



League Rules and Regulations 2023

Revised May 2023

DELMARVA SWIM ASSOCIATION CONSTITUTION

www.delmarvaswim.org

League History

The Delmarva Swim Association (DSA) is a summer league of 23+ teams on the Delmarva Peninsula, with teams hailing from Virginia, Maryland, and Delaware. The League was formally organized in 1976, although it had existed as a loose federation of teams since about 1963. Formal organization brought about the election of an Executive Board, the standardization of forms, the centralization of scheduling, the adoption of common rules and the assessment of dues. The League has been able to work with a variety of team organizations, clubs, and governmental groups. The League results from the efforts of many people (most of them volunteer) who give of their time and energies so that young people on the Eastern Shore may enjoy healthy learning/competing situations.

Mission Statement

The League strives to help facilitate a safe environment for the athletes that participate in league organized competition, while not infringing upon the structure of individual clubs. The League is open to any team which wishes to join and will subscribe to the by-laws of the League and to the Association's spirit of friendly competition.

The League: Delmarva Swim Association (DSA).

90 League Communication

90.1. Web Page: The Board will maintain a web page to include all the necessary information to keep the league informed.

100 Membership

100.1 Team Membership: Team membership applications must be submitted in writing to the League Secretary by March 1 to be approved for the current summer season. Applications must include facility information, home pools must meet or exceed the criteria set in Section 104.5), coaching staff, and expected number of swimmers. At the pre-season Executive Board meeting, held on the third Tuesday in April, applications will be voted on to approve or deny new teams to the League. It is required that teams use Meet Manager.

100.2 Swimmer Eligibility: All swimmers aged 18 and under may participate in the League. A swimmer's age as of May 31 for the current season determines a swimmer's age group.

- 100.3 Team Changes: Swimmers wishing to change teams must do so by the Roster Deadline, July 1st unless the swimmers family residentially moves. After July 1st any roster changes will require a unanimous vote by the by the full board.

101 Membership Meetings / Application Deadlines

- 101.1 General Membership Meeting: An annual spring meeting will be held at 6:30 p.m. on the third Thursday in May. This meeting is open to anyone wishing to attend, the location of such meeting will be announced two (2) weeks prior to the meeting. At the meeting, each team is entitled to have one voting representative. Changes to League By-laws, final race schedules, election of new Executive Board members, and all other business will be discussed and voted upon only at this meeting. Each team is required to send a coach and a team representative to pick up team materials. Teams that do not send a coach or team representative will be fined \$50.00. A closed Executive Board meeting will follow the general meeting.
- 101.2 Proposed Constitution/By-law Changes: Proposed changes to the DSA Constitution and/or By-Laws must be submitted in writing to the League Chairperson and any such proposed changes shall be postmarked by March 1 of the year the change is requested.
- 101.3 Race Schedules: All teams participating in the League must submit a “meet schedule request form” to the Meet Schedule Chairperson by July 15 for the following season. The required submittal may done on the League web page’s electronic form or by hard copy. Teams in each division should attempt to swim each other unless distance makes such scheduling difficult. All teams must submit with the schedule a winter contact person and include a mailing and email address for such contact. Tentative race schedules will be distributed at League Championships, for edit or approval.
- 101.4 Rosters: Coaches are required to submit a roster of their team’s swimmers to the League Secretary by July 1, using a database such as Hytek Team Manager – TM. (To create the file in TM click on “file” then “export” then “athletes / teams”; save the file that is created.) Rosters must be submitted as an attached file via email to the League Secretary. Rosters will be posted on the DSA web page. Teams not submitting full and complete rosters by July 1 will be subject to a \$25.00 fine, due and payable as a condition precedent for entries to be accepted for the Championship Meet. Any additions to the roster should be sent to the League Secretary prior to Championships entry deadline. All swimmers must be bona fide members of the team they represent.
- 101.5 Meet Bids:
Championship Meet - Bids for the Championship Meet must be received by the League Secretary by the third Thursday in September for the upcoming summer’s championship meet. Proposals can be for up to 2 consecutive years, however, the second year’s approval is subject to review and approval by the board after the completion of the first years meet.

