

**JEFFERSON
COMMUNITY CLUBS' SWIM
& DIVE ASSOCIATION
(J.C.C.A.)**

SWIMMING RULES

**EFFECTIVE 2023 SWIM SEASON
Revised 04/2023**

TABLE OF CONTENTS

<u>Section</u>	<u>Description</u>	<u>Page</u>
I.	GENERAL	3
II.	ELIGIBILITY	4
III.	COMPETITION	4
IV.	DUAL MEETS	6
V.	MEET OF CHAMPS (MOC)	10
VI.	PROTESTS	13
VII.	COACHES MEETING	13
VIII.	TEAM PLACEMENTS	14
IX.	RULES REVISIONS	14
X.	SWIM COMMITTEE	15
XI.	FACILITIES	15
XII.	OFFICIAL'S TRAINING	15
XIII.	SCORING TABLE RULES and GUIDELINES	16
XIV.	WILLIAM J. EVERHARDT AWARD	19
	EVERHARDT AWARD NOMINATION FORM	20
XV.	PENALTIES & FINES	21
	COACHES CODE OF CONDUCT	23
	Incident & PROTEST Form	24

I. GENERAL

- A. League schedules must be scheduled by the Swim Committee to be completed by the April J.C.C.A. meeting. Each club that intends to swim in the league should commit for swimming by the March J.C.C.A. Board meeting. The Swim Committee may change the schedules only to reflect a reduction in the number of teams. Any club dropping out of swimming after the schedule is completed will be fined \$100.00.
- B. J.C.C.A. records pertain to 25-yard pools.
- C. J.C.C.A. will try to Alternate swim sites each year when swimming the same team, unless unavoidable. The swim schedule shall be footnoted allowing the competing teams to exchange the meet location by mutual consent.
- D. Conversion times for the odd-sized pools will be determined by using the actual results of the three previous years. The actual times at the odd-sized pools will be compared to the actual 25 yard pool times for each year and an average conversion factor will be determined for each swimmer and for each stroke. Then the arithmetic average of these factors will be used for the conversion factor for the upcoming year. The conversion factor will be updated annually. The conversion factors for the upcoming year are as follows:

$$\text{PM (Paradise Manor)} = 1.12 \quad \text{WCC (Westgate)} = 1.25$$

To achieve a converted time, simply multiply the averaged time by the conversion factor, the product is the official time. Example: Using a swimmer's time of 28.70 in the 50 freestyle at Paradise Manor.

$$28.73 \times 1.12 = 32.17 \text{ this becomes the official time.}$$

- E. Coaches will be allowed to coach swimmers from the pool deck during all dual meets, but not during the Meet of Champs (MOC).
- F. Monetarily penalized clubs will be expected to pay fines to the J.C.C.A. Swim Committee within thirty (30) days of notification. A **ten percent (10 %) late fee** will be assessed if fees are not paid within sixty (60) days of notification, the original notice will be the only notice forwarded, unless a late penalty is assessed.

II. ELIGIBILITY

- A. To be eligible to compete as a swimmer, an individual must:
1. Be a dues paying member in good standing as based on the By-laws of that individual club and the club is in good standing with J.C.C.A. Origination of membership must be in a club within Jefferson Parish, unless otherwise approved by the J.C.C.A. Swim committee
 2. Be an amateur swimmer listed on a roster with his/her date of birth. Swimmer's age as of June 1, shall be his/her age for that year.
 3. An individual can represent only one J.C.C.A. club during the swim season.
 4. Any Club Employee (Coach, Lifeguard, etc.) will be allowed to compete as a swimmer as long as they are a member in good standing of the respective club.
 5. Any exceptions will be addressed to the J.C.C.A. Swim Committee at a scheduled Swim Committee meeting prior to the intended exception/competition is to occur.
 6. Any swimmer who is a current member of USA swimming, AND has an established "A" time in any event(s) will not be allowed to swim "B" meets in those events. Any swimmer who is a current member of USA swimming NOT having "A" times in selected events will be allowed to swim in the "B" meets for those events per approval of the swim committee. (USA designation alone does not mean "A" meet classification in every event that swimmer enters)

Any past member of USA Swimming no longer in current standing will be subject to the same restrictions covering non- USA Swimmers in "A" events.

III. COMPETITION

- A. J. C. C. A. competition will be conducted in accordance with USA Swimming Rules in effect during the current season. Unless the USA Swimming rule(s) is (are) amended or have failed adoption by the J.C.C.A. Swim and Executive Committees and noted within this document, see False Starts and Backstroke below.
- B. **False Starts:** Each swimmer participating in any specific individual J. C. C. A. Dual Meet or Meet of Champions event is allowed one false start before being disqualified from the event. (Example: If there are 6 swimmers participating in a specific event, it is possible to have 6 false starts (one charged to each swimmer) before the first swimmer disqualification occurs or the race/event is swum. Exception: Intentional false starting by a swimmer may be judged as "intentionally delaying the meet" and at the discretion of starter and/or meet referee may be immediately disqualified without the opportunity/privilege of a second start in that event.)
- C. **Back Stroke:** J.C.C.A. will use the current National Federation of State High School Associations' (NFHS) backstroke rules in effect during the current season.

Backstroke start: Prior to the command "Take your mark" and until the feet leave the wall at the starting signal, the swimmer's feet, including the toes, shall be completely under the surface of the water. Standing on or in the gutter or curling the toes over the lip of the gutter, immediately after the start is not permitted.

Backstroke turn: After the swimmer's head has passed the backstroke flag, prior to the turn, the swimmer's upper shoulder may (but is not required to) rotate past vertical toward the breast before the touch is completed provided such rotation is accompanied by an initiation of the turning action or continuation into the wall.

The initiation of the turning action shall be accomplished by a single-arm or simultaneous double-arm pull, or in the absence of such pulls, by a downward, underwater movement of the head. After the initiation of the turning action, no additional arm pulls may be started; however, kicking and gliding actions are permitted.

The swimmer shall assume a position on the back before the feet leave the wall.

