

# **AUSTIN AQUATIC LEAGUE**

## **BYLAWS**

*(Revised 2008)*

### **PREAMBLE**

Understanding our children's welfare to be our first consideration, we have come together to create an atmosphere of friendly competition and personal satisfaction for our swimmers. The design and management of our league will stress individual challenge, measurements and improvement in a sportsmanlike fashion that will enhance the child's satisfaction in himself and his team. Because the rewards to neighborhoods, clubs, families and coaches are no greater than secondary to the swimmers satisfaction, it shall be a commitment from all involved to be sure all competition is conducted with the highest level of virtues of clean competition and sportsmanship. With these ideals foremost in our minds, we form the Austin Aquatic League.

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## **I. STATEMENT OF PURPOSE**

The Austin Aquatic League shall operate through organized swimming competition for the benefit of the young swimmers involved. It shall maintain a summer league program of competitive swimming which shall be designed to allow the participating children to learn how best to seek the personal rewards offered by participating in the sport; to challenge themselves, measure growth of their strengths and know the satisfaction of accomplishment without having been subjected to destructive pressures; to learn how to think and act in a sportsmanlike fashion; to belong to a team and to enjoy the experience of competitive swimming.

All competition shall be conducted on the highest level and every adult associated with the program should emphasize by work and action the virtues of clean competition and sportsmanship.

## **II. THE LEAGUE**

- A. The League shall be called Austin Aquatic League (AAL).
- B. Members of the league as of 2008 consist of Balcones Woods Club (BW), Forest Area Swim Team (F.A.S.T.), Great Hills/Jester Estates/Lakewood (GJ), Twin Creeks Country Club (TC) and Westover Hills Club (WO).
- C. Additional members may be added after a one-year probationary period. Probation is defined as a non-voting period. Members may be added or removed if approved by a two-thirds vote of all league board members.
- D. If an additional year of probation is required, the AAL shall stipulate the requirements for permanent membership.
- E. Each member club shall appoint a board member and an alternate and submit those names in writing to the Austin Aquatic League Secretary.
- F. Amendments to these by-laws may be made with a two-thirds vote of the Board.
- G. The AAL fiscal year ends December 31<sup>st</sup>.

## **III. LEAGUE OFFICIALS**

- A. Officers of the league shall be President, Vice-President, Secretary, Treasurer, Ribbons & Awards Chair and League Meet Director and shall be selected on a rotating basis.
- B. Each officer shall be a parent representative of a different team and may vote. Coaches may not vote for parent representatives during league

business, but coaches may attend league meetings.

- C. The President shall preside over all business meetings of the league and have all the powers normally delegated to such office.
- D. The Vice-President and Computer Chairman shall conduct business for the league as requested by the President, chair the By-Laws Committee, maintain an up-to-date copy of league records, and ensure that necessary computer supplies are ordered for dual meets and the championship meet (paper, ribbon labels).
- E. The Treasurer shall care for and record all fees and assessments and provide a detailed accounting of all funds.
- F. The Secretary shall take the minutes of any meetings and send a copy to each team representative in the league.
- G. The Ribbons and Awards Chair will order sufficient ribbons and DQ slips to cover the coming dual meet season (DQ slips should be in sufficient quantity to be used in the Championship Meet). The Chair will also order awards for the Championship Meet to include ribbons, medals and trophies. Medals will be given to the first six places in all championship events – including all relays.
- H. The League Meet Director shall act as arbitrator for any questions or conflicts concerning eligibility and sportsmanship. League Meet Director shall serve as Championship Meet Director. The League Meet Director shall maintain the league's strobe starters and Dual Meet Critique form, order 60 US Swimming Rules books (short form) and organize the meet officials Stroke and Turn Clinic.

#### **IV. FEES AND ASSESSMENTS**

- A. An annual entry fee will be set and assessed each member team. These fees are to be paid to the League Treasurer by May 15<sup>th</sup>. Money for additional swimmers must be paid to the Treasurer 14 days prior to Championships.
- B. The annual entry fee will be used exclusively for ribbons and awards for league meets and other incidental expenses incurred for correspondence and meets.
- C. Additional assessments, when approved by two-thirds of the league board members, may be made to cover costs or awards and league approved equipment not covered by the annual entry fee.

- D. In accordance with laws pertaining to tax exempt status, all assets of the League are dedicated in perpetuity to use solely for summer swimming competition for children under the age of 18.

## **V. CONDUCT OF SWIMMING MEETS**

- A. Before the season begins, the league board shall establish a dual meet guide, and a schedule of meets for the season, consisting of dual meets and the Championship meet.
- B. (1) If a Meet is canceled due to inclement weather, it may be rescheduled by mutual agreement of the teams. If not held within two weeks, the Meet is canceled. A Meet in progress for inclement weather and rescheduled shall start at the point at which the original Meet stopped.
- (2) If a Meet is canceled by the Home Meet Director for any reason, the leader after half of the days' events have been completed is considered to be the winner. If fewer than half the days' events have been completed, there is no declared winner. Unswum events and canceled Meets will count toward fulfilling eligibility requirement towards the Championship Meet.
- C. The home team shall provide for dual meets:
1. Meet Director
  2. Starter: the combination strobe light/horn system will be used for all starts. A back-up gun will be available.
  3. Announcer
  4. Official Coach for home team
  5. Nine (9) timers and watches plus a head timer with two (2) watches (unless other arrangements are made prior to the meet)
  6. Three (3) stroke/touch judges
  7. Three scoring and ribbon officials (including heat ribbon distribution)
  8. False start rope
  9. Two (2) ready bench volunteers
  10. Two (2) runners
  11. One (1) computer operator
  12. Sufficient Life Guard Coverage
- D. The visiting team shall provide:
1. Official Coach for their team
  2. Three (3) stroke/touch judges
  3. Nine (9) timers and watches (unless other arrangements are made prior to the meet)

4. Three (3) scoring and ribbon officials (including heat ribbon d distribution)
  5. Two (2) ready bench volunteers
  6. Official team representative
  7. Two (2) runners
  8. One (1) computer operator
  9. False Start Technician
- E. Backstroke flags will be provided and placed approximately five yards/meters from the ends of the pool, physical conditions permitting.
- F. Provisions should be made by the home team to keep spectators a reasonable distance from the pool so that meet officials can perform their duties. The meet director shall determine which areas are restricted to swimmers and meet officials.
- G. In dual meets, teams are not restricted as to the number of children in each event.
- H. The official watch times will be used to place the swimmers in order of finish. Three watches will be provided for each lane. A head timer will start two watches at each race for back-up, in case a lane timer's watch malfunctions.
- I. There shall be no preliminaries in any event.
- J. The following are dual meet entry rules:
- (1) Swimmers may be entered in only three individual and two relay events. Swimmers may not swim in the same event in two different age groups.
  - (2) 1<sup>st</sup> through 3<sup>rd</sup> place ribbons will be awarded for the relay teams. Team points will be earned only by the first place team.
  - (3) The entry list is the official entry. This list will be shared with the opposing team at the time of seeding the meet. The entry list and matching data are to be exchanged no later than 6:00 p.m. Thursday for individual events and 6:00 Friday for relay events prior to the Saturday's meet.

## VI. SCORING RULES

A. When the time sheets arrive from the timers, the official scorer determines the official time using the following guidelines:

(1) When two of the three times agree, that is the official time.