Invitational Meets - Bids for Invitationals must be received by the League Secretary by the third Thursday in May at the annual general membership meeting to be considered sanctioned meets.

- 101.6 Team Pages: Teams must complete the form in the “Team Information” section of the league website (www.delmarvaswim.org). Each Team’s data must be updated each year.
- 101.7 Gordon Maynes Award: Teams shall nominate, and the Executive Board shall vote upon such nomination, an outstanding volunteer in the League to receive a commemorative plaque to honor their dedication to the League each year. Requirements and mailing address are provided on the League’s web page. Applications must be received by July 1. The award will be announced at Championships.
- 101.8 Swimmer Scholarships: Eligible swimmers may apply for, and the Executive Board may award, scholarships at the sole discretion of the Board. The Executive Board will award such scholarships, if any, based on the number of qualified applicants and the amount of available funds. The Executive Board will award such scholarships, if any, based on the criteria set forth on the League web page. The total number and aggregate amount of such scholarships, if any, will be determined annually by the Executive Board at the Pre-Championship Executive Board Meeting. The Scholarship Chairperson must receive applications by July 1, and all applications and accompanying documents must be submitted electronically as a single PDF document. Scholarships will be announced at Championships. There will be one scholarship designated annually recognizing service, and will be given in honor of Alan Nelson. This scholarship will be funded with additional monies with amount to be determined annually.
- 101.9 Fines that are Due: All League fines must be received by 8 p.m. on the Saturday before Championships or the fined team(s) cannot participate in the Championships. Teams with fines that are unpaid after Championships will be denied membership to the League for the following season, until the unpaid fines are paid or resolved.

102 The Executive Board

- 102.1 The Executive Board: The Executive Board will be composed of eleven (11) members, of which four (4) are officers and seven (7) are board members. All eleven (11) members must be nominated and nine (9) must be affiliated with a DSA associated team (affiliation can include: parent, entries coordinator, official, coach or any other direct participation with a DSA associated team) and up to two (2) can be “unaffiliated”. Should a member of the Board’s affiliation with a team change, they will be considered “unaffiliated” and expected to continue their duties until the next scheduled meeting. If the two unaffiliated positions are filled, the newly “unaffiliated” board member’s position will be considered vacant and their service to the board is considered complete at the next Board meeting. Nominations from the general membership will be taken to complete and fulfill the remainder of the term of the vacated position. Team representatives will elect the Executive Board at the General Membership meeting. No more than two (2) members may serve on the Executive Board from any one team. Members will serve a (3) three-year term, with approximately one-third of the Executive Board standing for election

each year. The Executive Board shall elect its officers annually. In order to retain membership on the Executive Board, officers and members must attend 75% or more of the Executive Board meetings in any calendar year. Should a member of the Executive Board fail to meet this attendance requirement, such member may be subject to removal from the Executive Board by vote of a majority of the other members of the Executive Board.