- D.** Swim rosters listing each child with his/her date of birth must be submitted to the Swim Committee record keeper before the beginning of the season. All rosters must be submitted using Hy-Tek Team Manager swimming software.
1. Additions must be phoned in, or e-mailed to, the Swim Committee record keeper within 24 hours of the next Dual meet. Additions or deletions may be made at any time, but must be in writing and in the hands of the Swim Committee Chairman (or Swim Committee Representative) prior to the Meet of Champs (MOC).
- E.** Failure to comply with submission of rosters will result in forfeiture of all meets until rosters are submitted. In addition, a \$10.00 fine will be imposed. Exhibition swimming strokes will follow the Relay event for that week.
- F.** All times will be reported to the hundredth (0.00) of a second (i.e. 28.36). The host club will provide a calculator.
- G.** For the odd sized pools, times for the "A" and "B" swimming events will be set by the J.C.C.A. Swim Committee.
- H.** There will be no smoking or drinking of alcoholic beverages by any meet volunteer/worker on the pool apron or at the scoring table at any time. Smoking should only be allowed in designated areas away from the pool and spectators
- I.** The host club will introduce its referee for the evening at the meeting of workers prior to the meet.
- J.** **Disputes/Debates:** In the event of a disagreement between opposing teams with regards to format or administration of a meet the Head Coach will address concerns to the J.C.C.A. Swim Representative who will bring to the Meet Referee to attempt to mutually resolve the issue based on the rules contained herein. However, in the unfortunate circumstance that a mutual agreement cannot be reached the final decision/interpretation will come from the Meet Referee and the opposing team will have formal "Protest" due process options outlined within this document. Protest should be filed by the J.C.C.A. Swim Representative. No Parent or Coach should contact the J.C.C.A. President directly.

IV. DUAL MEETS *

A. **Dual Meet** is defined to be a meet scheduled by the J.C.C.A. Swim Committee where two (2) J.C.C.A. clubs abide by the J.C.C.A. swim rules with all meet officials being present (IV. E., Meet Officials).

B. For individual competition, the format for "A" and "B" shall be as follows:

GIRLS	Order of Events			BOYS
1	18 & U	200 Yard	Pyramid Relay	2
3	6 & U	25 Yard	Freestyle	4
5	7 - 8	25 Yard	Freestyle	6
7	9 - 10	50 Yard	Freestyle	8
9	11 - 12	50 Yard	Freestyle	10
11	13 - 14	50 Yard	Freestyle	12
13	15 - 16	100 Yard	Freestyle	14
15	17 - 18	100 Yard	Freestyle	16
17	6 & U	25 Yard	Backstroke	18
19	7 - 8	25 Yard	Backstroke	20
21	9 - 10	50 Yard	Backstroke	22
23	11 - 12	50 Yard	Backstroke	24
25	13 - 14	50 Yard	Backstroke	26
27	15 - 16	50 Yard	Backstroke	28
29	17 - 18	50 Yard	Backstroke	30
31 and 32	6 & U	100 Yard	Combined Relay (Free,)	
33	7 - 8	100 Yard	Relay (Free, Combined <i>MIXED Free (33/34)</i> & Medley)	34
35	9 - 10	200 Yard	Relay (Free, Combined <i>MIXED Free (35/36)</i> & Medley)	36
37	11 - 12	100 Yard	Individual Medley	38
39	13 - 14	100 Yard	Individual Medley	40
41	15 - 16	100 Yard	Individual Medley	42
43	17 - 18	100 Yard	Individual Medley	44
45	8 & U	25 Yard	Breaststroke	46
47	9 - 10	50 Yard	Breaststroke	48
49	11 - 12	50 Yard	Breaststroke	50
51	13 - 14	50 Yard	Breaststroke	52
53	15 - 16	50 Yard	Breaststroke	54
55	17 - 18	50 Yard	Breaststroke	56
57	8 & U	25 Yard	Butterfly	58
59	9 - 10	50 Yard	Butterfly	60
61	11 - 12	50 Yard	Butterfly	62
63	13 - 14	50 Yard	Butterfly	64
65	15 - 16	50 Yard	Butterfly	66
67	17 - 18	50 Yard	Butterfly	68
69	11 - 12	200 Yard	Relay (Free, Combined <i>MIXED Free (69/70)</i> & Medley)	70
71	13 - 14	200 Yard	Relay (Free, Combined <i>MIXED Free (71-72)</i> & Medley)	72
73	15 - 18	200 Yard	Relay (Free, Combined <i>MIXED Free (73-74)</i> & Medley)	74

- C. RELAY SCHEDULE and FORMAT:** Relays will be on a weekly (Official J.C.C.A. swim season) alternating system. The 1st week will be the Freestyle Relay, 2nd week will be the MIXED Freestyle relay, and 3rd week will be the Medley Relay, weeks 4-6 will repeat in the same order. In the event of a postponed Dual Meet (into the following week), the relay for the postponed meet will be the relay scheduled for the week in which the meet was originally to have been swum.

EXCEPTION: Combined MIXED Freestyle relay will actually be only one event combining the boys and girls event together. Mixed Freestyle relays are comprised of 4 swimmers total with no more than 2 males in each race. (Cannot have 3 Males & 1 Female, but allowed to have 3 Females & 1 Male).

All relays except the Pyramid will be swum simultaneously. Girls and Boys will swim together with one lane separating them whenever possible. Example: Home team boys in lane #3, visiting club boys in lane 2; Home team girls in lane #5 & visiting team girls in lane #6.

Pyramid Relay: One swimmer from each age group: 8 & U, 9-10, 11-12, 13-14 & 15-18. The first two age groups (8 & U, & 9-10) will swim 25 yards and the remaining three 50 yards each. Medley Relay will be 200 yards, 50 yards for each swimmer.

- D.** There will be "A" & "B" competition except for the relays.

1. The J.C.C.A. Swim Committee will review "A" times every odd number year based on the previous 2 year's Meet of Champs results as guides to determine "A" times.
2. Any swimmer not achieving the above times is to be considered a "B" swimmer.
3. Once a swimmer has achieved an "A" time, he/she is considered an "A" swimmer for that stroke and distance during that season's competition. If an "A" swimmer swims an event as a "B" swimmer, then that individual must forfeit that individual event.
4. A swimmer may compete in three (3) individual events and one (1) relay for a total of four (4) events. A swimmer may participate in no more than two (2) relays in any dual meet competition. Individual swimmers found in violation of these outlined limits will forfeit points and place which will be awarded to the opposing team and a \$25.00 fine per swimmer, per event violation will be imposed.
5. A "B" swimmer may enter an "A" event at the discretion of the coach.
6. A swimmer may swim up one age group at the discretion of the coach. This swimmer (participant) is also allowed to swim in his/her actual, eligible age group for the same stroke. However, participation in each event will each count towards the total of 4 (four) events in which the swimmer may participate during the meet.
7. Exhibition swimming strokes will follow the Relay event for that week.
8. Lane assignments (unless mutually agreed upon by the participating clubs prior to the meet) will be as follows: **Home club:** Odd numbered lanes; 1, 3, and 5. **Visiting Club:** Even lanes: 2, 4, and 6.
9. Dual meets will begin at 6:30 PM (1830) unless mutually agreed upon by the two clubs. Warm-ups will be 20 minutes each. Home team warm-ups will be completed by 5:50 PM (1750) and Visiting team warm-ups will be completed by 6:20 PM (1820).
10. USA Swimming rules will be used for recording meet results of each event at all meets.

