

LAFAYETTE SWIM CONFERENCE

Bylaws, Rules, and
Regulations

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LAFAYETTE SWIM CONFERENCE BYLAWS

Article I. CONFERENCE ADMINISTRATION

Section I.01 PURPOSE.

LAFAYETTE SWIM CONFERENCE (LSC) is a non-profit organization that was established in October 2011. Its purpose is to establish, organize and hold meets for summer youth recreational competitive swimming within its membership to enhance community spirit, camaraderie, and friendly competition.

Section I.02 MEMBERSHIP.

Team membership shall be limited to no more than 10 teams. Any change in the number or members or vacancies to be filled shall be decided by a supermajority vote of all members of the Board of Directors with the adherence to the following guidelines:

- The Team will be recreational (e.g. homeowners, neighborhood, and city clubs).
- The Team will be of a size not larger than the largest Team currently in the Conference, unless approved by a supermajority of Board members.

Prospective teams shall contact the Board of Directors by November 1st before the upcoming swim season. Any member may withdraw from the Conference, by notifying the Board of Directors in writing, not less than one year prior to the Season Opening (April 1st). Members who withdraw less than one year prior to the Season Opening, relinquish all rights to LSC property and holdings, but shall remain liable for their share of any deficit incurred prior to their departure from the League.

The Members and their associated swim team abbreviations are:

Rancho Colorados	RC
Sun Valley	SVST

Section I.03 BOARD OF DIRECTORS.

Each member Team shall appoint up to two representatives to serve on the Board of Directors. Each member Team shall have only one vote on any issue put before the Board. The officers of the Board of Directors shall be President, Vice President/Public Relations Director, Treasurer, and Secretary. The officers and corresponding Conference Championship Meet jobs shall rotate every two years. In the event of a two-member league, each team will hold two officer positions and be responsible for two Conference Championship Meet jobs. Allocation of jobs will be determined by a unanimous vote.

The President shall:

- Preside over all Conference meetings and shall be responsible for overseeing the overall operation of the Conference.
- Act as the Conference Championship Meet Director.

The Vice President/Public Relations Director shall:

- Be in training to become President in the next rotation of jobs.
- Foster relationships within the community.
- Promote the Lafayette Swim Conference in the community.
- Spearhead all philanthropic endeavors throughout the season for the Conference.
- Run Programs for the Championship Meet
- Run Desk at Conference Championship Meet.

The Secretary shall:

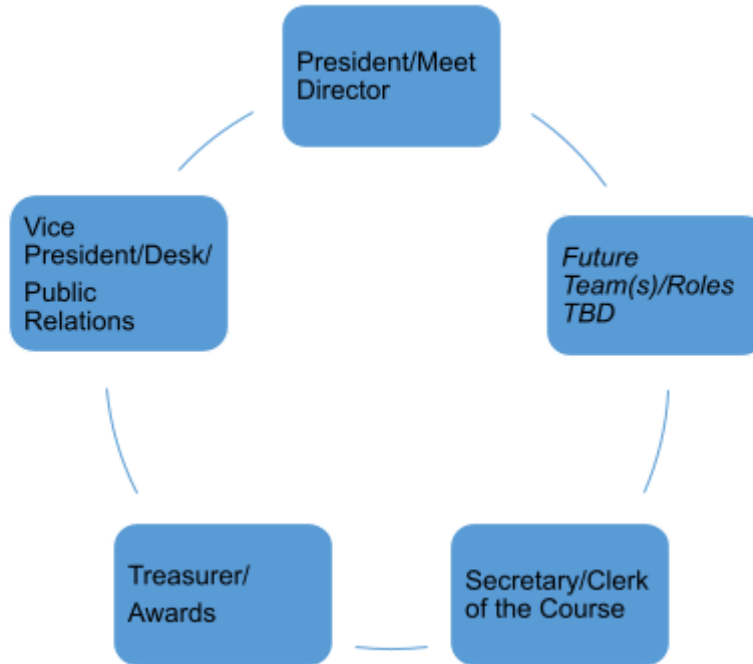
- Maintain and keep on file the Conference By-Laws.
- Compile, maintain, and distribute as needed a Roster of the Conference Board Members and Individual Team Directors.
- Take minutes at each meeting and send a copy to all Team representatives.
- Coordinate with Website and Database Consultant and maintain Conference website.
- Notify all Team representatives of the date, time and place of future meetings. Keep the results of all Conference Championship Meets.
- Compile and distribute to Board Members a list of Conference Championship Meet Records and final Team standings.
- Report any violations of Conference rules to the Board at its final meeting of the year.
- Run Clerk of the Course at Conference Championship Meet