(2) If all three times are different, the middle time is used. Exception: if one of the three times is more than one second away from the other two, it is disregarded and the remaining two times are averaged.

(3) If only two times are available, they are averaged.

B. Points will be awarded on the following basis:

(1) Dual Meets

<u>Individual Events</u>	<u>Relays</u>
1 <sup>st</sup> – 5 points	1 <sup>st</sup> – 5 points
2 <sup>nd</sup> – 3 points	2 <sup>nd</sup> – 0 points
3 <sup>rd</sup> – 1 point	3 <sup>rd</sup> – 0 points

(2) Championship Meet

<u>Individual Events</u>	<u>Relays</u>
1 <sup>st</sup> – 7 points	1 <sup>st</sup> – 14 points
2 <sup>nd</sup> – 5 points	2 <sup>nd</sup> – 10 points
3 <sup>rd</sup> – 4 points	3 <sup>rd</sup> – 8 points
4 <sup>th</sup> – 3 points	4 <sup>th</sup> – 6 points
5 <sup>th</sup> – 2 points	5 <sup>th</sup> – 4 points
6 <sup>th</sup> – 1 point	6 <sup>th</sup> – 2 points

C. An individual or relay team swimming unopposed will receive awards and points.

D. In case of a tie, the points for the place tied and the following place(s) are added together and divided equally between the competitors.

## VII. ELIGIBILITY

A. Individuals may represent a club as a swimmer only if they are considered bona fide club members with the following stipulations:

(1) If a swimmer lives in a subdivision that requires automatic club membership, and that club is a member of the AAL, said swimmer must represent that team.

(2) If a swimmer is a member of two or more clubs, none of which or all of which have automatic membership based on residency, the swimmer can choose the team he wishes to represent.

- (3) A swimmer who does not have any club membership cannot join any team.
- (4) Coaches' immediate family may swim with the team, providing they meet the team's membership requirements.
- (5) The violation of any of the above entry requirements will result in forfeiture of any meets in which an ineligible swimmer participated.
- B. A swimmer must participate in at least 2 scheduled team practices the week of each meet to be eligible to participate in that week's meet. Exceptions may be made at the coach's discretion for children attending a week long camp, family vacation, or illness.
- C. Swimmers 7 and older must swim in at least two individual events in at least two dual meets to be eligible for the Championship Meet. Swimmers 6 and under must swim in at least one individual event in at least two dual meets to be eligible for the Championship meet. To be eligible to swim in the Championship Meet, all swimmers must have a dual meet time in their entered events (no NT entries in Championship Meet). Intra-squad meets do not fulfill this requirement, unless approved by two-thirds of the league representatives.
- D. No ineligible swimmer shall complete in any league meet.
- E. A registration form for each swimmer must be submitted to the team 5 days before a dual meet in which the swimmer participates. The registration form must be complete and signed by the swimmer's parent to be valid.
- F. A swimmer must be younger than 19 years of age on June 1<sup>st</sup> of the current year.
- G. A swimmer's age as of June 1<sup>st</sup> of the current season will fix the level at which he/she may compete during the season.
- H. Rule changes regarding eligibility cannot be made during the season, only before and after the season by a two-thirds vote of the league board.
- I. All age groups are defined as being open to swimmers of that age group or any younger age. A swimmer cannot swim in two different levels in the same stroke of relay event.

- J. Swimmers shall compete only against members of their own sex.  
For individual events and relays, age groups shall be:

6 and under  
8 and under  
10 and under  
12 and under  
14 and under  
18 and under

### **VIII. SCHEDULE OF EVENTS**

- A. The listed schedule of events should be followed for league meets, as this schedule will be used in the Championship meet. However, by mutual consent, modified meets may be scheduled with different formats.
- B. The events will be held in the order specified, with the girls' event first and then the boy's event, starting with the youngest age group first. (Even-numbered events, girls; and odd-numbered events, boys)
- C. Order of events:
1. 6 and under Free Relay
  2. Medley Relay
  3. Freestyle
  4. Individual Medley
  5. Backstroke
  6. Breaststroke
  7. Butterfly
  8. Freestyle Relay
  9. Parents 100 freestyle relay (no points awarded)
- D. Events in order:

<b>Girls Event #</b>	<b>Order of Events</b>	<b>Boys Event #</b>
1	<b><u>100 yd Free Relay</u></b> 6 & under	2
3	<b><u>100 yd Medley Relay</u></b> 8 & under	4
5	10 & under	6
	<b><u>200 yd Medley Relay</u></b>	
7	12 & under	8
9	14 & under	10
11	18 & under	12
	<b><u>25 yd Freestyle</u></b>	
13	6 & under	14
15	8 & under	16
17	10 & under	18
	<b><u>50 yd Freestyle</u></b>	

19	12 & under	20
21	14 & under	22
23	18 & under	24
	<b><u>100 yd Individual Medley</u></b>	
25	10 & under	26
27	12 & under	28
29	14 & under	30
31	18 & under	32
	<b><u>25 yd Backstroke</u></b>	
33	6 & under	34
35	8 & under	36
37	10 & under	38
	<b><u>50 yd Backstroke</u></b>	
39	12 & under	40
41	14 & under	42
43	18 & under	44
	<b><u>25 yd Breaststroke</u></b>	
45	6 & under	46
47	8 & under	48
49	10 & under	50
	<b><u>50 yd Breaststroke</u></b>	
51	12 & under	52
53	14 & under	54
55	18 & under	56
	<b><u>25 yd Butterfly</u></b>	
57	6 & under	58
59	8 & under	60
61	10 & under	62
	<b><u>50 yd Butterfly</u></b>	
63	12 & under	64
65	14 & under	66
67	18 & under	68
	<b><u>100 yd Free Relay</u></b>	
69	8 & under	70
71	10 & under	72
	<b><u>200 yd Free Relay</u></b>	
73	12 & under	74
75	14 & under	76
77	18 & under	78

# CHAMPIONSHIP GUIDE

## SECTION I

1. Appeals must be made to the League Vice President through the team representative ONLY. Parents and coaches may NOT be involved in the formal appeal process. The League Vice President is the final arbiter on all appeals except those involving his Club. The President of the League is the final arbiter on disputes involving the Vice President's team. Appeals should be made at the time an infraction occurs or at the time incorrect information is posted from the computer.

2, Each team will provide the following for the Championship Meet: *The number of volunteers for each position will be determined based on the number of teams involved in the Championship Meet.*

Meet Director  
Timers  
Stroke Judges  
Ready Bench Assistants  
Runners  
Computer Chair  
Scorers  
Ribbons  
Hospitality  
Announcer  
Starter  
Marshals  
Liaisons (*between deck and team, if needed*)

The League is responsible for assigning teams to "Lead" these committees. Each committee chair is responsible for setting a schedule that includes volunteers from each team.

## **SECTION II**

### **JOB DESCRIPTIONS**

#### **A. Meet Director**

See Home Meet Director guidelines from the dual meet guide.