E. MEET OFFICIALS

- 1. The host (home) team must provide the following:** Referee/Starter, one (1) Stroke & Turn Judge (see paragraph E.5), Six (6) Timers (1 per lane), one (1) across-the-board Picker and a minimum of three (3) Table Workers (A, B & Head Table Worker) (Ribbon writers optional).
- 2. The visiting team will provide the following:** one (1) Stroke & Turn Judge (see paragraph E.5.), Six (6) Timers (1 per lane), one (1) Picker and a minimum of three (3) Table Workers (A, B & Head Table Worker) (Ribbon writers optional).
- 3.** The meet shall be forfeited if either club fails to provide its quota of workers.
- 4.** The Meet Referee/Starter must have completed one of the J.C.C.A. sponsored Officials Clinics. The Meet referee will have the authority to remove any person deemed unfit to carry out his/her job or conduct himself or herself properly.
- 5.** Each club must provide at least one Stroke & Turn Judge for each dual meet that the club participates in. The Stroke & Turn Judge working on deck must have completed a J.C.C.A. sponsored Officials Clinic within the past 3 years.
- 6.** J.C.C.A. will be responsible for sponsoring two Officials clinics, one refresher clinic, and one Table workers clinic per season. There will be a \$50.00 fine per meet per club if they do not have officials with the proper qualifications as described herein. Certification is valid for 3 years.
- 7.** The Official Place Picker's duty is to determine the number of swimmers in each race. Pick sheet should indicate Event #, number of "A" swimmers &/or "B" swimmers. If a total watch failure on a given lane occurs, the picker should indicate on the pick sheet for that respective race the final placement of swimmers in that race. "No time" should be recorded as the official time on the swimmers card.
- 8.** All workers must be at least 15 years of age or older, excluding (card) runners.

F. Scoring and Awards

- 1.** The scoring for dual meets will be as follows:

PLACE	"A" Individual Events Points	"B" Individual Events Points	Relay Points
1st	8	6	20
2nd	6	4	16
3rd	5	3	
4th	4	2	

THE TEAM WINNER WILL BE DECIDED BY THE TOTAL OF BOTH ("A" & "B" Individual and Relay events) SCORES.

- 2.** In "B" meets, a swimmer achieving an "A" time will be considered for scoring and awards. At that time, Rule VI. H., 2, will become in effect

3. Ribbons will be awarded for First, Second, Third, and Fourth Places in individual events in both "A" and "B" classes/fields. Ribbons for both First and Second places will be awarded in relay events. Participant ribbons will be given to all 10 & under non-scoring swimmers, one ribbon per swimmer.
 4. Any team found guilty of entering a swimmer in an event for which that swimmer is not qualified, will forfeit that event and be assessed a **\$25.00 fine** per event.
- G. Filing of final results:** results must be submitted within **24 hours** to the Swim Committee record keeper. Failure to do so will result in forfeiture of all meets until accomplished. In addition, a **\$10.00 fine** will be imposed. All official results from all dual meets held by the Swim Committee will be brought to the Meet of Champs to serve as "records of proof" of eligibility or times achieved during the current swimming season.
- H. All dual meets** that are scheduled during the regular season must be swum! In the event a cancellation occurs, this meet must be rescheduled within 10 (ten) days of the said cancellation, unless both teams agree not to make it up. In the event the teams cannot agree on another rescheduled date, the meet will be rescheduled by the J.C.C.A. Swim Committee. The rescheduling must be agreed upon within 48 hours after cancellation (of the originally scheduled, canceled meet). A meet cannot be cancelled for weather conditions until after the teams have waited a period of 45 minutes or more. The Meet Referee, designated swim representatives, and the head coaches will convene to reach a decision. In the event a decision cannot be reached, the Meet Referee will make the final decision. A meet becomes official after event 30 has been completed.
1. **Rescheduling Guidelines:** The Swim Committee Chairman will be notified immediately (within 24 hours, or no later than Friday @ 6:00 PM) by the host team coach or J.C.C.A. Swim Committee Representative. The meet will be re-scheduled (date, time, host team) within 48 hours by a (if necessary) phone poll quorum of Representatives determined and initiated by the Chairman. The rescheduled meet must occur prior to the entry deadline for the Meet of Champs. This decision will be final. Should either team (host or visitor) refuse or is unable to swim on the rescheduled, designated date & time a **\$25.00 forfeiture fine** will be charged to that team.
 2. **Cancellation/Forfeiture PRIOR to a scheduled meet:** If a visiting club forfeits a meet and refuses to reschedule the meet with the hosting club, the visiting club will be fined **\$100** to compensate the host club for loss of revenue. This penalty does not apply to weather related cancellations.
 3. **Intra-squad Meets:** Each club will be allowed to host 1 Intra-Squad Meet during the regular season prior to July 4th as long as the meet is conducted as a regular meet with appropriate number of timers & officials including Stroke Judges & Table Workers. (See IV. Dual Meets). Time sheet Results of Intra-squad meet must be emailed to J.C.C.A. scorekeeper and be brought to MOC for consideration.

I. Awards and Determination of Dual Meet Divisional Standings

1. Team plaques or trophies for end of season Dual Meet Team Standings (First, Second, and Third places) will be awarded in each division and the Meet of Champs.
2. Divisional Dual Meet Team Standings will be determined by the following criteria:
 - a. The team with the overall best Win - Loss record, according to the team's entire meet schedule excluding inter-divisional dual meet opponents.
 - b. In the event of intra-divisional tie in won - loss and head-to-head ("splits") competitions, Total season scores of "net" points scored vs. opponents in all dual meets will be used to determine the higher ranked team.