The Treasurer shall:

- Receive and delegate all monies.
- Establish and maintain the Conference bank account.
- Submit all records and financial reports to the Conference Board at the final Board meeting each year.
- File all tax documents associated with each season.
- Create for approval by the Board the Conference budget.
- Maintain the Conference budget.
- Maintain Insurance for the Conference and Board
- Run Awards at Conference Championship Meet.

The role of Hospitality and Vendors is shared amongst all teams as determined by the Board.

In the event additional teams are added to the Conference, the jobs of hospitality, programs, and vendors will be redistributed. The team(s) will be added to the Board position rotation following the Secretary role. The Conference Board has the discretion to modify the distribution of jobs and the position rotation as needed.



The remaining volunteer jobs required to run the Conference meet will be distributed pro rata among all teams in the league based on the previous year’s entrants. Teams must fulfill their volunteer job allocation in order to participate in the Championship Meet.

Section I.04 REVISION/AMENDMENT OF RULES AND BYLAWS.

Membership and bylaw changes must be approved by a supermajority of all member teams (3 of 4 teams; 4 of 5 teams; 5 of 6/7 teams; 6 of 8/9 teams; 7 of 10 teams)Any rule changes must be approved by a simple majority of all member teams. All other matters shall be decided by a simple majority of a quorum of Board members present. A quorum shall consist of a simple majority of representatives. In the event of a two-member league, membership and bylaw changes, rule changes and any other voting matter will only be approved by a unanimous vote of both member teams.

Votes on membership, bylaws, and rule changes may be conducted electronically if members are unable to attend a meeting where a vote on such an item is taken.

Written notice of proposed membership, bylaw, and rule changes must be given to all members of the Board 10 days prior to a vote on those changes.

Section I.05 MEETINGS.

Conference Board meetings shall take place once a month from February to July, in September and October, AND on any other date the President so requests. The September meeting will be dedicated to finalizing the finances for the prior year and setting the Conference Meet Schedule for the coming year. The rotation of Officers shall occur every other year at the October meeting. There will also be a pre-Championship Meet meeting with coaches, team representatives and Stroke & Turn officials prior to the Conference Championship Meet.

Section I.06 FINANCES.

The initial funds for establishing the Conference were \$8,750 (\$1,750 per founding team) which were rolled over from the disbanding of the Lafayette City Meet Account into a newly established Lafayette Swim Conference Account.

Each year, the Conference Board will prepare a budget for the coming year estimating revenues and expenses. The primary source of revenue for the running of the Conference shall be generated from the proceeds of the annual Conference Championship Meet. The Board will manage the budget prudently and have the authority to seek additional funding from member Teams should it become necessary.

Additional teams who are invited to join the Conference shall pay a one-time membership charge of \$1750. Any monies collected by the Conference shall be deposited into a Conference-managed bank account. All expenses for running the Conference, including the Conference Championship Meet, will be reimbursed from the Conference-managed bank account.

Any deficit resulting from the operation of the Conference shall be covered by levying each member Team equally. Any excess monies resulting from the operation of the Conference shall be used at the discretion of the Board.

No refund will be given to a team who elects to withdraw from the Conference. If the Conference dissolves, any remaining funds shall be equally distributed to members after all expenses are paid, all accounts are reconciled, and a final tax return is filed.

Section I.07 INSURANCE.

The Conference Board shall purchase insurance as deemed necessary to cover Conference activities, including the Championship Meet, and to protect the Board of Directors against liability for their actions on behalf of the Conference. Teams purchasing coverage through the Conference will be billed separately for that expense.