#### **B. Head Stroke Judge**

1. The purpose of the Head Stroke Judge is to ensure that DQ slips are valid before they are sent to scoring. All DQ's should go to the table of the Head Stroke Judge to be checked for validity before going to the computer. Two signatures must be present and each slip should be checked against the heat sheet for swimmer and team. The swimmer's name should be added to the DQ slip if at all possible.
2. The Head Stroke Judge will keep a list of stroke judges with their initials in case of question.
3. There will be eight trained stroke judges at all times. Each stroke judge should wear a badge of office so they are readily identifiable.
4. The Head Stroke Judge is not responsible for arbitrating deck disagreements between stroke judges; this is the responsibility of the Championship Meet Director

#### **c. Head Scorer**

1. Head Scorer will be responsible for merging team meet entries and preparing heat sheet.
2. Any changes to the posted scoreboard will be noted in red at the earliest possible time.

## **SECTION III**

### **HEAT SHEETS**

The Computer Chair will be responsible for providing official heat sheet computer files to each team after seeding the Meet. Each team will be responsible for posting heat sheets on their respective websites and making any copies needed for volunteers, parents, coaches and swimmers.

## **AUSTIN AQUATIC LEAGUE DUAL MEET GUIDE**

### **January 2008**

This Austin Aquatic League Dual Meet Guide has been developed to assist each team to prepare for the dual meet season. It offers a standard approach for preparing for each dual meet, and sets standards for conducting each meet.

The Dual Meet Guide is intended to provide all necessary references for (a) the training of volunteers and (b) the conduct of a dual meet. The Guide is based on a combination of hints, operating experiences and direct references to the AAL Bylaws. It is not intended to replace the Bylaws. It is hoped the Guide will provide a practical sequenced format for preparation and conduct of dual meets.

Applicable sections of this guide should be available to each swim group volunteer during any meet.

The Dual Meet Guide has been organized in six sections to provide easy access to specific instructions. The first four deal with preparations and job descriptions, the fifth lists all circuit forms and the sixth lists team information.

SECTION I	GENERAL PREPARATIONS FOR THE SEASON
SECTION II	SPECIFIC PREPARATIONS FOR HOME TEAM
SECTION III	SPECIFIC PREPARATIONS FOR VISITING TEAMS
SECTION IV	JOB DESCRIPTIONS FOR EACH AREA
SECTION V	OFFICIAL AUSTIN AQUATIC LEAGUE FORMS
SECTION VI	GENERAL INFORMATION ABOUT THE TEAMS

Maintenance of the Dual Meet Guide is the responsibility of the AAL League Vice President. If you have any recommendations for improvements to this Guide, please contact this individual or your AAL Board representative.

## SECTION I

### **GENERAL PREPARATION FOR THE SEASON**

1. Coaches and parents are reminded to read and practice the principles of the AAL as outlined in the preamble to the AAL Bylaws. We should place above all else the importance of creating a positive environment for all the children involved in the activities of this league.

#### AUSTIN AQUATIC LEAGUE PREAMBLE

“Understanding our children’s welfare to be our first consideration, we have come together to create an atmosphere of friendly competition and personal satisfaction for our swimmers. The design and management of our league will stress individual challenge, measurements and improvement in a sportsmanlike fashion that will enhance the child’s satisfaction in himself and his team. Because the rewards to neighborhoods, clubs, families and coaches are no greater than secondary to the swimmers satisfaction, it shall be a commitment from all involved to be sure all competition is conducted with the highest level of virtues of clean competition and sportsmanship. With these ideals foremost in our minds, we form the Austin Aquatic League.”

(Reprinted from AAL Bylaws, November 11, 1988)

2. Every Meet official must recognize the importance of their contribution to the conduct of a swim meet. The fairness of the meet operation relies upon the attention and cooperative performance of all meet officials. During every meet, there are critical periods which require the special attention of all meet officials. This may mean missing your child’s swim or finish, but it is necessary that we be fair to all swimmers. If this is unreasonable, please ask to be relieved of your duties in advance. All officials should refrain from showing bias while “on the deck”.
3. Each team should select an active support organization prior to the end of a season. Included in the organization should be a specific individual to serve as the MEET DIRECTOR in the upcoming year. This individual will be the focal point and authority in preparation and conduct of the upcoming dual meets.

This responsibility ideally should be separated from any other key responsibility (e.g., coach or president) because of the conflict of responsibilities during critical periods. The Meet Directors will act as the official points of contact for channeling communications relevant to preparation for a dual meet between two teams.

## SECTION II

### **SPECIFIC PREPARATION FOR HOME TEAMS**

1. All meets are scheduled to start at 8:00 a.m. on the Saturday prescribed in the schedule except for any deviations due to weather, etc... which may be made by the Home Meet Director. The start time and date of the meet may be changed in advance only by mutual consent of the competing teams. The meet shall start only after the Official Heat Sheets are in the scoring table. The Official Dual Meet results will be the official record for the Leagues Championship meet and seeding times.
2. The Home Meet Director should contact each supporting organization Chair by Thursday prior to the meet to confirm all necessary volunteers have committed. Details to be worked out include:

Equipment Set-up

Announcer (1)

Starter (1)

Stroke/Touch Judges (3 per shift)

Timers with Watches (9 plus Head Timer w/ 2 watches)

Scoring and Ribbon officials (3 including heat ribbon distribution)

Ready Bench (2)

Runners (2-3 per shift)

Computer Operator (1)

Two shifts per meet should be considered.

3. The coach and meet director should discuss the upcoming meet by Thursday to ensure any special requests that need to be accommodated.
4. The coach should prepare a set of heat worksheets for the upcoming meet by Thursday to allow for the preparation of the official heat sheet. This heat sheet (entry list) shall be exchanged with the opposing team's representative at the time of the seeding of the meet. The entry list and matching data are to be exchanged no later than 6:00 p.m. Thursday for individual events and 6:00 Friday for relay events prior to the Saturday's meet. Each swimmer can be seeded in no more than three (3) individual events plus two (2) relays.

Care should be taken when developing this official heat sheet since it governs who may swim in what events. Late entries and scratches may be accepted up to the point of the first starting gun.

A swimmer may be seeded at any age group at or above his or her league age (i.e., as of June 1). Any points accrued by the swimmer stay with the event. A swimmer may "swim up" for both relay events without affecting their safe for individual events: *See article VII Eligibility, Section I, page 7.*

Heat sheet must be posted by Friday. All team members, parents and volunteers should retrieve copies on-line. The Home team will print 30 copies to be sold during the meets.

5. The following equipment and supplies are to be provided at each dual meet by the home team:

Strobe Light Starting System  
Back-up starter's gun, air horn and amplifier  
First Aid Kit  
Official Scoring sheets (for both teams)  
Official DQ Forms  
Official ribbons (for both teams, include extras for ties)  
Clip boards (12-15 for all timers and pairs of stroke judges)  
9 stop watches for 6 lane pools (plus 2 for backup) and spare batteries for watches  
Sharpened pencils (minimum of 20 for all workers on both teams)  
Drinks for volunteers (water, lemonade)  
Name tags  
Computer and printer for results and ribbon preparation

6. The meet facilities should be checked to ensure that all equipment is in good working condition. This list includes:

Pool area:

- \* Clean, chemically balanced water
- \* Lane lines between all lanes and along the edge for odd-shaped areas (i.e. diving wells)
- \* Back stroke flags (6 feet above water, 15 feet from each end, and strung tightly so as not vary significantly)
- \* False start line
- \* Starter's strobe light system – recharge night before meet
- \* Amplifier for starter

Ready Bench Area:

- \* 3-4 rows of benches or chairs (width based on the number of lanes in your pool)

Announcer area:

- \* Amplifier system which can be heard in the pool and swimmer areas
  
- \* Scoring and ribbon area
- \* Protected tables and 6-8 chairs

Computer area:

- \* Protected table with computer and printer

Special consideration should be given to provide adequate and reasonable accommodations for the visiting teams' swimmers, workers and spectators.