V. MEET OF CHAMPS

A. There will be "A" and "B" events at the Meet of Champs competition.

B. FORMAT: "A" AND "B"

6 & Under	Free and Back	25 yards
7 & 8	Free and Back	25 yards
8 & Under	Breast & Fly	25 yards
9 & 10	All Strokes	50 yards
11 & 12	All Strokes	50 yards ¹
13 & 14	All Strokes	50 yards ¹
15 & 16	All Strokes	50 yards ^{1,2}
17 & 18	All Strokes	50 yards ^{1,2}

¹ Except Individual Medley will be 100 Yards for 11-18 year olds

² Except Freestyle which will be 100 yards for 15-18 year old.

GIRLS		Meet of Champions Order of Events			BOYS	
"A"	"B"	Age	Distance	Event	"A"	"B"
1	2	6 & Under	25 Yard	Freestyle	3	4
5	6	7 - 8	25 Yard	Freestyle	7	8
9	10	9 - 10	50 Yard	Freestyle	11	12
13		6 & Under	100 Yard	Freestyle Relay A Meet	14	
15		8 & Under	100 Yard	Freestyle Relay A Meet	16	
17		9-10	200 Yard	Freestyle Relay A Meet	18	
19	20	6 & Under	25 Yard	Backstroke	21	22
23	24	7 – 8	25 Yard	Backstroke	25	26
27	28	9 – 10	25 Yard	Backstroke	29	30
31		6 & Under	100 Yard	MIXED Freestyle Relay A Meet	Combined	
32		8 & Under	100 Yard	MIXED Freestyle Relay A Meet	Combined	
33		9 – 10	200 Yard	MIXED Freestyle Relay A Meet	Combined	
34	35	8 & Under	25 Yard	Breaststroke	36	37
38	39	9 – 10	50 Yard	Breaststroke	40	41
42	43	8 & Under	25 Yard	Butterfly	44	45
46	47	9 – 10	50 Yard	Butterfly	48	49
50		8 & Under	100 Yard	Medley Relay A Meet	51	
52		9 – 10	200 Yard	Medley Relay A Meet	53	

54		18 & UNDER	200 Yard	Freestyle (Pyramid) Relay A Meet	55	
56	57	11 – 12	50 Yard	Freestyle	58	59
60	61	13 – 14	50 Yard	Freestyle	62	63
64	65	15 – 16	100 Yard	Freestyle	66	67
68	69	17 – 18	100 Yard	Freestyle	70	71
72		11 – 12	200 Yard	Freestyle Relay A Meet	73	
74		13 – 14	200 Yard	Freestyle Relay A Meet	75	
76		15 – 18	200 Yard	Freestyle Relay A Meet	77	
78	79	11 – 12	50 Yard	Backstroke	80	81
82	83	13 – 14	50 Yard	Backstroke	84	85
86	87	15 – 16	50 Yard	Backstroke	88	89
90	91	17 – 18	50 Yard	Backstroke	92	93
94		11 – 12	200 Yard	MIXED Freestyle Relay A Meet	Combined	
95		13 – 14	200 Yard	MIXED Freestyle Relay A Meet	Combined	
96		15 – 16	200 Yard	MIXED Freestyle Relay A Meet	Combined	
97		11 – 12	100 Yard	Individual Medley A Meet	98	
99		13 – 14	100 Yard	Individual Medley A Meet	100	
101		15 – 16	100 Yard	Individual Medley A Meet	102	
103		17 – 18	100 Yard	Individual Medley A Meet	104	
105	106	11 – 12	50 Yard	Breaststroke	107	108
109	110	13 – 14	50 Yard	Breaststroke	111	112
113	114	15 – 16	50 Yard	Breaststroke	115	116
117	118	17 – 18	50 Yard	Breaststroke	119	120
121	122	11 – 12	50 Yard	Butterfly	123	124
125	126	13 – 14	50 Yard	Butterfly	127	128
129	130	15 – 16	50 Yard	Butterfly	131	132
133	134	17 – 18	50 Yard	Butterfly	135	136
137		11 – 12	200 Yard	Medley Relay A Meet	138	
139		13 – 14	200 Yard	Medley Relay A Meet	140	
141		15 – 18	200 Yard	Medley Relay A Meet	142	

C. Eligibility

1. A swimmer must have swum the stroke for which he/she has been entered in at least two (2) of the dual meets.
2. A swimmer must have swum in 3 dual meets.
3. Short pool times must be converted to 25 yards using these conversion factors:
WCC = 1.25; PM = 1.12
4. All entries must have seed times. If an entry does not have a seed time, a \$5.00 fine will be assessed for each entry without a seed time.
5. Events will have a Maximum time limit for Meet of Champs. Any swimmer or relay swimming over the Maximum time will be disqualified. If a relay exceeds the Maximum time it will be disqualified and the remaining swimmers will not be allowed to finish the event.

- D.** A swimmer may be entered in 2 individual events and four (4) relay events. Once a swimmer is entered into the meet, he or she must swim the event if they are available. If they are not available, the alternate whose name does not have to be listed on the card may be allowed to swim. Once this occurs, the originally entered swimmer is no longer eligible for any other events.
- E.** A "B" swimmer may be entered in the "A" meet at the discretion of the coach
- F.** Entries must be submitted using Hy-Tek Team Manager.
- G. Meet Officials:** The J.C.C.A. Swim Committee will assign all duties pertaining to the Meet (MOC). Any club not supplying the minimum number of assigned workers will be assessed a fine of **\$50.00** per worker per club.
- H. Scoring and Awards**
1. Teams will accrue points from first through eighth place in individual events with the following points being awarded for the respective places as determined by Hytek STANDARD Scoring:
"A" & "B" MOC Individual points value: 10, 8, 7, 6, 5, 4, 3, 2. Relays teams will accrue points from first through eighth place with the following points being awarded for the respective places: 20, 16, 14, 12, 10, 8, 6, 4.
 2. In the "B" meet, a swimmer achieving an "A" time for the first time that season will be considered for scoring and awards.
 3. Any team found guilty of entering a swimmer in an event of which that swimmer is not qualified, will forfeit that event and be assessed a **\$50.00 fine** per incident.
 4. Medals will be awarded for First, Second, and Third Place. Ribbons will be awarded for the remainder of places, fourth (4th) through eighth (8th). Special Awards will be given to each swimmer achieving a new record.
 5. Everhardt Award Nomination forms for each club must be turned in to the Swim Committee Chairman with MOC entries. Each club is allowed to nominate one boy and one girl and each swimmer must be between 13 and 18 years of age. This award can only be won once (see the attached Nomination Form).
 6. Meet of Champs Team Trophies will be Awarded for 1st – 3rd places in both "A" & "B" heats. Trophies will include the Year, J.C.C.A Swimming "A" ("B") Meet of Champions, Billy Derenbecker Award, First Place
 Reggie Robichaux Award, Second Place
 Dot Riley Award, Third Place
- I.** A swimmer may swim up one age group only in any event at the discretion of the coach.
- J. Host Club:** The host club will be determined by Swim Committee (quorum of members required) vote in April of odd number years, awarded for a 2 year period.
1. Selection: Written proposals by interested host clubs will be submitted to each committee member. Interested host clubs will be allowed a five (5) minute verbal presentation followed by a "question and answer" session, not to exceed ten (10) minutes, total