LAFAYETTE SWIM CONFERENCE RULES AND REGULATIONS

The rules set forth below are meant to establish competition in a fair manner for all competitors. No rules or events shall be changed between the regular May meeting and the Conference Championship Meet unless so approved by the Board.

Article I. SWIMMER ELIGIBILITY.

Recreational swimmers may swim in the Lafayette Swim Conference. The eligibility rules noted below apply to Dual/Tri and Conference Meets.

Section I.01 PRESEASON TRAINING/COMPETITION.

The Conference adheres to the pre-season training/competition County Meet guidelines as well as any future modifications of these guidelines by the Contra Costa County Meet Oversight Committee. These guidelines are outlined as followed and can be found on www.countymeet.com:

- (a) Recreational swim teams may not begin training earlier than APRIL 1st.
- (b) Recreational swimmers are expected to take a break during the off-season from all organized swimming activities for a continuous period from January 1st through February 28th.
- (c) Swimmers' participation in organized swimming lessons/clinics may not exceed 15 hours in total or 45 minutes for any given session during March (whether in or out of the water)
- (d) Programs may not offer more than 15 hours of lessons/clinics through the team, by team coaches or at team facilities (whether in or out of the water) from March 1st through the start of the swim season, April 1st.
- (e) Private, one-on-one lessons provided by individual coaches do not count toward a programs' 15-hour limit but DO count toward individual swimmers' maximum of 15 hours during the off-season.
- (f) The focus and intent of all off-season lessons/clinics should be on technical stroke improvement/instruction and not on aerobic training/conditioning.
- (g) Programs and coaches who provide swimmers with written workouts with the expectation that the swimmers complete those workouts will jeopardize eligibility.
- (h) Participating in water polo or synchronized swimming programs where the primary focus of the work is swim conditioning will jeopardize eligibility. It is understood that being in the water for either of these activities involves some swimming, however there is a clear line between water polo/synchronized swimming drills/games/competitions and straight swim training.
- (i) Programs, coaches and swimmers' families are expected to track specific attendance in any off-season lessons/clinics (dates, times, locations, coaches).
- (j) Swimmers (other than high school and college swimmers) may not compete as

members of a year-round swim team or train with a year-round swim team after December 31st of the prior year. These swimmers MAY NOT compete in any USA sanctioned swim meets after December 31st and until after the completion of the Contra Costa County Championship Meet.

- (k) High school and college swimmers who are members of their scholastic teams may continue to train with a year-round swim team until February 10th. High School and college swimmers may not swim in USA meets after Dec 31st until after the completion of the Contra Costa County Championship Meet.

Section I.02 SWIMMER'S AGE.

Age for the current swim season is determined by the age of the swimmer as of June 15th. enter the meet according to their age on June 15th. Swimmers may not be any older than 18 as of June 15th.

- (a) A swimmer may swim up ONE AGE GROUP ONLY for any individual event. However, if a swimmer does swim up for an individual event, s/he must swim up for all other individual events entered at that meet. A swimmer may swim up one age group for relay events and still swim individual events in his/her normal age group. However, if a swimmer does swim up for a relay, s/he cannot in the same meet swim in another relay for his/her age group; a swimmer must swim BOTH Medley and Freestyle Relay in the same age group. Additionally, a relay team may consist of no more than two swimmers who are swimming up.

Section I.03 LSC TEAM MEMBERSHIP.

Swimmers must be bona fide members of a Contra Costa county recreational swim club or team which they represent such team during the current summer season. Non LSC league members may be invited to attend and participate in all future LSC meets. A bona fide swimmer may participate in a minimum of any two swim meets (dual, tri, and invitational) excluding time trials and intra-squad meets, prior to the Conference Championship Meet, for such team during the course of the current summer season.

~~Section I.04~~ SWIMSUITS.

Swimsuits worn in LSC competitions must comply with USA Swimming rules. It is the responsibility of each swimmer to ensure that his or her swimsuit complies with USA Swimming Rules. Information regarding swimsuits approved by USA Swimming can be found on the USA Swimming website (www.usaswimming.org) and is in the USA Swimming Rules Books under Section 102.8.