- 102.2 Officers: The officers of the Executive Board shall consist of the Chairperson, Vice-Chairperson, Secretary and Treasurer; and such officers shall be elected by the members of the Executive Board at its first meeting following the Annual Meeting. In addition to voting for officers, the Board at that time shall elect Committee Chairs to serve on an annual basis. Board officers are limited to one (1) Chairperson position. Board members are limited to two (2) Chairperson positions. Committees and or Chairpersons may be removed by a majority vote of the Executive Board.
- 102.3 Vacancies: The Executive Board shall, by a majority vote of its members, fill any vacancies occurring on the Executive Board until the next Annual Meeting.
- 102.4 Duties: The Executive Board is authorized to conduct all business of the league.
- 102.5 Finances – Dues: The Executive Board will set League dues on an annual basis at its Pre-Season Executive Board Meeting. At such meeting, the Executive Board shall also establish fines for failure to remit dues on a timely basis.
- 102.6 Regular Executive Board Meetings: In addition to the May Annual Meeting, the Executive Board will hold the following regular meetings:
1. Pre-Season Executive Board Meeting: Held within 45 days of the May meeting to discuss proposed by-law changes, vote on new teams and other pre-season business.
 2. Pre-Championship Executive Board Meeting: Held two weeks prior to the Championship Meet to schedule officials, check on league problems that arose during the season, fines, vote on Gordon Maynes Award recipient and the Scholarship Awards. (See additional information at 101.8 and 101.9.)
 3. Post-Championship Executive Board Meeting: To review the season and set guidelines for the coming season.
- 102.7 Unscheduled Executive Board Meetings: Upon the giving of one (1) weeks' notice to the members, Special Executive Board meetings may be called by the Chairperson, or by the Vice-Chairperson in the Chairperson's absence.
- 102.7.1. Quorum. A quorum of the Executive Board shall consist of a majority of the members of the Board. The Executive Board shall not act without a quorum.
- 102.8 Committees: From time to time, the Executive Board may establish committees to assist in the proper operation of the League. The following committees shall be standing committees of the Executive Board:

1. Awards Committee: Responsible for ordering all awards for the Championship meet and the Gordon Maynes Award. The committee also is responsible for overseeing the labeling of Championship awards. Awards are labeled by the Championship Host team.
2. Web Page Committee: Responsible for the League's web page.
3. Officials Committee: Responsible for overseeing the training of league officials; maintaining a list of current and one year's past officials; and maintaining the technical rules used to officiate the seasons dual, tri, invitational and Championship meets. The Chairperson of the committee shall appoint, to two (2) year terms, six (6) additional qualified members. The Chairperson must attend all DSA Board meetings. Any proposed rule changes submitted by the Chairperson must be voted upon by the Executive Board for approval. The Officials Chair also acts as the Administrative Referee of the DSA League Championships, scheduling and arranging deck officials, warm-up schedules and lane assignments, and conflict or protest resolutions. The committee shall meet once prior to the Board's April meeting and once concurrently with the pre-championship board meeting.

Qualifications for the 7-person committee:

- No team may be represented more than once.
- There shall be no more than two "At Large" members.
- Committee members must meet at least one of the following criteria for membership on the committee:
 - At least three (3) years' experience as a DSA official and experience at least one (1) session at the DSA Championships in the last two (2) years;
 - Certification at any level as a USA Swimming official;
 - Certification at any level as a YMCA Swimming official; (Officials Chair is recommended to have multiple of the above certifications.)
- 4. Scheduling Committee: Responsible for compiling the teams' dual meet race choices for the following year's season; and creating an Excel spread sheet as the tentative schedule at or prior to Championships for team review and comment. After Championships, the schedule will be available for final edit at the May meeting.

103 Rules for League Competition Dual/3+ Team Dual Meets:

103.1 Stroke and Turn Rules: The current United States of America Swimming Stroke and Turn Technical Rules will govern the officiating of League sanctioned meets. Sanctioned invitational shall follow the USA Swimming Stroke and Turn Technical Rules. Invitational entry limits, scoring, awards and other non-stroke and turn rules may vary. Inter-squad meets are not sanctioned and times from these will not count to champs. (See section 109 for the USA Swimming stroke and turn rules.)

103.2 Dual / 3+ Team Dual Meet Entries:

Individual Events / Relays: Dual/ 3+ team dual meet swimmers are limited to a maximum of three (3) individual scoring events and two (2) relays. Teams may enter one or more relays per event, but only one relay per team may score regardless of lane assignment or heat entered. Males and females cannot swim together on any official relay team.