presentation time fifteen (15) minutes. Presentations may be delivered by any "official club" representative or the club's J.C.C.A. Swim Club Representative or both.

2. Following presentations of proposals of all interested host clubs, non-Swim Committee members or guests will be excused, and discussion of proposals will be allowed if necessary.
3. **Vote:** All present clubs (except Swim committee Chairman's unless needed to break tie vote) will be allowed one (1) vote. Voting will be by silent, written ballot turned in to the Swim Committee Chairman (exception: If only one club proposes to host the meet, then the Chairman may ask for a motion and vote of approval from the voting members). The Chairman will immediately tally the votes, determine winner by majority, record and notify the Committee and winning host club representative.
4. **Responsibilities:** Host club must abide by all J.C.C.A. swim rules included but not limited to those included in these guidelines (Sections I- XIV).
 - a. NO OUTSIDE FOOD OR DRINKS WILL BE ALLOWED.
 - b. Coaches & J.C.C.A. Reps should have a designated area with drinks, light snacks & Lunch provided.
 - c. Water should be provided to all Timers & Officials while on deck.

VI. PROTESTS

- A. Protests for all meets must be submitted in writing to the J.C.C.A. Swim Committee Chairman (or Swim Committee Representative) within 7 days. The Swim Committee will make all dispositions of the swim meet protests.
- B. A Protest of an individual event may be filed with the meet referee at the time of the infraction or before the end of the meet.

VII. COACHES MEETING *

- A. At least 1 Coach from each club is required to attend all called meetings for coaches during the swim season. Coaches are encouraged to attend one of the J.C.C.A. sponsored officials' clinics every 3 (*three*) years.
- B. **J.C.C.A. Code of Conduct for Coaches**
 1. The J.C.C.A. Code of Conduct for Coaches intent is to establish common expectations for all J.C.C.A. Clubs & should be a guide to promote a positive team environment and good sportsmanship within the League. (Copy of form on PG 26)
 2. All J.C.C.A. Club Coaches and Assistant Coaches must sign and return the Code of Conduct by the May Coaches Meeting.
 - a. Any complaints of a coach violating this code of conduct should immediately be brought to the attention of a Club J.C.C.A. Representative, who may file an incident report detailing the infraction. (copy of Incident Report on PG 27)
 - b. Incident reports must be submitted within 48 hours of the infraction to the J.C.C.A. Executive Board for review.
 - i. If the Executive Board finds a violation of the Code of Conduct may have occurred, the incident will be brought to the J.C.C.A. Swim Committee for discussion.
 - ii. The J.C.C.A. Swim Committee will review and discuss the Incident report and will have the options to:

1. Vote to impose a fine as outlined in section **XVI. Penalties and Fines**
2. Vote to impose a fine of up to \$100 on the Club of the Coach, for fines not currently addressed in section **XVI. Penalties and Fines**
3. And/or vote to ban the respective Coach from the Pool Deck during any J.C.C.A. event depending on the severity of the infraction at the discretion of the Swim Committee.

VIII. TEAM PLACEMENTS

- A. Team Division placements for the following year will be determined by the final placement results of: total overall points from Dual Meets, "B" Meet of Champs and "A" Meet of Champs. Thus, if a team places 4th in overall points of dual meets, and 6th in the "B" MOC and 2nd in the "A" MOC, the team total will be 12. In the event of a tie, the total numerical score from each of the meets will be the deciding factor.

IX. RULES REVISIONS

- A. Non-USA Swimming, J.C.C.A. Swimming rules revisions will occur every other, even numbered year and will be effective for the following odd-even two (2) Year period in accordance with the following rule B.
- B. All revisions will be submitted to the Swim Committee in writing for consideration. Recommendations will be submitted at the September meeting of the Swim Committee and presented to the J.C.C.A. Executive Board by September for discussion. Ratification by the J.C.C.A. Executive Board should be completed by October (even numbered years). The Swim Committee will be notified of adopted, ratified rules revisions in writing by the March Swim Committee meeting.
- C. Pertinent, required Rules Revisions (i.e., USA Swimming Rules changes) adopted by the Swim Committee, must be submitted by the April meeting, to be enacted upon by the May meeting and distributed to each swim coach and representative within 7 days of the start of dual meet competitions. Otherwise the rule may not be enforced until the following year. Exceptions must be approved by the Swim Committee.
- D. A complete copy of the Jefferson Community Clubs' Association's (J.C.C.A.) Swimming Rules will be distributed via email to each Swim Committee Representative (intent, a copy each for the Representative and the club's Head Swim Coach) no later than the odd numbered year May meeting (usually the combined Coaches' Meeting).
1. **Duplication** of the rules **is permitted** for individual club use.
 2. The Swim Committee Chairman is responsible for maintaining and copies versus the Official maintained copy (by the Chairman) will be the sole responsibility of the club and will not have jurisdiction over the Official Copy.
- E. Host Clubs for all Meets including Meet of Champs will be responsible for having a copy of the Official Rules on premises for use by the Meet Referee and/or Officials during the meet. Failure to do so will result in a **\$10.00 fine**.