- (a) Swimwear shall include only a swimsuit, cap, and goggles. It is not permissible to wear more than two (2) caps. Armbands or leg bands shall not be regarded as parts of the swimsuit and are not allowed.

- (b) The swimmer must wear only one swimsuit in one or two pieces, except as provided in 205.10.1. All swimsuits shall be made from textile materials. For men, the swimsuit shall not extend above the navel nor below the knees, and for women, shall not cover the neck, extend past the shoulder, nor extend below the knee.
- (c) Swimsuits worn for competition must be non-transparent and conform to the current concept of the appropriate.
- (d) No swimmer is permitted to wear or use any device, substance or swimsuit to help his/ her speed, pace, buoyancy or endurance during a race (such as webbed gloves, flippers, fins, power bands, adhesive substances, etc.). Goggles may be worn, and rubdown oil applied if not considered excessive by the Referee. Therapeutic elastic tape is prohibited. Any other kind of tape on the body is not permitted unless approved by the Referee.
- (e) Exemption: An exemption to the rules may be granted, on a case-by-case basis, to a swimmer who:
 - (i) Due to religious beliefs, is required to wear a suit that covers more of his/her body than is permitted above; or
 - (ii) Has a medical condition requiring more of his/her body to be covered than is permitted.
 - Note: Any of the above exemptions do not extend to the use of any swimwear that has been promoted by its manufacturer, or has otherwise been described, as providing a performance or technological advantage.

Article II. CONFERENCE CHAMPIONSHIP MEET.

Section II.01 ELIGIBILITY OF SWIMMERS.

The swimmer must have participated in at least two (2) meets on behalf of a Contra Costa County recreational swim team for which he/she desires to swim in the Championship Meet. Participation in these meets must occur no later than 7 days prior to the Championship Meet. For such purposes, intra-team time trials and intra-squad meets shall not count as a meet. The Conference Championship Meet is intended for recreational swimmers, not year-round swimmers. Any Team that allows, intentionally or otherwise, an ineligible swimmer to enter either an individual or relay event shall be penalized 24 points for each occurrence. Entries for the Conference Championship Meet shall be submitted with the best time achieved during meets, including time trials, in the current recreational swim season.

Section II.02 ORDER OF EVENTS.

The Board has the discretion to modify the specific order of events.

- (a) A Directors and Coaches' Meeting will be held prior to the start of the Meet.
- (i) Saturday Events: Free (including 50 Free for 15-18), Breaststroke, IM (11 & up), Medley Relay
 - (ii) Sunday Events: Backstroke, Butterfly, IM (10 & under), Free Relay
 - (iii) Six & Under events will be held in all strokes except IM. Six & Under swimmers may compete in the 7/8-year-old IM event, but any points they earn for that event will not count toward High Point in their age group.

Section II.03 EVENTS PER SWIMMER.

At the Conference Championship Meet, swimmers may enter up to three (3) individual events (including IM) and two (2) relays. If a swimmer is entered in more than three (3) individual events (including IM), s/he shall be deleted from the event(s) in which s/he is seeded highest amongst all events s/he entered until s/he is in compliance. S/he may then swim the remaining three (3) events.

Section II.04 SWIMMER ENTRIES.

All swimmer entries for the Conference Championship Meet are due at the date designated by the Conference Board of Directors. Once swimmer entries have been submitted, no changes will be allowed, including corrections of errors in stroke designation or swimmer times. Exceptions may be made if the swimmer was entered as the wrong gender or age group. If the error occurred beyond the control of the swimmer or coach, the Conference Board may, at its sole discretion, correct the error. In this case, the affected team's Board representative shall abstain from voting.

Section II.05 CLERK OF THE COURSE.

All swimmers must "double check-in" at Clerk of the Course for each event. Double check-in means checking in first at the entrance, then again at the seat. The swimmer's presence will be noted on the incoming referee sheet, which will be handed to the Deck Referee prior to the race. A swimmer is considered scratched if s/he is not double checked-in and in their assigned seat when the heat stands up to leave the Clerk of the Course area for the starting blocks. Finalists, including alternates, must double check-in for final events.