### **SECTION III**

#### **SPECIFIC PREPARATION FOR VISITING TEAMS**

1. The visiting team Meet Director should contact each supporting organization Chair by Thursday prior to the meet to confirm all necessary volunteers have committed. This includes:
  - Stroke/Touch Judges (2 per shift)
  - Timers with watches (9 per shift)
  - Ready Bench (3 per shift)
  - Scoring and Ribbons (3 including heat ribbon distribution)
  - Age Group Parents
  - Computer Operator
  - False Start Technician

You should consider using at least two shifts per meet.

2. The Coach and Meet Director should discuss the upcoming meet by Wednesday to ensure any special request can be accommodated.
3. The Coach should prepare a set of heat worksheets for the upcoming meet by Wednesday to allow for preparation of the Official Heat sheet. This heat sheet (entry list) shall be exchanged with the opposing team's representative at the time of seeding the meet. Each swimmer can be seeded in no more that three (3) individual events, plus two (2) relays.
4. Care must be taken when developing these official heat sheet since it governs who may swim in what events. Late entries and scratches may be accepted up to the point of the first starting gun.
5. A swimmer may be seeded at any age group at or above his or her league age (i.e. as of June 1). All points accrued by swimmers stay with that event. A swimmer may "swim up" for both relay events without affecting their age for individual events; *see Article VII Eligibility, section 1 page 7.*
6. The following equipment supplies are to be provided at the dual meet by the visiting team:
  - 9 stop watches
  - Name tags for all visiting workers.

### **SECTION IV**

#### **JOB DESCRIPTIONS FOR VOLUNTEERS**

1. Volunteers are the heart of the Austin Aquatic League operations. They enable the league to consistently conduct swimming meets which require

complex coordination among hundreds of swimmers and workers without any significant problems or conflicts. This section of the Guide provides a description of the specific responsibilities of each of the volunteers. The list includes:

<b><u>POSITION</u></b>	<b><u>PAGE</u></b>
AGE GROUP PARENTS	
FALSE START TECHNICIAN	
HOME MEET DIRECTOR	
OFFICIAL COACH	
READY BENCH	
RUNNERS	
RIBBONS	
SCORING	
STARTER	
STROKE/TOUCH JUDGE	
TIMER	
VISITING MEET DIRECTOR	
COMPUTER	
ANNOUNCER	

2. This section is intended to provide the chair responsible for any of these areas a guide for recruiting and training a staff of volunteers for the upcoming season. We strongly urge that the chair for any area be experienced in that phase of running a meet.
3. This section also provides the Home and Visiting Meet Directors a standard checklist for ensuring consistency and awareness among the volunteers. The Meet Directors should reinforce specific key references in each job description with workers prior to the start of a meet.
4. The applicable job descriptions contained in this section should be copied and made available to the workers volunteering in these areas and are their responsibility (both prior to and during a dual meet).

## **AGE GROUP PARENTS**

### **I. PREPARING FOR THE SEASON**

(1) **NUMBER REQUIRED** – A minimum of about 6-12 age group parents per team is required for each home and away meet. The number required varies based on how a team elects to assign parents to the 12 age groups.

(2) **CERTIFICATION** – Age group parents are not required to attend a league officials clinic. It is the responsibility of each team to train their own.

### **II. PREPARING FOR A DUAL MEET**

(1) Age group parents are responsible for ensuring swimmers report to the Ready Bench at the time the announcer calls “first call” for their event. The parents should have a copy of the heat sheet from their coach prior to the start of the meet. The parents should pay close attention to the announcer and begin locating their swimmers about 2 events prior to their next number.

(2) The age group parents for the youngest age (6 & under and 7&8 years) are critical to the timely start of the meet. The age group parents for these ages should begin organizing their swimmers at least 30 minutes prior to the start of the Meet. The younger swimmers should be personally escorted to the ready bench for each event to avoid lost time or missing their event.

## **FALSE START TECHNICIAN**

### **JOB DESCRIPTION**

#### **I. PREPARATION FOR THE SEASON**

(1) **NUMBER REQUIRED** – One or two false start technicians should be trained and available to each team.

(2) **CERTIFICATION** – False start technicians are not required to attend a league officials clinic. It is the responsibility of each team to train their own.

#### **II. PREPARING FOR A DUAL MEET**

(1) Prior to the start of the meet, a length of rope should be stretched across the swimmers' lane approximately 10 yards from the starting blocks. This rope should be attached so that it cannot inadvertently fall into the pool, but should be attached in such a manner that it can be purposely triggered to fall into the pool and hinder a swimmer.

(2) At the start of the race, a false start technician should closely watch and listen to the starter. If a false start occurs, he should immediately drop the false start rope into the pool in the path of the swimmers. Retain a grip on the rope and raise it to stop the swimmers.

(3) Should a swimmer ignore the false start rope, the false start technician will let the swimmer continue swimming that lap. **DO NOT ENTER THE WATER** in a effort to stop the swimmer.

## HOME MEET DIRECTOR

### I. PREPARING FOR THE SEASON

(1) NUMBER REQUIRED – One home meet director is required for each home meet. We recommend that each team have 1-2 certified meet directors each year.

(2) CERTIFICATION – All meet directors must attend a League Officials Clinic each year.

### II. PREPARING FOR A DUAL MEET

The Home Meet Director shall be in complete charge of the conduct of the Meet. He/she shall adjudicate all disputes and have the final word in all matters, subject only to a written protest as provided for in the AAL Bylaws.

(1) The Home Meet Director must be involved and approve any negotiations for special requests pertaining to the meet. Such request must be detailed and must be negotiated by Thursday prior to the meet to allow both teams adequate time to prepare. Officials and coaches for both teams must be aware of such exceptions.

(2) The Home Meet Director must ensure that all officials and coaches are aware of their responsibilities prior to the start of each meet. The Home Meet Director should use this Guide assistance for reviewing any special instructions which will pertain to the meet and conveying these to the officials to ensure consistency.

(3) The Home Meet Director shall review the condition of the pool, support facilities, equipment and supplies as outlined in Section II of the Guide prior to the beginning of the meet and ensure corrective action is initiated in accordance with the severity of the problem.

(4) The Home Meet Director shall coordinate the necessary scheduling with meet officials to begin the meet at the scheduled start time. The meet director must verify that the official heat sheets are at the scorer's table by the start time.

(5) The Home Meet Director shall observe the progress of the meet to ensure a smooth integration of activities. Seeking feedback from the various officials and taking action to help, or replace any official who is ineffective, is critical.

(6) The Home Meet Director shall accept protest considering matters of judgment only from the official coach, the Visiting Meet Director, or the team president.

(7) The Home Meet Director may override an official's decision if it is not in agreement with the AAL Bylaws.

(8) Individual awards shall not be recalled except in the cases of: ineligible swimmers or serious unsportsmanlike conduct on the part of the swimmer.