X. SWIM COMMITTEE

- A. Each member club participating in swimming is invited to appoint an official representative to be actively involved at all Swim Committee meetings prior to scheduling and planning for the current year. It is highly recommended that this official Swim Committee Representative be a voting member of the respective club's Board of Directors. Representatives of the Swim committee are not automatically representatives of the J.C.C.A. Executive Board.
- B. The Swim committee shall discuss swimming issues and present rule changes, proposals and minutes of each meeting to the J.C.C.A. Board for ratification and information.
- C. The Swim committee shall select a Secretary who will record the minutes of the Swim Committee meetings and distribute the minutes of the Swim Committee to the members and the J.C.C.A. President and Secretary.
- D. A **\$10.00 fine** will be assessed if the Swim Committee Representative or alternate misses more than one (1) Swim Committee meeting. Other Representatives, if the designated representative cannot attend a Swim Committee meeting, will be allowed to attend meetings and provide input but not allowed to vote.
- E. The swim coach cannot be a representative or alternate on the Swim Committee unless he/she is a bona fide member of the club he/she represents.
- F. Each club represented at a Swim Committee Meeting will only be allowed one (1) vote on issues requiring ratification (in the event that both the Representative and Alternate are present).

XI. FACILITIES

- A. Each club will display backstroke flag pennants at each end of the pool. The pennants should be fifteen (15) feet from each end of the pool.
- B. Four (4), fifteen (15) meter markings (49' 2 ½ ") shall be placed from each end of the pool and on either side of the pool. (Complies with the USA Swimming 15- meter surface rule for all strokes effective 1998) Should a host club have odd colored lane floatation rings fifteen (15) meters (49' 2 ½") from each end of the pool that does not align with the 15 meter deck markings, the swimmer will be given the benefit of surfacing at the furthest marking as designated by the Meet Referee and discussed in the pre-meet officials meeting.

XII. OFFICIAL'S TRAINING

- A. All Officials, Referees/Starters and Stroke Judges are required to attend the J.C.C.A. sponsored Officials Clinics. Member clubs are required to ensure that Referees/Starters and Stroke Judges are re-certified every 3 years. **Head Table/Official Placefinder must attend at least 1 training course, recertification is not required but a refresher every few years is encouraged.**
- B. Any club not supplying the minimum number officials with the proper qualifications will be **assessed a fine of \$50.00 per worker.** (Refer to page 8 for any club's failure to comply with these rules)

XIII. Scoring Table Rules and Guidelines

- A. The following is a list of items that the host clubs must provide at the home meets. Also, a few suggestions to make things easier.
1. Two (2) copies of each the "A" & "B" score sheets. Upon completion of the meet, both coaches will sign the score sheets. One original will go to the visiting team coach and other will go to the home team coach. Final scores must be submitted to the J.C.C.A. record keeper **by the home team within 24 hours.**
 2. Two (2) copies of the "Exhibition score sheet, again following the same guidelines.
 3. First, second, third, fourth, and participant ribbons should be distributed to each side of the table so that both the "A" and "B" ribbon writers can have access to them. If participation ribbons are used they should also be distributed to each side of the table.
 4. A receptacle should be provided to put the written ribbons into as well as a Ziploc bag or something for the visiting team to take their ribbons home in.
 5. Pens, pencils, pencil sharpener & 5 Calculators
 6. A current copy of the J.C.C.A. swimming rules.
 7. A stapler and paper clips (Clothespins can be useful on windy evenings to keep the cards from blowing away.)

B. POINT SCORING

	FIRST	SECOND	THIRD	FOURTH
A	8	6	5	4
B	6	4	3	2
Relays	20	16		

C. LANE ASSIGNMENTS

VISITOR LANES	2	4	6
HOME LANES	1	3	5

D. TABLE SETUP

V	H	V	H	V	H	V	H	V	H
"B" Ribbon Writers		"B" Scorers		Official Time and Place Finders		"A" Scorers		"A" Ribbon Writers	
V = Visiting Team					H = Home Team				

1. One person from each club should be in the middle of the table to take cards from the runner and to determine the official time and place
2. To the right side of the official time and place finders put the two "A" scorers and the two "A" ribbon writers so that the "A" cards can flow in one direction.

3. To the left side of the official time and place finders put the two "B" Scorers and the two "B" ribbon writers so that the "B" cards can flow in the opposite direction of the "A" cards.
4. Each "B" scorer will be responsible to record Exhibition swimmers for their own team. Exhibition swimmers do not score points. The exhibition times must be recorded along with the events swam. The swimmers exhibition swims will count as eligible swims for the Meet Of Champions competition.

E. SWIMMER TIME AND PLACE DETERMINATION

The runner will bring entry cards, pick sheets, and any D. Q. Slips from each event to the official time and place finders. **If 3 timers per lane then the following scoring is used:**

TIME DETERMINATION		
If all three times are within .5 seconds (1/2 second) of one another, then the middle time will be the official time.	First time:	22.00
	Second time:	22.30
	Third time:	22.40
	The difference from the first time to the third time is within .5 seconds (1/2 second). Therefore, all three times are within .5 seconds (1/2 second) of one another. The official time in this scenario is 22.30	
If any two times are exactly the same, that time will be the official time regardless of what the third time indicates.	First time:	24.00
	Second time:	23.40
	Third time:	24.00
	The first time and the third time are the exactly the same. The official time in this scenario would be 24.00	
If one time is not within .5 seconds (1/2 second) of the other two times it should be discarded and the average of the remaining two times will be the official time.	First time:	23.50
	Second time:	22.40
	Third time:	22.90
	The first time is not within .5 seconds (1/2 second) of the other two times. The second and third times are within .5 seconds (1/2 second) of each other. The official time in this scenario would be 22.65	
If all three times are not within .5 seconds (1/2 second) of one another, and the middle time is within .5 seconds (1/2 second) of both the fastest and the slowest time, the slowest time should be discarded and the average of the remaining two times will be the official time.	First time:	21.50
	Second time:	21.00
	Third time:	22.00
	The difference in time from the first time to the third time is within .5 seconds (1/2 second). Therefore all three times are within .5 seconds (1/2 second) of one another. The official time in this scenario would be 21.25	
If all three times are not within .5 seconds (1/2 second) of one another, then the middle time will be the official time.	First time:	25.00
	Second time:	25.60
	Third time:	26.20
	None of these times are within .5 seconds (1/2 second) of any of the other times. The official time in this scenario would be 25.60	

Ties –Where two or more swimmers tie for any place in any event the points credited to such place or places, if any, next in order shall be equally divided between such swimmers; i.e., if two tie for first place, the points to be credited to first place and the points to be credited to second place shall

be added and divided one-half and one-half. If three tie for first place, the points credited to first, second and third places shall be added and divided one-third, one-third and one-third, and so on for four or more tying for first place. The same is true for those tying for second place, third place, and whatever places there may be.