Swim-up: Any swimmer may be upgraded one (1) age group for individual events and relays as long as they do not exceed the maximum entries rule.

103.3 Exhibition Swimmers: Swimmers may be entered in more than the three maximum individual events as “exhibition” swimmers only if the “exhibition” box in the TM entries is checked or if the same box is checked in MM if the entry is deck added at the meet. Exhibition swimmers results will have an “X” denoting they are non-scoring swimmers. Coaches must notify officials if exhibition swimmers are swimming any stroke other than the current event stroke.

103.4 Program Changes: Any changes to the meet program must be made to the scorer prior to the event for the change to be effective for scoring.

103.5 Extra heats: No meet may run past 9:15 p.m. - NO EXCEPTIONS. See section 107.3. Adding additional heats does not allow the meet to run past the 9:15 pm deadline. At the conclusion of a meet if time allows and BOTH coaches agree, additional heats can be added for the purpose of getting champ cut times. These additional heats will be allowed as long as they are officiated by at least one official from each team and you do not violate the 9:15 ending rule. (The section on Meet Manager has instructions to run the sessions report to determine the anticipated meet conclusion time based on entries and race intervals.) The order of events may not be changed to shorten the meet.

103.6 Lane assignments:
Home Team = Odd lanes Visitor = Even lanes
The following use of lanes shall apply to all dual meets. All lanes are official.
Home teams use odd and visitors use even lanes as set up in “seeding preferences” in MM.
4 - lane pool: 2 for each team
5 - lane pool: 2 for each team; alternate use of 5th lane as set up in “seeding preferences” in MM
6 - lane pool: 3 for each team.
7 - lane pool: 3 for each team; alternate use of 7th lane as set up in “seeding preferences” in MM
8 - lane pool: 4 for each team
Meet manager is highly flexible as to how the lane assignments are set up and can be “strictly followed” or it can allow using empty lanes by the other team to avoid running additional unnecessary heats. See the Meet Manager section for more information on lane setup. Meets may be seeded strictly by time only by mutual agreement of both host and visitor coaches prior to the 7 PM entry deadline. (See Section 106.2)

103.7 103.8)

- 103.8 Warm-ups: The home team warms up first. The second warm-up time is given to the team that has to travel. At tri-meets, the team that travels the farthest gets the last warm-up slot.
- 103.9 Meet Start Time: Meets will start at 6 pm. Meets not starting on time may not extend the 9:15pm deadline!
- 103.10 Meet Break: It is an option to have a ten-minute break between the freestyle and IM events - remember the 9:15pm deadline!
- 103.11 Swimwear: The swimsuits worn for competition must be non-transparent and conform to the current concept of the appropriate; also, they must meet the current year's rules set forth by USA Swimming. The Meet Referee shall have the authority to bar offenders from competition until they comply with this rule.
- No Flotation Devices may be worn during competition.
- 103.12 Scoring –Set up in Meet Manager
Dual meets /3+ Teams Dual Meets : Relays 5-2 Individual events 5-3-2-1

Individual Event:

1st ,2nd ,3rd and 4th place score 5,3,2 and 1 points respectively. If Team A wins 1st, 2nd and 3rd place, they are awarded 5 and 3 points only. If Team B had a swimmer finishing in any other place, Team B is awarded the 3rd place 2 point. If Team B has a second swimmer that swimmer will be awarded 1 point. If team B does not have any swimmers, the 3 rd and 4th place 2 and 1 point is not awarded at all.

Relay Event:

1st and 2nd place score 5 and 2 points respectively. If Team A wins 1st and 2nd place, they are awarded 5 points only. If Team B had a relay finishing in any other place, Team B is awarded the 2nd place 2 points. If Team B does not have a relay, the 2nd place 2 points are not awarded at all.

Ties Individual Events:

1st place tie - Team A and Team B split the total points for 1st and 2nd place - so each get 4 points apiece. The 3rd place point is awarded to the next swimmer.