(9) The Home Meet Director shall make the final judgment on postponement or cancellation of a scheduled meet due to inclement weather. Such decisions should be communicated to the Visiting Team Meet Director as soon as possible. Some guidelines for making a decision include:

(a) BEFORE THE MEET – Texas weather is unpredictable, especially early in the morning. It may be best to delay the meet for an hour rather than canceling immediately. If the conditions involve only a light mist, you may have both teams show up on time, which allows for an earlier start if conditions do clear up.

Remember that parents and swimmers were going to spend their whole morning at the meet, so attempting to conduct the meet is generally the best rule. If, however, the meet cannot start by 10:00, or the conditions include severe weather, please do not jeopardize the safety of anyone.

If you decide the cancel early, or delay, call the Visiting Meet Director no later than 6:00 a.m. The visiting team must have adequate time to notify their families before they drive to the meet for warm-ups.

(b) DURING THE MEET – Upon first notice of any severe conditions, take action to suspend activities and minimize risks to both the swimmers and parents. This will most likely involve at least a temporary interruption of the meet.

If the conditions involve only rain, then the decision becomes more difficult. Certainly any heavy rain dictates an interruption of activities, but do not underestimate the importance of quickly delaying a meet in even a light mist; a delayed decision will result in wet, cold swimmers and parents (read VOLUNTEERS!), as well as the destruction of the paperwork necessary to run your meet. Your actions rely partially on the facilities at your pool. Above all else, get out and sample the worst conditions as your judgment must reflect those conditions (i.e. do not stay indoors with part of the people while others are out in the rain). Remember, this is a fun league! Let your judgment reflect this.

(10) All meets are scheduled to start at 8:00 a.m. on the Saturday prescribed in the schedule except for any deviations due to weather, etc... which may be made by the Home Meet Director. The start time and date of the meet may be changed in advance only by mutual consent of the competing teams. The meet shall start only after the official heat sheets are at the scoring table. Late entries and scratches may be accepted up to the point of the first starting gun. Any scratches after that time are considered a missing swimmer and counts as an opposed, swum event. The Official Heat sheets will be the official record for the league Championship meet and seeding times. The official heat sheets and computer information shall be forwarded by the Home Meet Director to the AAL Dual Meet Director after each meet.

(11) The host or home team shall warm-up prior to 6:55 a.m. and must be out of the water to allow the visiting team to begin warm-up promptly at 7:25 a.m. The visiting team shall be allowed to warm-up until 7:55 a.m. and must be out of the water and ready to begin the meet promptly at 8:00 a.m. Deviations to this schedule may be made only by the Home Meet Director.

(12) If a meet is canceled by the Home Meet Director due to inclement weather, it may be rescheduled by mutual agreement of the teams. If not held within two weeks, the meet is canceled. A meet in progress canceled for inclement weather and rescheduled shall start at the point at which the original meet stopped

If a meet is canceled by the Home Meet Director for any reason, the winner after half of the day's events have been completed will be the winner. If fewer than half (38 or less) of the day's events have been completed, there is no declared winner. Unswum events and canceled meets will count toward fulfilling eligibility requirements for the Championship meet.

(13) All swimmers in an event will be seeded by time from slowest to fastest, with slowest swimmers entered into the first heat. Swimmers shall be moved up into empty lanes if it will result in deletion of a heat(s) in an event.

(14) For dual meets, the home team shall provide as a minimum:

- Home Meet Director
- Official Starter
- Announcer
- An Official Coach
- Timers with stopwatches (9 plus 2 extra for head timers)
- 3 Stroke Judges (4 during relays)
- 1 Scoring Official
- 1 Computer Official
- Ribbons Officials

- 2 Ready Bench Personnel
- 2 Runners
- Adequate free drinks (water/lemonade) for all properly identified workers.

(15) For dual meets, the visiting team shall provide as a minimum:

- Designated Visiting Team Meet Director
- An Official Coach – Timer with stopwatches (9)
- 3 Stroke/Touch Judges (4 during relays)
- 1 Scoring Official
- 1 Computer Official
- 2 Ribbons Officials
- 2 Runners
- 3 Ready Bench Personnel
- A False Start Technician

(16) The home team will provide the strobe light starter system and ensure that it is properly charged prior to the meet. The home team shall also provide lane ropes, a false-start rope and backstroke flags (these placed approximately 6 feet above the water across all lanes and 5 yards from each end of the pool). Flag lines shall be set tightly enough to minimize sag and wind movement.

(17) Provisions should be made by the home team to keep spectators a reasonable distance from the pool so that Meet Officials can perform their duties. We recommend each team utilize several team parents to help control swimmers and spectators in this regard. The Home Meet Director is responsible for maintaining orderly passage ways for stroke judges and other meet officials, particularly runners.

(a) NOTICE: - Once a swimmer has been called to “take your mark” position until completion of that heat, that lane belongs to that swimmer. Anyone not swimming who interferes with that swimmer and that lane (except for obvious safety of the swimmer) will be considered an intruder, and that swimmer will be disqualified. If the intruder is from an opposing team, the highest seeded swimmer from the opposing team for that event will be disqualified.

### III. AFTER THE MEET

The Home Meet Director shall make a written report to the AAL President on any disqualification not involving the swimming of an event, or on any unsportsmanlike conduct he or she considers detrimental to the conduct of the meet

*The Home and Visiting Meet Directors shall be responsible for completing the Dual Meet Critique Form and submitting it to the AAL Meet Director prior to the next meet.*

## OFFICIAL COACH

### JOB DESCRIPTION

#### I. PREPARING FOR THE SEASON

(1) NUMBER REQUIRED – A minimum of 1 coach per team is required for each home and away meet.

(2) CERTIFICATION – All official coaches shall attend a league Officials Clinic each year.

#### II. PREPARING FOR A DUAL MEET

The Home Meet Director shall review the following guidelines with all official coaches before the start of each meet.

(1) The official coach shall submit (by e-mail) the official list of entries for each event for his or her team on the Thursday prior to the meet at the convenience of both teams so that the meet can be seeded using the Meet Manager. Late entries and scratches may be turned in to the scoring table up to the point of the first starting gun.

(2) If a swimmer misses an event, he/she can still participate in other, subsequent events.

(3) The official coach (or team president) may submit a written protest to the AAL Vice President within 48 hours on what is considered a serious or deliberate infraction of league Bylaws or unsportsmanlike conduct during a meet.

(4) The official coach is responsible for instructing the swimmers on his or her team in the proper stroke technique as described in the "Stroke Judges preparation", this Section. The coach should work with the swimmers to be attentive and take their marks quickly in response to the instructions of the starter.

(5) The official coach is responsible to counsel any swimmer guilty of unsportsmanlike conduct or abuse of the letter or spirit of the AAL Bylaws.

(6) The official coach is responsible for early negotiation of any special requests dealing with the conduct of the meet. Such requests must be negotiated with the opposing coach, the Home Meet Director, and Visiting Meet Director by Thursday prior to the meet to allow both teams a fair opportunity to prepare.

The official coach is responsible for preparing team entries for each meet by Thursday prior to the meet to allow for the preparation of the official

heat sheets and preparing of the swimmers' entry sheets. A swimmer can be heated in no more than three individual events plus two relays, see *Article VII Eligibility, Section I, page 7*. Swimmers should be seeded with the best times in the last heat.

(a) A swimmer may be heated at any age at or above his/her league age. Any points accrued by the swimmer stay with the event. A swimmer may "swim up" for both relay events without affecting individual events; however, a swimmer may not swim in relays at two different age levels.