F. NOTES

The pick sheet is only used to determine the number of swimmers in the race and in the event of a total watch failure on a given lane. If there is a total watch failure on any lane, the pick sheet should be used to place that swimmer where they have finished, "no time" should be recorded as the official time. **THE MEET REFEREE MUST BE CONSULTED IN THIS CASE.**

After the official time is determined, fill in both the official time and official place in the appropriate space on the J.C.C.A. entry card, and pass the card down to the "A" or "B" scorers.

In the event that someone is disqualified, the D. Q. Slip must be completed with the following information:

1. The event number, heat number, ("A", "B", or exhibition), and the Lane number. If possible, without delaying the meet, the judge should get the swimmer's name.
2. The infraction
3. The signature of the stroke judge
4. The disqualified swimmer is listed on the score sheet but does not score any points. This verifies that the swimmer swam the event, and participated in the meet

* If the above information is not completed on the D. Q. Slip, the DQ will be considered invalid and swimmer still place and score points.

XIV. WILLIAM J. EVERHARDT AWARD

Every year since 1976, the Jefferson Community Clubs' Association has chosen two recipients of the William J. Everhardt award. These awards are presented at the Swimming Meet of Champions to the most impressive male and female swimmers **ages 15-18** that have competed during the current season. Each coach may nominate one male and one female from his or her respective team. The nominees are considered by the Jefferson Community Clubs' Association's swim committee chairman and designated representatives. Immediately after the Meet of Champions, the final selections are made and the awards are presented. If there is a tie multiple awards will be presented.

It is important to recognize the contributions of the man behind this award. The William J. Everhardt Award is dedicated to the memory of William (Bill) J. Everhardt. Bill was the founder, organizer, and first president of the Jefferson Community Clubs' Association. His unique contribution to local competitive swimming was truly remarkable. He was exposed to swimming activities as a summer manager at Country Club Homes Recreation (now known as Capitano's Tennis and Athletic Club). Bill's interest progressed from idle curiosity to stroke research, and to the formation of a competitive swim team. Concurrently, Bill attended Tulane University and after graduation entered Tulane Law School. Ultimately, he received a law degree, graduated with honors, passed the bar exam, and became a well-known civil attorney in the New Orleans metropolitan area.

Bill's intense interest in local competitive swimming and the Jefferson Community Clubs Association never faltered, even during his educational pursuit and his subsequent professional career. In 1961, Bill organized the Jefferson Community Clubs' Association. The first official swim meet of this newly formed organization was conducted in 1962. Shortly thereafter, Bill was very active in the Southern Amateur Athletic Union. He organized an Amateur Athletic Union swim team known as the Jefferson Aquajets, who later became the Metairie YMCA Aquajets.

Bill died in 1971 at the age of 32 after a lifelong battle with muscular dystrophy which kept him in a wheelchair from the time he was six years old. Despite his handicap, Bill always lived life to the fullest, with enthusiasm, wit, and humor. Bill accomplished many things during his short life. Thanks to his devotion to the Jefferson Community Clubs' Association, many swimmers have had the opportunity to participate in competitive swimming. In fact, the parents of many of our current swimmers at this Meet of Champions were swimmers during Bill's coaching career.

William J. Everhardt left a legacy of which he would have been proud. His legacy is represented with the presentations of the William J. Everhardt Award.

Everhardt Award Nomination Form

(Complete A – D only & turn in with MOC entries)

1. This award is limited to any male or female swimmer ages 15 through 18
2. A swimmer may be nominated consecutive years but can only WIN the Award once.
3. Submit separate forms for boy or girl swimmers from the same club.
4. Clubs must be in good standing with J.C.C.A. Not open to clubs on probationary period.

TEAM NAME: _____

YEAR: _____

Circle One:

Nominee Name: _____

Male Female

Coach or Club Rep, Signature: _____

A. Number of dual meets nominee has swum during the current season:

Number of meets: _____ X 3 Points = _____ Total (A): _____

B. Number of dual meet individual _____ places the nominee has scored during the current season:

1st Place finishes _____ X 4 Points = _____

2nd Place finishes _____ X 3 Points = _____

3rd Place finishes _____ X 2 Points = _____

4th Place finishes _____ X 1 Points = _____ Total (B): _____

C. Number of prior MOC swimming, individual (non-relay) records still standing through this current season.

Number of records: _____ X 5 Points = _____ Total (C): _____

D. Number of years nominee has swam J.C.C.A. Swimming:

Number of years: _____ X 3 Points = _____ Total (D): _____

FOR J.C.C.A. Official use only. To be completed at Meet of Champs

E. Number of current year Meet of Champions finishes:

1st Place finishes _____ X 12 Points = _____

2nd Place finishes _____ X 10 Points = _____

3rd Place finishes _____ X 8 Points = _____

4th Place finishes _____ X 6 Points = _____

5th Place finishes _____ X 4 Points = _____

6th Place finishes _____ X 2 Points = _____

Add Point Total = _____ Total (E): _____

F. Number of records set @ Current Meet of Champions:

Number: _____ X 5 Points = _____ Total (F): _____

Grand Points Total (A-F):

XV. PENALTIES AND FINES

A. **SCOPE:** All penalties and fines outlined and referenced herein will become effective once approved and reviewed by the Swim Committee.

B. **Review Process:**

- The Chairman will present, as part of the meeting agenda, a list of the specific infraction with the proposed penalty and/or fees.
- A quorum of the Swim Committee Representatives will have the option, by majority vote and based on the overall circumstance, to uphold, adjust or dissolve and penalties or fees associated with the infraction.
- Following the J.C.C.A. Swim Committee review, written notifications will be forwarded (by the Swim Committee Chairman) to the respective clubs' President or Board of Directors and Swim Committee Representative. This notification will outline the specific infraction and penalties/fines.
- Monetarily penalized clubs will be expected to pay the Treasurer of the J.C.C.A. Swim Committee within thirty (30) days of notification. A ten percent (10%) late fee will be assessed if fees are not paid within sixty (60) days of notification. The original notice will be the only notice forwarded, unless a late penalty is assessed.
- If non-monetary penalties are involved (i.e. forfeiture of events and/or meets), the Chairman will make immediate appropriate adjustments of meet results. Written notifications will be forwarded to the respective coaches and Representatives.
- Utmost discretion is expected from the Chairman and all voting involved and non-involved coaches and the J.C.C.A. Swim Committee Representatives.