- (a) No refunds will be given for swimmers who are scratched or are no-shows.
- (b) Contrary to USAS rules, swimmers who miss an individual event are still eligible to swim their subsequent scheduled events.
 - (i) PRELIM EVENTS: If a swimmer misses an event due to a meet procedure-related issue as determined by the Meet Director, he/she will be placed into a later heat in one of the following methods: scratched slot, first heat of the next event, or solo swim. If a swimmer misses an

event due to his/her own fault or the fault of the coaches or parents, there is no further recourse.

- (ii) **FINALS:** Once a swimmer has been seated, he/she must remain seated or risk being replaced by an alternate. If a swimmer is missing from the Finals heat, the fastest swimmer in the consolation heat will be moved up. Open lanes in the Consolation heat will then be filled by alternates. Once a heat has been asked to stand, the seated alternates will swim, and the original swimmers who have been replaced will not swim. USAS rules stipulate that a heat has begun once swimmers are standing, so no changes to the swimmer line-up will be allowed once the heat has stood.

Section II.06 STROKE AND TURN.

- (a) USA Swimming rules shall apply and be enforced with respect to all age groups, except as follows: Swimmers aged 6 & under will be judged by the "70% rule", whereby a swimmer must swim 100% correct at least 70% of the time. Where two Stroke & Turn judges are used per lane, the 70% rule allows for one infraction (e.g. flutter kick, one-hand touch, etc.) per stroke & turn jurisdiction. A second infraction at either jurisdiction results in disqualification.
- (b) Stroke & Turn judges must check-in and check-out with the Meet Director. If a disqualification is made, the Stroke & Turn judge who made the call must remain in the pool area for 30 minutes following both A.M. and P.M. sessions to discuss with the Meet Director and Referee any protest of the disqualification. All protests will be decided upon and finalized on the day of the meet.

(a)

Section I.02 STARTS.

- (a) **Diving Rule:** As it relates to pool depth for starts and starting blocks, race starts at meets shall be conducted in accordance with USAS rules.
- (b) **Starts:** The start command shall be "TAKE YOUR MARK," with the gun/beeper sound to follow. Fly-over starts will be used for all applicable events.
- (c) **Relay Starts:** The leaving swimmer may start his/her dive at any time, but some part of his/her foot must still be touching the block/deck when the incoming swimmer touches the wall.
- (d) **False Starts:** The USAS "No False Start" rule shall be followed. Per USA Rule 101.13:

- (i) Any swimmer starting before the start signal shall be disqualified if the Referee independently observes and confirms Starter’s observation that a violation occurred. Swimmers remaining on the starting blocks/deck shall be relieved from their starting position with the “Stand Up” command and may step off the blocks. The Starter shall restart the race upon signal by the Referee.
- (ii) If the start signal has been given before the disqualification is declared, the race shall continue without recall. If the Referee independently observes and confirms the Starter’s observation that a violation occurred, the swimmer or swimmers who false started shall be notified of the disqualification upon completion of the race.
 - i) If the recall signal is activated inadvertently, no swimmer shall be charged with a false start and the Starter shall restart the race upon signal from the Referee. A swimmer who would otherwise be charged with a false start may be relieved of the charge if the false start was caused by the swimmer’s reaction to the “Stand Up” command.
 - ii) A swimmer shall not be disqualified for an illegal starting position at the start if the race is permitted to proceed. Enforcement of the correct starting position is the responsibility of the Starter.

Section I.03 SCORING.

LSC will follow USA Swimming rules for scoring and distribution of points. Only completed events will be scored.

(a) Individual Events Championship Heat 10 Lane Finals Course

1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th
24	21	20	19	18	17	16	15	14	13

(b) Individual Events Consolation Heat 10 Lane Finals Course

11 th	12 th	13 th	14 th	15 th	16 th	17 th	18 th	19 th	20 th
11	9	8	7	6	5	4	3	2	1

(c) Relay Scoring

1 st	2 nd	3 rd	4 th	5 th	6 th
48	42	40	38	36	34

- (d) The Championship heat shall consist of swimmers with the ten best times from the trials, unless the venue has fewer than ten lanes, in which case the Board will decide how many swimmers will comprise the Championship heat. A swimmer in

the Championship heat who is not disqualified will finish no lower than tenth place.