2nd place tie - Team A and Team B split the total points for 2nd and 3rd place, so each get 2 points.

3rd place tie - Each team splits the 1 point and is awarded ½ point.

Ties Relay Events: 1

Place tie:

Team A and Team B split the points for 1st and 2nd place – so each get 3.5 points.

Scoring Sheet: The official score will be the running score on the run screen on the Meet Manager program.

- 103.13 Awards: Ribbons will be given out for dual and 3+team dual meets. The home team will supply ribbons for first, second, and third place in individual events, and first and second place for relays. Any and all other ribbons, e.g. fourth place, heat ribbons, and third place relay ribbons are optional.
- 103.14 No Alcohol: No Alcohol may be sold or consumed at any DSA meet. Meets that are stopped for this violation must be reported person-to-person to the Chair or Vice Chair immediately.
- 103.15 No Smoking: No smoking indoors or outdoors shall be permitted in any area designated for swimmers.

104 Facilities / Equipment

- 104.1 Pool Limits: Teams with multiple pools must designate which pool is the season's "meet" pool.
- 104.2 Backstroke Flags: All pools will provide backstroke flags. Yard pool flags will be five yards (15ft) from the ends of the pool and meter pools will be five meters (16ft 5 in) from the end of the pool. All flags must be six to eight inches wide at the top and twelve to eighteen inches in vertical length. Every lane must have at least two or more pendants.
- 104.3 Starting Platforms: If starting platforms are in use they shall be between one foot eight inches (1 ft. 8 in.) and two foot six inches (2 ft. 6 in.) above the surface of the water. The front edge shall be flush with the face of the end walls. The top surface shall be no less than one foot eight inches (1 ft. 8 in.) square with no more than a ten (10) degree slope toward the water and must be covered with non-slip material.
- 104.4 Meet Timing Options:
1. Touch Pads - Automatic primary timing; additionally, at least one backup button along with one stop watch must be used, or two stop watches as backup. When times are recorded on a properly functioning electronic timing system, the pad time shall be the official time. The back up times (from watches or buttons) will be utilized to determine and record an official time. If two back ups are used, the average of the two will be used. If three back ups are used, the intermediate time (middle) time will be utilized. In the event of a pad failure, or if the difference between the pad and backup time exceeds thirty (30) hundredths, the backup times will be manually entered in the backup times column on the "run" screen in MM, and the "Calc" button is used to average the times to over-ride the pad time for the new" final time". The meet referee will ensure that adjusted times place swimmers in the proper order of finish as seen/recorded by the False Start / Sweep Official.
 2. 2 Buttons / Watches: Two (2) semi-manual or manual times. It is required that the

average of the two (2) watch times be calculated and that time will be recorded as the official time. Meet manager can be set in the setup / Timing system to allow two (2) watch times to be entered and averaged automatically. Adjustments may be required to ensure consistency with the order of finish.

3. 3 Buttons / Watches: Three (3) semi-manual or manual times. The intermediate time (throw out the high and low times) will be utilized and recorded as the official time. In the event that two (2) of the three (3) times are identical, that will be recorded as the official time.



104.5 Pool Depth: All pools must be at least three feet (3 ft.) at the shallow end. Depth measurements will be made 2 feet (2 ft.) out from any walls with the measuring device held vertically. If a pool's depth is in question, the meet referee will measure the water depth. Pools not meeting this depth at the start of the meet is cause to stop the meet or cancel. Cancellation requires notification of the Board per Section 107.1 and are subject to cancellation fines per Section 107.2. In addition, in-water starts must be used for all events whenever pool depth is less than five feet (5 ft.) at the starting end. Starting blocks may be used when pool depth is at least five feet (5 ft.) underneath the blocks.

105 Officials / Meet Workers

105.1 Officials: In order to participate in the Delmarva Swim Association (DSA), each team must have no less than two (2) DSA officials with up-to-date credentials.

