. Once declared this order cannot be changed.

- c. Should a swimmer whose name is not on the official relay entry card report to the head lane timer, their eligibility to swim must be determined by the Meet Referee or his designee. If the swimmer meets the Championship Meet eligibility requirements, (Rule 14, Section 2), their name shall be written on the official relay entry card and the relay will be allowed to swim and score points according to its order of finish in the event. If the swimmer does not meet these requirements, the relay will be allowed to swim unofficially and not score points or place in the event.

SECTION 9 All entries must be submitted electronically by noon on Monday before the seeding meeting called for the purpose of seeding the Championship Meet.

SECTION 10 Penalties for being entered illegally on the official entry file or swimming illegally are as follows:

- a. Swimming or being entered out of age group, the swimmer shall be disqualified in the event.
- b. If a swimmer is illegally entered on the entry file as to the number of events and if the infraction is detected prior to the start of preliminaries for his age group, the swimmer shall be permitted to swim the first two individual events in which he has been entered and will be scratched from all subsequent individual events.
- c. Should a swimmer swim in more than two individual events or in more than one relay of the same type he shall be disqualified in all events that he has swum and may not compete in the remainder of the meet.
- d. Any club guilty of any infractions resulting in penalties under this section shall be subject to such penalties as the TCSPA Board shall decide, including, but not limited to, probation or expulsion.

SECTION 11 Preliminaries and Relay Timed Finals will be seeded with the individuals submitted on the official Tri-County entry files. All seed

times for both individual and relay entries shall come from legal qualifying times achieved during the regular season dual meet season and will be extracted from the official TCSPA database.

SECTION 12 When swimming in a six-lane pool, finalists will be chosen from the fastest times achieved during the preliminaries in each individual event. If 12 places of finish will be scored, the fastest 6 times will be considered the "A Final" heat, the next fastest 6 times will be considered the "B Final" (B Consolation) heat, and if 18 places of finish will be scored, the next fastest 6 times will be considered the "C Final" (C Consolation) heat.

When swimming in an eight-lane pool, finalists will be chosen from the 16 fastest times for each individual event. The fastest 8 times will be considered the "Final" heat and the remaining 8 times will be considered the "Consolation" heat.

All Championship relays will be scored as "Timed Finals."

SECTION 13 Scratch Procedures

Once the Championship Meet seeding meeting has concluded, all individual and relay entries will be considered official. Only administrative, computer or printing errors, if discovered prior to the start of the meet, may be corrected by the Administrative Referee with Meet Referee approval.

1. Preliminaries and Timed Finals
 - a. Any swimmer who fails to compete in a preliminary individual event in which they were seeded and has not been scratched will be barred from further individual and relay events. Such swimmer shall not be barred from swimming in a finals event for which they have previously qualified.
 - b. Any relay which fails to compete in the timed finals event in which they were seeded will be disqualified. Due to the limited number of

Championship Meet relay entries allowed, teams are encouraged to carefully review their commitment to swimming in the event prior to accepting their seed. Removing their entry during the seeding meeting will allow a lower seeded team to be officially entered and compete.

- c. A swimmer may withdraw from a preliminary event, after being officially seeded, with a declared false start. Notice must be given to the Referee or his designee, prior to the start of their heat and they will be disqualified. This will not disqualify them from further competition or nullify previous performances.
- d. A swimmer may withdraw from any event (preliminary or final) when an illness or injury certified by a physician or the Referee forces them to withdraw. A swimmer may be reinstated by the Referee in a later event after the illness or injury if a physician verifies the recuperation.
- e. The Referee shall disqualify a swimmer for deliberate delay of meet if they fail to appear at the starting platform ready to swim in time for the initial start of their preliminary heat.