(7) Once a swimmer has been called to the "swimmer, take your mark" position until completion of that heat, that lane belongs to that swimmer. Anyone not swimming who interferes with that swimmer and that lane (except for the obvious safety of the swimmer) will be considered an intruder. If the intruder is from that swimmer's team, the swimmer will be disqualified. If the intruder is from an opposing team, the highest seeded swimmer from the opposing team for that event will be disqualified.

*This means that in the event a swimmer ignores a false start signal/rope and continues to swim, no one may jump in to stop that swimmer. Allow the swimmer to complete the lap. A suitable rest period will be given by the starter prior to resuming the heat.*

## READY BENCH

### JOB DESCRIPTION

#### I. PREPARING FOR THE SEASON

(1) NUMBER REQUIRED – A minimum of 2 ready bench workers per team per shift are required for each home and away meet. We recommend that each team recruit and train 4-8 ready bench workers for the year.

(2) CERTIFICATION – Ready bench workers are not required to participate in league training. It is the responsibility of each team to train their own ready bench personnel.

#### II. PREPARING FOR A DUAL MEET

(1) Ready bench workers are responsible for organizing the swimmers into heats before the start of each event. Ready bench workers:

(a) Should have heat sheets for each heat for each event prior to the swimmers being called to the ready bench.

(b) Should verify each swimmer or relay team has a valid entry and compare it with the copy of the official heat sheet. Notify the age group parents of any missing swimmers, and notify the official coach of the swimmers not on the official heat sheet.

(c) Arrange the swimmers from both teams into individual heats. During this process, the ready bench workers may reassign a swimmer to a later (higher seeded) heat if there is an open lane and a remaining swimmer is not left to swim alone in the previously assigned heat. Such changes should only be initiated when they will result in fewer heats. Girls and boys the same age group may be combined but will be scored separately.

(d) When reassigning swimmers to different heat and/or lane numbers, ensure that the starter, timers and stroke judges are aware of changes. Timers, in particular, must change the heat/lane for the swimmer.

(2) Ready bench workers should stage swimmers such that one group moves to the on-deck area (behind the starting blocks) as the group from that area moves to the starting blocks. This is especially important when the second group is required to stand on the starting blocks (e.g. in the back stroke).

## **RUNNER**

### **JOB DESCRIPTION**

#### **I. PREPARATION FOR THE SEASON**

(1) **NUMBER REQUIRED** – A minimum of 2 runners per shift are required for most events at each meet. It is both teams' responsibility to provide runners. We recommend that each team recruit and train 3-6 runners for each year.

(2) **CERTIFICATION** – Runners are not required to attend league training.

#### **II. PREPARING FOR A DUAL MEET**

The Home Meet Director is responsible to review guidelines with all runners before the start of each home meet:

(1) Runners are responsible for obtaining the event sheets for each single length race from the ready bench personnel. These cards must then be delivered to the timers at the appropriate end of the pool. These sheets shall be given to a timer assigned to the lane designated on the event sheet.

(2) Runners will pick up completed event sheets and DQ forms. Be alert for DQ forms from a set of stroke judges on either side of the pool. These forms are to be delivered to the scoring table.

(3) Working as quickly as possible without error since the timers and starter can require as much (or more) time than the swimmers.

## **RIBBONS**

### **JOB DESCRIPTION**

#### **I. PREPARING FOR THE SEASON**

(1) **NUMBER REQUIRED** – A minimum of 1 ribbon worker per team per shift is required for each home and away meet. We recommend that each team recruit and train 5 workers per year.

(2) **CERTIFICATION** – ribbons workers are not required to attend league training.

#### **II. PREPARING FOR A DUAL MEET**

(1) Ribbons workers are responsible for adhering labels to the appropriate ribbons, and organizing ribbons (per teams preference) for distribution after the meet.

#### **III. HEAT RIBBONS**

(1) Heat ribbons will be awarded at the discretion of heat ribbon volunteers in all events at all meets.

## SCORING

### JOB DESCRIPTION

#### I. PREPARING FOR THE SEASON

(1) NUMBER REQUIRED – A minimum of 2 scoring workers per team per shift are required for each home and away meet. We recommend that each team recruit and train 4-5 scorers per year.

(2) CERTIFICATION – scorers are not required to attend league training, but should be familiar with the league software designed to seed and manage dual meets.

#### II. PREPARING FOR A DUAL MEET

(1) Head Scorers are responsible for:

(a) Advising the Home Meet Director that the Official Heat Sheet has been turned in at the scorer's table prior to the start of the meet. The scorers are also responsible to ensure that no deletions are made to the official heat sheet before the planned start time of the meet.

(b) Delivering the completed heat sheets to the Home Meet Director at the end of the meet.

(2) Scoring workers are responsible:

(a) Receiving and organizing the event sheets which are delivered to the scoring table by the runners.

(b) Determining the order of finish for an event, after all heats of an event have been run. Order of finish is determined by:

(i) If two of the three times agree, that is the official time.

(ii) If three times have been recorded, the middle time is the official time for that swimmer. EXCEPTION: If one of the times is one (1) or more seconds higher or lower than the other times, that time will be thrown out and the two remaining times will be averaged to determine the swimmer's time.

(iii) If two times only have been recorded, average the two times for the swimmer's finish time. If they differ by more than one second, consult with the Home Meet Director.

(iv) If only one time has been recorded, that is the official time.

(v) The lowest of the above times is assigned first place, the second lowest is second place, etc... Assign order of finish through at least six (6) places as ribbons will be given for those finishes.

(vi) In the event of a tie, the points for the place tied and the following place are added together and divided equally between the two competitors.

(vii) Disregard any sheets that are marked "DQ" and /or have a DQ form. Ensure that all DQ forms have two sets of initials on them.

(viii) If an event has been swum "unopposed", (as determined by the Official Heat Sheet), points will be awarded as noted below in Section III.1.a.

(c) If these rules do not cover a situation, consult the Home Meet Director. If you see consistent problems with a lane or a timer, call the Home Meet Director so he or she can quell the problem.

(d) Duplicate score sheets are maintained by one worker from each team. These sheets should be reconciled at the end of each stroke. The official score may be passed to the announcer after each reconciliation (if agreed).

(e) The cards are then sorted by team and returned to the team for the time to be recorded on the Official Heat Sheet (and usually on a second heat sheet to be retained by that team). In addition to recording the time (to be used in seeding disputes), the scorer is required to cross off the names of any swimmer who did not swim in an event indicated on the worksheet. DQ's are also to be recorded.

### III. REGULAR SEASON SCORING RULES:

#### (1) INDIVIDUAL EVENTS IN DUAL MEETS:

- |                     |  |
|---------------------|--|
| (a) 1 <sup>st</sup> | 5 points and a BLUE ribbon will be awarded   |
| 2 <sup>nd</sup>     | 3 points and a RED ribbon will be awarded    |
| 3 <sup>rd</sup>     | 1 point and a WHITE ribbon will be awarded   |
| 4 <sup>th</sup>     | 0 points and a PINK ribbon will be awarded   |
| 5 <sup>th</sup>     | 0 points and a YELLOW ribbon will be awarded |
| 6 <sup>th</sup>     | 0 points and a GREEN ribbon will be awarded  |

(b) If a team sweeps an event against another team, they will receive all nine (9) points. If the event was swum unopposed, points will be awarded in the usual manner.