105.2 Training: In order to officiate as a starter, referee, or a stroke and turn official at a DSA sanctioned meet, officials must attend a yearly DSA, YMCA or USA Swimming sponsored training session. DSA will hold at least two training sessions prior to the beginning of the summer swim season. Current DSA Official's credentials shall be displayed by every working official. The list of trained officials will be maintained on the web page under the Officials Button. Officials' should wear a white shirt, dark pants, skirt or shorts so coaches, swimmers and parents will be able to recognize those volunteers as officials. All officials shall report for duty in sober condition and remain neutral by not showing encouragement for any swimmer (Timers and recorders may cheer, etc. for swimmers.)

105.3 Required Officials and Duties for Dual Meets, 3+ Team Dual Meets and Invitational: All meets require at least three (3) officials to run a meet; it is preferable to have six (6) for a six (6) lane pool, if possible. One (1) Meet Referee, One (1) Starter and One (1) or more Stroke and Turn Judges. Meets will be run as specified in the rules within USA Swimming.

<div style="text-align: center;">  DISQUALIFICATION REPORT </div> <p>EVENT# _____ HEAT _____ LANE _____ SWIMMER _____ TEAM _____</p> <p>BUTTERFLY START _____ SWIM _____ TURN _____ FINISH _____ KICK: ALTERNATING (1A) _____ BREAST (1B) _____ SCISSORS (1C) _____ ARMS: NON-SIMULTANEOUS (1E) _____ UNDERWATER RECOVERY (1F) _____ TOUCH: ONE HAND (1J) _____ NOT SEPARATED (1H) _____ NON-SIMULTANEOUS (1L) _____ NO TOUCH (1K) _____ NOT TOWARD THE BREAST OFF WALL (1M) _____ HEAD DID NOT BREAK SURFACE BY 15m (1N) _____ RE-SUBMERGED (1R) _____ OTHER (1T): _____</p> <p>BACKSTROKE START _____ SWIM _____ TURN _____ FINISH _____ NO TOUCH AT TURN (2I) # _____ PAST VERTICAL AT TURN: DELAY INITIATING ARM PULL (2S) _____ DELAY INITIATING TURN (2T) _____ MULTIPLE STROKES (2U) _____ TOES OVER LIP OF GUTTER AFTER THE START (2P) _____ HEAD DID NOT BREAK SURFACE BY 15m (2N) _____ RE-SUBMERGED (2R) _____ NOT ON BACK OFF WALL (2K) _____ SHOULDERS PAST VERTICAL TOWARDS THE BREAST (2L) _____ OTHER (2T): _____</p> <p>BREASTSTROKE START _____ SWIM _____ TURN _____ FINISH _____ KICK: ALTERNATING (3A) _____ BUTTERFLY (3C) _____ SCISSORS (3D) _____ ARMS: PAST HIPLINE (3E) _____ NON-SIMULTANEOUS (3F) _____ TWO STROKES UNDER (3G) _____ NOT IN SAME HORIZONTAL PLANE (3H) _____ ELBOWS RECOVERED OVER WATER (3I) _____ TOUCH: ONE HAND (3J) _____ NOT SEPARATED (3N) _____ NON-SIMULTANEOUS (3L) _____ NO TOUCH (3K) _____ NOT TOWARD THE BREAST OFF WALL (3M) _____ CYCLE: KICK BEFORE PULL (3Q) _____ HEAD NOT UP (3P) _____ DOUBLE PULLS/KICKS (3S) _____ OTHER (3T): _____</p> <p>FREESTYLE NO TOUCH AT TURN (4K) # _____ HEAD DID NOT BREAK SURFACE BY 15m (4N) _____ RE-SUBMERGED (4C) _____</p> <p>INDIVIDUAL MEDLEY STROKE INFRACTION(S) # _____ OUT OF SEQUENCE (5P) _____ FOURTH DISTANCE SWUM IN STYLE OF PREVIOUS STROKE _____</p> <p>RELAYS STROKE INFRACTION: (61-64) # _____ SWIMMER # _____ EARLY TAKE OFF SWIMMER (66-68) # _____ CHANGED ORDER (6P): SWIMMER _____ STROKE _____ OTHER (6T): _____</p> <p>MISCELLANEOUS FALSE START (7O) _____ DECLARED FALSE START (7P) _____ DID NOT FINISH (7Q) _____ DELAY OF MEET (7R) _____ OTHER (7S-Z): _____</p> <p>JUDGE: _____ (print name clearly)</p> <p>REFEREE: _____ (print name clearly)</p> <p>NOTIFIED: _____ SWIMMER _____ COACH _____ rev. (7/19)</p> <p style="text-align: center; color: red;">DESK/REFEREE</p>	<div style="text-align: center;">  DISQUALIFICATION REPORT </div> <p>EVENT# _____ HEAT _____ LANE _____ SWIMMER _____ TEAM _____</p> <p>BUTTERFLY START _____ SWIM _____ TURN _____ FINISH _____ KICK: ALTERNATING (1A) _____ BREAST (1B) _____ SCISSORS (1C) _____ ARMS: NON-SIMULTANEOUS (1E) _____ UNDERWATER RECOVERY (1F) _____ TOUCH: ONE HAND (1J) _____ NOT SEPARATED (1H) _____ NON-SIMULTANEOUS (1L) _____ NO TOUCH (1K) _____ NOT TOWARD THE BREAST OFF WALL (1M) _____ HEAD DID NOT BREAK SURFACE BY 15m (1N) _____ RE-SUBMERGED (1R) _____ OTHER (1T): _____</p> <p>BACKSTROKE START _____ SWIM _____ TURN _____ FINISH _____ NO TOUCH AT TURN (2I) # _____ PAST VERTICAL AT TURN: DELAY INITIATING ARM PULL (2S) _____ DELAY INITIATING TURN (2T) _____ MULTIPLE STROKES (2U) _____ TOES OVER LIP OF GUTTER AFTER THE START (2P) _____ HEAD DID NOT BREAK SURFACE BY 15m (2N) _____ RE-SUBMERGED (2R) _____ NOT ON BACK OFF WALL (2K) _____ SHOULDERS PAST VERTICAL TOWARDS THE BREAST (2L) _____ OTHER (2T): _____</p> <p>BREASTSTROKE START _____ SWIM _____ TURN _____ FINISH _____ KICK: ALTERNATING (3A) _____ BUTTERFLY (3C) _____ SCISSORS (3D) _____ ARMS: PAST HIPLINE (3E) _____ NON-SIMULTANEOUS (3F) _____ TWO STROKES UNDER (3G) _____ NOT IN SAME HORIZONTAL PLANE (3H) _____ ELBOWS RECOVERED OVER WATER (3I) _____ TOUCH: ONE HAND (3J) _____ NOT SEPARATED (3N) _____ NON-SIMULTANEOUS (3L) _____ NO TOUCH (3K) _____ NOT TOWARD THE BREAST OFF WALL (3M) _____ CYCLE: KICK BEFORE PULL (3Q) _____ HEAD NOT UP (3P) _____ DOUBLE PULLS/KICKS (3S) _____ OTHER (3T): _____</p> <p>FREESTYLE NO TOUCH AT TURN (4K) # _____ HEAD DID NOT BREAK SURFACE BY 15m (4N) _____ RE-SUBMERGED (4C) _____</p> <p>INDIVIDUAL MEDLEY STROKE INFRACTION(S) # _____ OUT OF SEQUENCE (5P) _____ FOURTH DISTANCE SWUM IN STYLE OF PREVIOUS STROKE _____</p> <p>RELAYS STROKE INFRACTION: (61-64) # _____ SWIMMER # _____ EARLY TAKE OFF SWIMMER (66-68) # _____ CHANGED ORDER (6P): SWIMMER _____ STROKE _____ OTHER (6T): _____</p> <p>MISCELLANEOUS FALSE START (7O) _____ DECLARED FALSE START (7P) _____ DID NOT FINISH (7Q) _____ DELAY OF MEET (7R) _____ OTHER (7S-Z): _____</p> <p>JUDGE: _____ (print name clearly)</p> <p>REFEREE: _____ (print name clearly)</p> <p>NOTIFIED: _____ SWIMMER _____ COACH _____ rev. (7/19)</p> <p style="text-align: center; color: red;">SWIMMER/COACH</p>
---	--