2. Finals

- a. The Coach of a swimmer qualifying for a C, B, or A (bonus or consolation final or) final race based upon the results of the preliminaries must notify the Chief Scorer within thirty (30) minutes after announcement of the qualifiers for that race that their swimmer may not intend to compete and further declares their final intentions within thirty (30) minutes following their last individual preliminary event.
- b. Scratches may be made only by the Coach within the 30 minute time limit specified in the rule. The announcer shall announce the 12 (or 16 or 18) finalists and the alternates for each individual event, stating the exact time of the announcement for the guidance of the Coaches. The Announcer shall keep a record of the time of such announcements for examination by Meet Officials.
- c. Any swimmer who fails to compete in a final individual event in which they were seeded and has not been scratched will be barred from all further individual and relay events for the remainder of the meet.
- d. A declared false start or deliberate delay of meet is not permitted and will be regarded as a failure to compete.
- e. No penalty shall apply for failure to withdraw or compete in

an individual event if it is determined by the Referee that failure to compete is caused by circumstances beyond the control of the swimmer.

Scoring of the Finals will be as follows:

For twelve places of finish:

Individual events:

Finals: 16, 13, 12, 11, 10, 9

Consolation: 7, 5, 4, 3, 2, 1

Relay events:

Finals: 32, 26, 24, 22, 20, 18

Consolation: 14, 10, 8, 6, 4, 2

For sixteen places of finish:

Individual events:

Finals: 20, 17, 16, 15, 14, 13, 12, 11

Consolation: 9, 7, 6, 5, 4, 3, 2, 1

Relay events:

Finals: 40, 34, 32, 30, 28, 26, 24, 22

Consolation: 18, 14, 12, 10, 8, 6, 4, 2

For eighteen places of finish:

Individual events:

Finals: 22, 19, 18, 17, 16, 15,

Consoles B: 14, 13, 12, 10, 9, 7

Consoles C: 6, 5, 4, 3, 2, 1

Relay events:

Finals: 44, 38, 36, 34, 32, 30,

Consoles B: 28, 26, 24, 20, 18, 14

Consoles C: 12, 10, 8, 6, 4, 2

Team winners will be determined by the total score accumulated in swimming events only. Trophies will be awarded to the three teams with the highest scores. In case of a tie, duplicate awards will be made.

SECTION 14

Officials: Each club will furnish officials as requested by the TCSPA Officials Committee. Coaches will not be assigned official type duties and will remain off the pool apron at all times. (A special reserved section will be provided for coaches and they may be on that section of the apron only.) Timers must supply their own watches. Please check watch accuracy before the day of the meet.

- SECTION 15 (Deleted - does not apply)
- SECTION 16 Each entrant will be awarded a "Championship Meet" memento.
- SECTION 17 Medals will be awarded to the finalists. Suitable awards will be given for swimmers in the consolation heat.
- SECTION 18 Immediately after the Conclusion of the Meet, the point scores will be totaled by the scorers and the results announced. The President of TCSPA will call for Representatives of the clubs finishing first, second, and third and present them with team trophies.
- SECTION 19 Clubs are responsible to keep their members under control at all times and to discourage needless wandering around the grounds on both days. It is requested that each club have a responsible adult person in the area assigned to its team at all times so as to maintain order. This will free the coaches for more pertinent duties.
- SECTION 20 To pay tribute to the Swimmers who have participated in their last year in TCSPA competition due to age, the customary recognition ceremony will be held prior to the start of the afternoon finals on Sunday. Coaches are requested to have a list of all their swimmers in this category ready to present to the announcer's table no later than 12:30 p.m., Saturday. This is applicable to swimmers whether or not they qualify for this year's Championship Meet.

RULE 15 SUBMISSION OF ENTRY CARDS

A procedure for submitting TCSPA championship qualifying times is as follows: After each dual meet an electronic file for both team roster and dual-meet results is submitted to TCSPA. Cards for qualifying swimmers and relays should be retained by each club in case questions arise and/or data entry mistakes or meet sheet recording mistakes are discovered. The TCSPA database will identify all qualifiers and relay times from the data submitted.

RULE 16 BEST TIMES LIST

A list of the fastest times in each event should be published at least once during the season.