(2) RELAY events in dual meets

- |                     |   |
|---------------------|---|
| (a) 1 <sup>ST</sup> | 5 points and a BLUE ribbon will be awarded  |
| 2 <sup>nd</sup>     | 0 points and a RED ribbon will be awarded   |
| 3 <sup>rd</sup>     | 0 points and a WHITE ribbon will be awarded |

(3) TIES – For a two way tie, the points for the place for which the swimmers have tied and those for the next lower place finish are added together, divided by 2 to determine the point award. Both swimmers are awarded ribbons for the tied place. In the event of a three-way tie, points and ribbons are awarded in a similar manner.

(4) DISQUALIFICATIONS – Disqualified swimmers will not place, and receive no team points or ribbons for that event.

# STARTER

## JOB DESCRIPTION

### I. PREPARING FOR THE SEASON

(1) NUMBER REQUIRED – A minimum of 1 starter is required for all events. Starters should not be changed unnecessarily during a meet. All starters must attend a league Officials Clinic every year. A new starter should be given an opportunity to learn the job prior to a league meet.

### II. PREPARING FOR A DUAL MEET

The Home Meet Director should review the following guidelines with the starter prior to the start of each meet:

(1) The starter shall begin each event by advising the swimmers, judges and timers of the event number, heat number, event name and, if appropriate, the order of strokes.

(2) The starter shall ask the timers, judges and false start technician if they are “ready” prior to the start of each race. The starter should not proceed until all officials signal their readiness by raising a hand.

(3) After asking the swimmers if they are ready, the starter shall “start” the race with the words “swimmers, take your marks,” then pause to make sure that all swimmers are motionless, and then shoot the starter’s pistol to begin. Rolling starts are not permitted. If one or more of the swimmers does not take their marks or become motionless quickly, the starter should instruct all swimmers to “stand up”, instruct the unprepared swimmer, and restart the race. Repeated failure of a swimmer to take their mark is grounds for a false start.

(4) The starter or the false start technician may call a false-start, and all false starts shall be restarted.

(5) If the starter or false start technician detects a false-start, he or she shall signal the judges, timers, and swimmers with several rapid shots from his starter’s pistol or blasts of his air horn. Based on this signal, the false-start technician will drop the false-start line to stop any swimmers who do not hear the signal. The starter should remind the timers to clear their watches.

(a) From the time a swimmer “takes his/her mark” until the end of that heat, that lane belongs to that swimmer. Anyone not swimming who interferes with that swimmer and lane (except for the obvious safety of the swimmer) will be considered an intruder. If the intruder is from that swimmer’s team, that swimmer is disqualified. If the

intruder is from the opposing team, the highest seeded swimmer from the opposing team for that event will be disqualified.

(6) If a swimmer disregards all false-start signals and swims to the end of the pool, allow an appropriate amount of time before restarting that heat. That heat may be delayed and re-swum out of order.

(7) Any swimmer judged to have false-started in the third or subsequent starts of a race shall be disqualified. The first and second false-starts of a race are charged to the field. Thereafter, any swimmer is liable for disqualification in subsequent starts of that race. Disqualification requires the dual confirmation of the starter and false start technician.

(8) Any swimmer who, in the opinion of the starter and false start technician is purposefully false-starting during the first or second start of those races in which he or she participates shall be subject to disqualification after having been warned.

(9) The starter shall use a strobe light/horn system to start all events.

(10) A starter's pistol will be available for backup in case the strobe light fails to operate.

## STROKE JUDGE

### JOB DESCRIPTION

#### I. PREPARING FOR THE SEASON

(1) RECOMMENDED NUMBER REQUIRED – A minimum of 2 stroke judges per shift per team are required for all individual events in each home and away meets. Relays require a minimum of 4 judges from each team. The additional judges will be used as described in Section (5) below. We recommend that each team maintain a staff of 6-8 certified judges. Adjustments to the number of Stroke and Turn Judges may be made by the Home and Visiting Meet Directors.

(2) CERTIFICATION – All stroke judges must attend a league Officials clinic each year. Each meet director will be provided a list of league certified judges for the current year.

#### II. PREPARING FOR A DUAL MEET

The Home Meet director shall review the following guidelines with all stroke judges prior to the start of each dual meet:

(1) All stroke judges must be AAL certified during the current year.

(2) All stroke judges are reminded to refrain from displaying partiality to any team or swimmer while they are “on deck”, and they are to be attentive to their assigned responsibilities while each race is in progress. It is appropriate, and in the spirit of the league, to encourage all swimmers, especially those struggling to finish. If a judge is aware of a conflict, which would interfere with their ability to maintain the necessary attention to their responsibilities, the judge should request that the starter wait until the judge is replaced.

(3) Judges shall work together in pairs on each side of the pool. One member of each pair shall be from each team. Each pair will judge strokes for their half of the pool only, i.e., three near lanes in a six lane pool.

(4) Judges shall have the sole responsibility to observe strokes, turns, finishes and relay exchanges to determine that they comply with the USS rules.

(5) If possible, for relay events, 4 additional Stroke judges shall be positioned at the corners of the pool to observe the exchanges for relays. These 4 judges shall be divided so that 2 of them are responsible for an end of the pool. They will observe the three closest lanes at their respective ends of the pool.

(6) Both judges in a pair must agree on a disqualification. If there is any doubt or disagreement regarding an infraction, then there will be no disqualification. If a judge recognizes that he or she was not in position to make a call, it is up to the discretion of that judge to defer the decision solely to the other judge of that pair.

(7) In cases of disqualifications, judges shall complete an official AAL Disqualification Form, ensure both judges initial it, deliver it to the runner. A sample form is included in the Appendix..

(8) A judge may be replaced at the discretion of the Home Meet Director, but only after the Director attempts to correct the situation in a conference which includes all judges. In such cases, the Director shall submit a written report to the league Dual Meet Director.

(9) For rules pertaining to strokes, turns and finishes refer to the official USS guide governing disqualification based on stroke, turn or finish. EXCEPTION: Timers, or other qualified persons, may prevent swimmer's head from hitting the wall in the backstroke.

## TIMER

### I. PREPARING FOR THE SEASON

(1) NUMBER REQUIRED – A minimum of 1.5 timers per lane per shift per team are required for each home and away meet. For six lane pools, 9 timers are needed per shift. We recommend that each team have enough timers for two shifts at each meet, and that 20-25 timers be recruited and trained for each year.

(2) CERTIFICATION – Timers are not required to attend league training, but new timers should not work alone without assistance (and back-up) until after they have demonstrated the ability to accurately obtain and record times. Each team has the responsibility to train their own timers.

### II. PREPARING FOR A DUAL MEET

The Home Meet Director shall review the following guidelines with all timers prior to the beginning of each meet:

(1) The Head Timer shall run two stop watches to be utilized for a backup should a timer's watch malfunction.

(2) Timers are responsible for obtaining an accurate time recording for the swimmers in their lane and to record that time on the swimmer's event sheet at the end of the race. In fulfilling these responsibilities, the timer shall:

(a) Clear their watches before each race (or restart).

(b) Verify the event card is for the correct event, heat, lane and swimmer.

(c) Raise their arm when they are ready for the start of each race, in response to the starter's question of "timers ready"?