- (e) The Consolation heat shall consist of swimmers with the eleventh to twentieth best times in the trials, unless the venue dictates otherwise; see paragraph above. The fastest time in the Consolation heat shall be awarded eleventh place.
- (f) In case of a tie, add together the points for the places involved, then divide the total by the number of swimmers/Teams who are tied.

Section I.04 AWARDS.

2023 awards categories will be up to the LSC Board's discretion and will be announced in due time

Section I.05 COMPLIMENTARY EVENTS/SWIMMERS.

No complimentary events or swimmers will be allowed, unless expressly approved by the Board. All requests for exceptions to this rule must be made in writing to the Meet Director by the Monday preceding the Conference Championship Meet.

Section I.06 TIMING INSTRUCTIONS.

When 2 timers are used, the average of the times shall be used. If 3 timers are used and all three times are different, the middle time is used or if two of the three times are the same to the hundredths place that time shall be used.

Section I.07 CONDUCT.

- (a) There is a zero-tolerance policy on malicious or negative raiding—which is defined as going to a Conference pool other than your own for the purpose of taunting and/or vandalism—within the Conference. At the start of each season, Board members are required to remind their Director and coaches of this rule. If raiding occurs and results in property damage, a police report will be filed, and the responsible individuals and their parents shall be held financially liable for all damages. In all cases of malicious or negative raiding, regardless of whether damage occurs, the Board President will be notified of the incident, and the offending swimmer(s) shall be disqualified from the Conference Championship Meet, without the ability to appeal.
- (b) Coaches and Directors are responsible for explaining to and ensuring from their swimmers' appropriate behavior, prior to the start of Conference Championship Meet.
- (c) Any swimmer who engages in malicious mischief will result in his/her disqualification from the meet and from events in which s/he has already competed. Malicious mischief shall be defined as:
 - i) Destruction and/or vandalism of property;

- ii) Behavior that endangers the safety and welfare of swimmers and spectators;
- iii) Disrespect to officials by using profanity and/or obscene gestures.

Article II. DUAL/TRI MEETS.

Section II.01 SCHEDULE OF EVENTS.

The order of events will be: 50 Free 15-18, Medley Relay, IM, Freestyle, Breaststroke, Backstroke, Butterfly, and Free Relay. The order of events in a given meet may be changed with prior approval from all Teams' head coaches.

- (a) Prior to the start of an evening meet, the Meet Director shall determine which event(s), if any, will be dropped from the meet in order to save time.

Section II.02 NUMBER OF EVENTS.

Swimmers may enter up to three (3) individual events (including IM) and two (2) relays. For IM, each gender and age group shall be limited to one (1) heat, with lanes split evenly unless otherwise agreed to by all teams. For relays, each age group shall be limited to one (1) heat with combined genders.

- (b) Mixed relay teams may be used during dual/tri meets. Mixed Relays must consist of one member of the opposite sex. Six & under age group is the only group allowed to swim mixed relays unless agreed upon by participation Teams prior to the meet.

Section II.03 STARTS.

- (a) Starts: The start command shall be "TAKE YOUR MARK," with the gun/beeper sound to follow. Fly-over starts will be used for all applicable events.
- (b) Relay Starts: The leaving swimmer may start his/her dive at any time, but some part of his/her foot must still be touching the block/deck when the incoming swimmer touches the wall.
- (c) False Starts: The USAS "No False Start" rule shall be followed as outlined in Section 2.07 (d) with the exception of a swimmer who falls or slips off the starting blocks before a race without intention to begin or delay the swim shall not be disqualified.

Section II.04 DISQUALIFICATION POLICY.