RULE 17 FINAL STANDINGS

Final standings in a division shall be based on points - with two points awarded for a win, one point for a tie, and no points for a loss. The winners in all divisions, except the highest division, shall compete in the next higher division the following year. Ties in standings, for the purposes of determining teams that are changing divisions, are to be broken as follows:

- a. Two Team Ties - If two teams each have equal losses and one team has a loss to the other, the team that defeated the other tied team will be ranked higher.
- b. Ties involving More Than Two Teams - If three or more teams have an equal number of losses and one of these teams defeated the other tied teams it will be ranked highest. The remaining teams will be ranked according to the lowest point difference in lost meets. If three or more teams each have an equal number of losses, and no one team defeated all others of the tied teams, the ranking will be decided by the lower point difference in lost meets.
- c. Two Teams who Tie each other - If two teams are tied in record and had a tied dual meet, and have losses to other teams, then the lowest point difference in lost meets shall apply as described above. If there are no losses to other teams, and/or a tie in point difference in lost meets, then the team that had the most first places in the tied dual meet shall be ranked higher. If this is still a tie, then the number of second places, etc. shall be counted until a determination can be made for the higher ranked team.

RULE 18 ATTIRE FOR OFFICIALS AND SWIMMERS

- SECTION 1 Officials' Attire - the Referee, Starter, and Stroke/Turn Judges must wear a white collared, 2 or 3 button "golf-style" shirt and navy blue slacks, skirts or shorts. Tee shirts or tank tops are not allowed. Recommended but not required are sunglasses, hats and non-skid sneakers, or deck shoes
- SECTION 2 Swimmers' Attire - TCSPA will follow the USA Swimming guidelines and protocols regarding swimsuit attire during competition. This is described in the USA Swimming Technical Rules, Section 102.8 – Swimwear.
- SECTION 3 In competitions, swimmers who choose to wear caps are strongly encouraged to wear their TCSPA's team or color cap. A swimmer who chooses to wear a cap other than their TCSPA's team or color cap cannot be disqualified because their cap is not the team or color cap.
- SECTION 4 The Tri-County Swimming Pool Association allows the use of Technical Suits by any swimmer in any competition.

Go to the USA Swimming web site (www.usaswimming.org) and link to "For You" then "Officials" then "Rules and Regulations". The rulebook can be viewed. A swimmer or their parent/guardian may apply for a "Waiver of swimsuit restrictions for religious or medical reasons". Those requests would be sent to the TCSPA Swimming and Officials Coordinator.

APPENDIX A

TRI-COUNTY SWIMMING POOL ASSOCIATION CODE OF CONDUCT

In assuming our responsibility to promote positive values, ethical behavior and integrity in the sport of swimming, the Tri-County Swimming Pool Association (TCSPA) encourages a renewed emphasis on sportsmanship and good conduct in all levels of participation. We have the potential to provide a positive example for our swimmers. The actions we display must be a model of desired behavior.

UNSPORTSMANLIKE CONDUCT AT A DUAL MEET

Unsportsmanlike conduct shall include but not be limited to the following:

- a. Any person* who strikes or physically abuses an official, coach, participant, or spectator.
- b. Any person* who intentionally incites participants or spectators to violent or abusive action.
- c. Any person* who uses obscene gestures or profane or unduly provocative language or actions toward an official, coach, participant or spectator.
- d. Any person* who displays signs or body painting of an offensive nature.
- e. See Appendix B for definition of bullying.

CONSEQUENCES

The Meet Referee will have all discretion to sanction anyone found to have acted in an unsportsmanlike manner in any way they deem appropriate including, but not limited to, a verbal reprimand, requiring apologies be made, disqualifying a swimmer from an future individual events in the current meet, disqualifying a swimmer from any future relay events in the current meet, and requesting that the swimmer/person* leave the premises. If a disqualification from future events in the current meet occurs, the Meet Referee will communicate such decision to both coaches and representatives before any swimmers are notified. Teams with disqualified swimmers will be allowed to substitute another swimmer in the race, assuming they can still follow the rule that the change must be made at least three races in advance. Disqualification from future meets will need to be a committee decision. This disqualification is a judgment call by the Meet Referee and the decision is final and may not be appealed. Officials are reminded that prudent judgment should be utilized prior to any disqualification and they must be certain that the act warrants disqualification.