C. **OUTLINE OF PENALTIES & FINES:**

1. Any club dropping out of swimming after the schedule is completed will be **fined \$100.00**. (I.A.)
2. Monetarily penalized clubs will be expected to pay the Treasurer of the J.C.C.A. Executive Committee within thirty (30) days of notification. **A ten percent (10%) late fee** will be assessed if fees are not paid within sixty (60) days of notification. The original notice will be the only notice forwarded, unless a late penalty is assessed. (I. F.)
3. Failure to comply with submission of rosters will result in **forfeiture of all meets until rosters are submitted**. In addition, a **\$10.00 fine** will be imposed. (III.E.)
4. Once a swimmer has achieved an "A" time, he/she is considered an "A" swimmer for that stroke and distance during that season's competition. If an "A" swimmer swims an event as a "B" swimmer, then that individual **must forfeit that individual event**. (IV.D.3.)
5. A swimmer may compete in three (3) individual events and one (1) relay for a total of four (4) events. A swimmer may not participate in more than two (2) relay events in any dual meet. Individual swimmers found in violation of these outlined limits will forfeit points and place which will be awarded to the opposing team and a **\$25.00 fine per swimmer**, per event violation will be imposed. (IV.,D., 4.)
6. The **meet shall be forfeited** if either club fails to provide its quota of workers. (IV.E.3.)

7. Each club must have a currently certified or provisionally certified USA Swimming **Stroke & Turn Judge** or have attended a J.C.C.A. sponsored stroke clinic for each dual meet. J.C.C.A. will be responsible for sponsoring one clinic per season. There will **be a \$50.00 fine per meet per club** if they do not have a Stroke & Turn Judge with the above qualifications. (IV.E.6).
8. Any team found guilty of entering a swimmer(s) in an event for which that swimmer(s) is not qualified, will **forfeit that event** & be assessed a **\$25.00 fine per event**. (IV.F.4.)
9. **Filing of final result** sheet(s) must be done within 48 hours to the Swim Committee. Chairman (or Swim Committee representative). Failure to do so will result in forfeiture of all meets until accomplished. In addition. A **\$10.00 fine** will be imposed. All official results from all dual meets held by the Swim Committee will be brought to the Meet of Champs to serve as "records of proof" of eligibility or times achieved during the current swimming season. (IV.G.)
10. **All dual meets** that are scheduled during the regular season must be swum! In the event a cancellation occurs, this meet must be rescheduled within 10 (ten) days of the said cancellation, unless both teams agree not to make it up. The rescheduling must be agreed upon within 48 hours after cancellation (of the originally scheduled, canceled meet). Should either team (host or visitor) refuse or is unable to swim on the rescheduled, designated date & time a **\$25.00 forfeiture fine** will be charged to that team.(IV.H.1)
11. **Cancellation/Forfeiture PRIOR to a scheduled dual meet:** If a visiting club forfeits a meet and refuses to reschedule the meet with the hosting the club, the visiting club will be fined **\$100** to compensate the host club for loss of revenue. This penalty does not apply to weather related cancellations.(IV.H.2)
12. **MEET of CHAMPS OFFICIALS:** The J.C.C.A. Swim Committee will assign all duties pertaining to the Meet (MOC). Any club not supplying the minimum number of assigned workers will be **assessed a fine of \$50.00 per worker per club**. (V.,G.)
13. **MEET of CHAMPS ENTRIES:** All entries must have seed times. If an entry does not have a seed time, a **\$5.00 fine will be assessed for each entry without a seed time**. (V. C.4).
Any team found guilty of entering a swimmer in an event of which that swimmer is not qualified, will forfeit that event and be assessed a **\$50.00 fine per incident** (V. H.3.)
14. **Host Clubs** for all Dual Meets, Practice Meets and Meet of Champs will be responsible for having a current copy of the Official Rules on premises for use by the Meet Referee and/or Officials during the meet. Failure to do so will result in a **\$10.00 fine**. (IX. E.)
15. A **\$10.00 fine** will be assessed if the Swim Committee Representative or alternate misses more than one (1) Swim Committee meeting. (XI.,D.)

J.C.C.A. Code of Conduct for Coaches

The purpose of this code is to establish common expectations for all J.C.C.A. clubs. It should be a guide to promote a positive team environment and good sportsmanship within the League.

I hereby pledge to live up to my duties as a Coach by following the J.C.C.A. Code of Ethics for Coaches:

- I have reviewed the J.C.C.A. Swimming Rules and agree to comply with Eligibility & meet entries accordingly.
- I will be knowledgeable in the rules of the swim strokes, and I will teach these rules to my swimmers.
- Respect officials and their judgment and abide by the rules of the event.
- Treat opposing coaches, participants, and spectators with respect
- I will place the emotional and physical wellbeing of my participants ahead of a personal desire to win & remember that kids participate for pleasure & winning is only part of the fun.
- I will not engage in or encourage any form of unethical behavior that violates league rules.
- Win with humility and lose with dignity.
- Set a good example of sportsmanship for participants to follow by demonstrating fair play, displaying control, respect and professionalism to all involved within the sport.
- I will remember that I am a youth coach, and that the meet is for children and not adults.

Any complaints of a coach violating this code of conduct should immediately be brought to the attention of the Club J.C.C.A. Representative who may choose to file an incident report detailing the infraction. Incident reports must be submitted within 48 hours of the infraction to the J.C.C.A. Executive Board for review.

By my signature below, I acknowledge and agree to abide by the J.C.C.A. Code of Conduct for Coaches. If I violate this code, I understand that my respective club may be fined up to \$100 and if found in violation, I could be banned from the pool deck during J.C.C.A. events.

CLUB: _____

Coach Signature: _____

INCIDENT/PROTEST FORM

Jefferson Community Club Association

TO: Meet Referee or JCCA Executive Board

Meet Date: _____ TEAM NAME: _____

DIVISION: _____ OPPONENT: _____

Circle One: *PROTEST* *COACH CONDUCT COMPLAINT*

Describe Incident Below:

JCCA Rep Signature/Club: _____

Date: _____