The Contra Costa County Championship Meet DQ Policy, which calls for strict adherence to the rules by all swimmers, shall be followed by the Conference for swimmers aged 7 & up. Swimmers aged 6 & under will be judged by the "70% rule", whereby a swimmer must swim 100% correct at least 70% of the time. Where two Stroke & Turn judges are used per lane, the 70% rule allows for one infraction (e.g. flutter kick, one-hand touch, etc.) per stroke & turn jurisdiction. A second infraction at

either jurisdiction results in disqualification. At dual meets, where there is typically only one Stroke & Turn judge per lane, two infractions are allowed, with a third resulting in disqualification.

Section II.05 AWARDS.

At Dual/Tri Meets ribbons shall be awarded to 1st through 6th place for 12 & under swimmers as well as the top three relay teams. (The home team, at their discretion, may elect to award ribbons to additional heats and age groups.)

Section II.06 COMPLIMENTARY SWIMMERS.

Complimentary relays and individual swimmers will be allowed if approved by both Teams' head coaches prior to the start of meet. Complimentary swimmers are to be announced by the Starter BEFORE the heat begins.

Section II.07 SCORING OF MEETS.

Dual Meets and Tri Meets will not be scored.

Section II.08 DUAL/TRI-MEET RESPONSIBILITIES.

(a) Home Team:

- (i) Furnish lane ropes. (False start rope is optional.)
- (ii) Furnish backstroke flags, posted five yards from each end of the pool.
- (iii) Personnel:
 - 1) Sufficient Timers/Recorders with stopwatches.
 - 2) Starter
 - 3) Runner(s)
 - 4) Head Referee (optional, depending on mutual agreement)
 - 5) Stroke & Turn Judge(s)
 - 6) Sufficient Desk workers
 - 7) Announcer (optional)
- (iv) Provide each visiting Team with a list of required personnel for the meet.
- (v) Supply recorder slips to each lane for each event.
 - i) Supply appropriate disqualification (DQ) slips for all Stroke & Turn Judges.
 - ii) Record the meet results and provide each Team with a copy of their individual times.
 - iii) The Head Referee (optional) shall have ultimate authority over all dual/tri meets, with his/her decisions being the final word. In the absence of a Head Referee, the Meet Director shall assume this role.
 - iv) Passes shall be provided for up to five (5) coaches per Team for lunch/dinner.

(b) Visiting Team(s):

- (i) Furnish the following personnel as requested by the home Team:
- 1) Sufficient Timers/Recorders with stopwatches.
 - 2) Desk workers.
 - 3) One Stroke & Turn Judge.
 - 4) Other workers as needed.

Section I.02 DATA EXCHANGE GUIDELINES.

All Conference Teams shall maintain their swimmer information in Hy-Tek's Team Manager software application (TM) and run their meets in Hy-Tek's Meet Manager software application (MM). The home dual/tri meet Desk Manager is responsible for contacting the visiting Team's Desk Manager(s). The home Team will send a "MM Events" file to the visiting Team(s), along with any particular requirements for the home pool, approximately one (1) week prior to the meet.

- (a) Swimmer Data: Team roster(s), as well as swimmer names (with times), shall be submitted in advance to the home Team. A code of "NT" will be used if the swimmer does not have a previously recorded time.
- (b) After each Conference Dual/Tri Meet, the home team shall send statistics sheets of all swimmers and their times to the Conference Desk Director. These sheets will be held at the desk at the Conference Championship Meet.
- (c) Meet Seeding: Heat and lane seeding will be at the preference of the home Team. If a heat has only one swimmer, swimmers from the previous heat should be moved over to balance the heats.
- (d) The Visiting Team(s) will send swimmer data to the home Team by:
 - Monday at 8:00 PM for a Wednesday night meet;
 - Thursday at 8:00 PM for a Saturday morning meet.
- (e) The Home Team will send the seeded meet data to the visiting Team(s) by:
 - Tuesday at 8:00 PM for a Wednesday night meet;
 - Friday at 7:00 PM for a Saturday morning meet.
- (f) Day of meet/deck changes: Changes to swimmers and swimmer strokes, as well as the addition of complementary swims, shall be at the discretion of the home Team head coach and desk staff.
- (g) The Home Team shall send the Visiting Team(s) an "MM Back-Up" of the meet as soon as possible after the end of the meet.