(d) Listen carefully to the starter's instructions and press the start button at the flash of the strobe light or smoke flash of the starter's pistol.

(e) Verify their watch has started. If a malfunction occurs, they must notify the head timer for back-up timing.

(f) Press the stop button as the swimmer (or final swimmer in the case of relays) touches the wall or starting block.

(g) The timer should stop the watch when any part of the swimmer's body touches the wall/block above or below the water's surface. The stroke judge will determine if the touch was legal.

(h) Write the time recorded on each watch assigned to their lane on the event sheet. The time from each of the three timers must be recorded. Also, attempt to be consistent by recording the time on the same line each team. This assists in contacting and correcting time errors if the need arises.

(i) Even if you see that a swimmer will be disqualified, you must always record the times, regardless of the infraction.

(j) Hand the sheet to the runners when complete.

(k) One of the timers in each lane should verify the name of the swimmer as the swimmer exits the pool.

## **SECTION V**

### OFFICIAL AUSTIN AQUATIC LEAGUE FORMS

This section contains copies of all official AAL forms for conducting Dual Meets. There are two unique forms:

DQ Form

Dual Meet Critique Form

Heat Sheets, Entry Cards, Scoring Sheets and Event Result Sheets that are produced by Team Manager and Meet Manager software.

## APPENDIX I AAL ORDER OF EVENTS

1	Girls	Free Relay	6 & Under	100
2	Boys	Free Relay	6 & Under	100
3	Girls	Medley Relay	8 & Under	100
4	Boys	Medley Relay	8 & Under	100
5	Girls	Medley Relay	10 & Under	100
6	Boys	Medley Relay	10 & Under	100
7	Girls	Medley Relay	12 & Under	200
8	Boys	Medley Relay	12 & Under	200
9	Girls	Medley Relay	14 & Under	200
10	Boys	Medley Relay	14 & Under	200
11	Girls	Medley Relay	18 & Under	200
12	Boys	Medley Relay	18 & Under	200
13	Girls	Freestyle	6 & Under	25
14	Boys	Freestyle	6 & Under	25
15	Girls	Freestyle	8 & Under	25
16	Boys	Freestyle	8 & Under	25
17	Girls	Freestyle	10 & Under	25
18	Boys	Freestyle	10 & Under	25
19	Girls	Freestyle	12 & Under	50
20	Boys	Freestyle	12 & Under	50
21	Girls	Freestyle	14 & Under	50
22	Boys	Freestyle	14 & Under	50
23	Girls	Freestyle	18 & Under	50
24	Boys	Freestyle	18 & Under	50
25	Girls	Ind Medley	10 & Under	100
26	Boys	Ind Medley	10 & Under	100
27	Girls	Ind Medley	12 & Under	100
28	Boys	Ind Medley	12 & Under	100
29	Girls	Ind Medley	14 & Under	100
30	Boys	Ind Medley	14 & Under	100
31	Girls	Ind Medley	18 & Under	100
32	Boys	Ind Medley	18 & Under	100
33	Girls	Backstroke	6 & Under	25
34	Boys	Backstroke	6 & Under	25
35	Girls	Backstroke	8 & Under	25
36	Boys	Backstroke	8 & Under	25
37	Girls	Backstroke	10 & Under	25
38	Boys	Backstroke	10 & Under	25
39	Girls	Backstroke	12 & Under	50
40	Boys	Backstroke	12 & Under	50
41	Girls	Backstroke	14 & Under	50
42	Boys	Backstroke	14 & Under	50
43	Girls	Backstroke	18 & Under	50
44	Boys	Backstroke	18 & Under	50

45	Girls	Breaststroke	6 & Under	25
46	Boys	Breaststroke	6 & Under	25
47	Girls	Breaststroke	8 & Under	25
48	Boys	Breaststroke	8 & Under	25
49	Girls	Breaststroke	10 & Under	25
50	Boys	Breaststroke	10 & Under	25
51	Girls	Breaststroke	12 & Under	50
52	Boys	Breaststroke	12 & Under	50
53	Girls	Breaststroke	14 & Under	50
54	Boys	Breaststroke	14 & Under	50
55	Girls	Breaststroke	18 & Under	50
56	Boys	Breaststroke	18 & Under	50
57	Girls	Butterfly	6 & Under	25
58	Boys	Butterfly	6 & Under	25
59	Girls	Butterfly	8 & Under	25
60	Boys	Butterfly	8 & Under	25
61	Girls	Butterfly	10 & Under	25
62	Boys	Butterfly	10 & Under	25
63	Girls	Butterfly	12 & Under	50
64	Boys	Butterfly	12 & Under	50
65	Girls	Butterfly	14 & Under	50
66	Boys	Butterfly	14 & Under	50
67	Girls	Butterfly	18 & Under	50
68	Boys	Butterfly	18 & Under	50
69	Girls	Free Relay	8 & Under	100
70	Boys	Free Relay	8 & Under	100
71	Girls	Free Relay	10 & Under	100
72	Boys	Free Relay	10 & Under	100
73	Girls	Free Relay	12 & Under	200
74	Boys	Free Relay	12 & Under	200
75	Girls	Free Relay	14 & Under	200
76	Boys	Free Relay	14 & Under	200
77	Girls	Free Relay	18 & Under	200
78	Boys	Free Relay	18 & Under	200

## APPENDIX II

This memo was distributed to each team for distribution at registration prior to the 1993 season.

### MEMORANDUM

TO: ALL PARENTS, SWIMMERS, OFFICIALS AND VOLUNTEERS OF THE AUSTIN AQUATIC LEAGUE

FROM: THE BOARD OF DIRECTORS OF THE AUSTIN AQUATIC LEAGUE

SUBJECT: PROTEST OF STROKE JUDGE CALLS AND DQ's

DATE: APRIL 1993

As you know, it takes many hours of hard work by our numerous volunteers to create an efficient, yet friendly, environment for competitive swimming. As set forth in the Statement of Purpose of the Austin Aquatic League Bylaws, one of the primary goals is for the swimmers to "learn how to think and act in a sportsmanlike fashion." There have been a few instances in the past years involving disputes with the calls made by the Stroke Judges which are inconsistent with those stated goals of efficiency and sportsmanship. Recognizing the continuing need to have more consistency among the volunteer officials in applying the rules and guidelines, the Board has refined procedures for training and certification of Stroke Judges. With the anticipation that the performance of the stroke judges may be short of perfection, we have also implemented procedures for appeal and protest of disputed calls. Our League Dual Meet Guide provides that the Home Meet Director "shall adjudicate all disputes and have the final work in all matters, subject only to a written protest provided by AAL Bylaws. Furthermore, the Home Meet Director shall accept protests considering matters of judgment only from the official coach, the Visiting Meet Director, or the team president. Similarly the Championship Guide provides that "Appeals must be made to the League Vice President through the team representative ONLY. Parents and coaches may NOT be involved in formal appeal process... Appeals should be made at the time an infraction occurs or at the time incorrect information is posted from the computer. Therefore, questions regarding a called DQ should never be made directly to a stroke judge except through the appropriate officials.

Thank you for your attention to the above. If you have any questions or desire to see a copy of the Austin Aquatic League Bylaws, Dual Meet Guide or Championship Guide, please contact your team representative. We look forward to an enjoyable season for swimmers and parents alike.