COACHES CONDUCT

In the case of an unsportsmanlike disqualification of a coach, the above process will apply. In addition, the following procedure will be employed:

1. Following disqualification, the Meet Referee and the offending team's Tri-County Representative should ascertain the availability of another coach who can assume responsibility for the team.
2. The Meet Referee will mail written notification of the coach's disqualification to the TCSPA Swimming coordinator and the TCSPA Secretary on the Disqualification (DQ) Form on the day of the incident

*TCSPA defines 'any person' to include spectators, participants, coaches and officials.

3. The TCSPA Swimming Coordinator and the TCSPA Secretary will issue a written reprimand to the offending coach within three days of receipt of the DQ Form.
4. The TCSPA Secretary will send a copy of the DQ Form to those Tri-County Representatives in the same division as that of the offending coach within two days of receipt of the DQ Form.
5. The TCSPA Secretary will also send a copy of the written reprimand to the offending coach's Board of Directors within three days of receipt of the DQ Form.

Should any coach be disqualified for a second time in one season for unsportsmanlike conduct, the disqualification process will be repeated. In addition:

6. A coach disqualified for a second unsportsmanlike offense will automatically be suspended from the next scheduled A-meet [Championship Meet included, which will count as two meets (Prelims and Finals)]. Such suspension prevents a coach from being present at the site.
7. A coach who is disqualified a second time, resulting in suspension, will be required to appear before the TCSPA Executive Board.

APPENDIX B:

Guidelines to Address Bullying at the Burt German Tri-County Championship Meet

PURPOSE

Bullying of any kind is unacceptable at the Tri-County Swimming Pool Association Championship Meet and will not be tolerated. Bullying is counterproductive to league spirit and can be devastating to a victim. The TCSPA is committed to providing a safe, caring and friendly environment for all of our members. If bullying does occur at the championship meet, all participants and their families should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a referee, coach, parent or Tri-County Representative.

Objectives of the League's Bullying Policy and Action Plan:

1. To make it clear that the league will not tolerate bullying in any form at the championship meet.
2. To define bullying and give all league athletes, coaches, parents and officials a good understanding of what bullying is.
3. To make it known to all parents, swimmers, coaching staff and club members that there is a policy and protocol should any bullying issues arise.
4. To make how to report bullying clear and understandable.
5. To spread the word that the TCSPA takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

WHAT IS BULLYING?

Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress.

Bullying is the severe or repeated use by one or more members of oral, written, electronic or other technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or a physical act or gesture, or any combination thereof, directed at any other member that to a reasonably objective person has the effect of:

- i. causing physical or emotional harm to the other member or damage to the other member's property;
- ii. placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
- iii. creating a hostile environment for the other member at any activity;
- iv. infringing on the rights of the other member at any activity; or

- v. materially and substantially disrupting the training process or the orderly operation of any activity

TRI-COUNTY CHAMPIONSHIP MEET REPORTING PROCEDURE

An athlete/who feels that he or she has been bullied is asked to do one or more of the following things:

- Talk to your parents;
- Talk to a Club Coach, Tri-County Representative, or other designated individual from their respective club.
-

There is no express time limit for initiating a complaint under this procedure, but every effort should be made to bring the complaint to the attention of the appropriate league leadership as soon as possible to make sure that memories are fresh and behavior can be accurately recalled and the bullying behavior can be stopped as soon as possible.

HOW WE HANDLE BULLYING

If bullying is occurring during the Tri-County Championship meet, we **STOP BULLYING ON THE SPOT** using the following steps:

1. Intervene immediately. It is ok to get another adult to help.
2. Separate the kids involved.
3. Make sure everyone is safe.
4. Meet any immediate medical or mental health needs.
5. Stay calm. Reassure the kids involved, including bystanders.
6. Model respectful behavior when you intervene.
- 7.

If bullying is occurring at the championship meet or it is reported to be occurring at the championship meet, we address the bullying by **FINDING OUT WHAT HAPPENED** and **SUPPORTING THE KIDS INVOLVED** using the following approach:

FINDING OUT WHAT HAPPENED

1. **First, we get the facts.**
 - a. Keep all the involved children separate.
 - b. Get the story from several sources, both adults and kids.
 - c. Listen without blaming.
 - d. Don't call the act "bullying" while you are trying to understand what happened.
 - e. It may be difficult to get the whole story, especially if multiple athletes are involved or the bullying involves social bullying or cyber bullying. Collect all available information.

2. **Then, we determine if it's bullying.** There are many behaviors that look like bullying but require different approaches. It is important to determine whether the situation is bullying or something else.
 - a. Review the definition of bullying;
 - b. To determine if the behavior is bullying or something else, consider the following
 - c. questions:
 - What is the history between the kids involved?
 - Have there been past conflicts?
 - Is there a power imbalance? Remember that a power imbalance is not limited to physical strength. It is sometimes not easily recognized. If the targeted child feels like there is a power imbalance, there probably is.
 - Has this happened before? Is the child worried it will happen again?
 - d. Remember that it may not matter “who started it.” Some kids who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior.
 - e. Once you have determined if the situation is bullying, support all of the kids involved.

SUPPORTING THE KIDS INVOLVED

3. Support the kids who are being bullied

- a. Listen and focus on the child. Learn what’s been going on and show you want to help. Assure the child that bullying is not their fault.
- b. Work together to resolve the situation and protect the bullied child. The child, parents, and fellow team members and coaches may all have valuable input.

4. Address bullying behavior

- a. Make sure the child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
- b. Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
- c. Work with the child to understand some of the reasons he or she bullied. For example:
 - i. Sometimes children bully to fit in or just to make fun of someone is a little different from them. In other words, there may be some insecurity involved.
 - ii. Other times kids act out because something else—issues at home, abuse, stress—is going on in their lives. They also may have been bullied. These kids may be in need of additional support.

- d. Involve the kid who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others. For example, the child can apologize to the bullied child.

While we should do everything in our power to resolve these issues in the manner set forth above, we also recognize that bullying is unsportsmanlike conduct and should be addressed as such. To that end we created a procedure for dealing with unsportsmanlike conduct in the form of bullying at the Tri-County Championship meet involving a committee with procedures to sanction a swimmer who engages in such conduct.

5. Support bystanders who witness bullying. Every day, kids witness bullying. They want to help, but don't know how. Fortunately, there are a few simple, safe ways that athletes can help stop bullying when they see it happening.

- a. Be a friend to the person being bullied;
- b. Tell a trusted adult – your parent, coach, or club board member;
- c. Help the kid being bullied get away from the situation. Create a distraction, focus the attention on something else, or offer a way for the target to get out of the situation. "Let's go, practice is about to start."
- d. Set a good example by not bullying others.
- e. Don't give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away.

APPENDIX C:

**PROCEDURE FOR DEALING WITH UNSPORTSMANLIKE
CONDUCT AT THE TRI-COUNTY CHAMPIONSHIP MEET**

Prior to the meet, the Tri-County Executive Board shall select 6 Tri-County representatives, one from each division, who, along with the meet referee, will act as a committee during the meet to address issues of unsportsmanlike conduct.

If/when unsportsmanlike conduct (including but not limited to harassment/intimidation or bullying) is brought to the referee's attention the referee shall follow the preliminary procedures set forth in the Guidelines attached hereto and shall convene the committee referenced above to discuss the issue. At the very latest the committee should meet at the end of the current session.

The committee shall follow the guidelines attached for gathering information to the best of its ability and shall determine what action, if any, to take. The committee will have all discretion to sanction anyone found to have acted in an unsportsmanlike manner in any way they deem appropriate including, but not limited to, a verbal reprimand, requiring apologies be made, disqualifying the swimmer from individual events, disqualifying the swimmer from relay events, and requesting that the swimmer leave the premises. In reaching this determination the committee should consider all of the circumstances as set forth in the attached guidelines. If the Committee cannot reach a unanimous decision upon the degree or type of sanction, than a vote of the Committee will be required upon the various sanctions suggested by Committee members.

Any sanction that results in the disqualification of a swimmer from any event(s) must be agreed upon by 5 of the 7 Committee members. Any sanction that does not result in the disqualification of a swimmer from swimming events can be by simple majority.

If a swimmer from a committee member's club is involved in the issue in anyway, that representative should recuse himself from the committee and another representative from that division should be appointed.

The committee's decision should be rendered promptly and should be final in all respects. Due to the timing of the championship meet, there shall be no opportunity to appeal the committee's decision.