105.4

Additional Required Meet Workers (not requiring DSA training):

1. One (1) HyTek Meet Manager Computer Operator: Usually provided by host team. Enters official times in the program; maintains running score on the screen; enters DQs; edits swimmers in heats; prints ribbon labels.
2. One (1) Heat Results Reader: Usually provided by Visitor but can be from either team. Reads off results to computer operator.
3. One (1) Head Timer - Usually provided by host team. Person in charge of the timers who makes sure all timers are at their assigned lanes and that their stopwatches are working. Starts and stops two watches in case of a lane watch malfunction, providing backup timing.
4. Timers: (A) three timers per lane; or option (B) is two timers per lane:

- A. Three Timers (3) / lane – home team provides one (1) timer in each home (odd) lane and two (2) timers in each visitor (even) lane, and the visitor provides two (2) timers in each (odd) home lane and one (1) timer in each of its visitor (even) lanes.
 - B. Two Timers (2) per lane The home team provides one (1) timer for every lane and the visitor provides one (1) timer for every lane. Meet manager must be set in setup for stop-watch timing and the program will automatically average the times.
 - C. Timers will start stopwatches on the starting signal, preferably on the strobe light, and stop their watches when any part of a swimmer touches any part of the finish end of the pool. When automatic timing is used, timers will use watches as backup to the timing and may also press a plunger on the finish as additional back up times. Timers in need of backup should raise their hand to get the Head timers attention.
5. Recorders: One (1) per lane (may be a timer) - Each team records its own lane. Host team will provide pre-printed lane slips from Meet manager by which the timers will check that the swimmer named is the one at the blocks. Timers will record all watch times on the pre-printed lane slips.
 6. One (1) Runner – run the completed recorder slips to the scoring table after each event.
 7. Ribbon Writer - One from each team to sort and stick preprinted Meet Manager result labels on ribbons.

105.5 Sample Meet Manager Lane Slip with blank line for swimmer times

Event 25 Girls 7-8 25 Yard Backstroke Finals

Lane 4	Heat 1	Judd, Darcy 7	RIP	36.06	_____	_____
Lane 4	Heat 2	Ewing, Madison M 7	CECY	29.58	_____	_____
Lane 4	Heat 3	McCormick, Elizabeth A 7	CECY	27.66	_____	_____
Lane 4	Heat 4	Parosky, Grace M 8	CECY	25.33	_____	_____

105.6 Penalties for Insufficient Number of Officials: Failure of either team to provide the properly trained DSA officials and additional workers as specified above will be

sanctioned in the amount of \$50.00 per meet. The fine will be paid to the League prior to Championships, or the team fined will not be able to participate in League Championships. The League will keep \$10.00 as a processing fee and will reimburse the remainder of the fine to the opposing team. It is to be understood that small teams traveling may need help with officials and other meet workers.

106 Meet Protocol:

106.1 Officials Meeting / Running a Meet: Instructions for Running a Meet with Meet Manager

- Home team warms up. They must be out of the pool in time for the traveling team to have a complete warm-up.
- Both warm-ups should be done by 5:45 so the meet can be started on time.
- Warm up – feet first entry only; swim circle pattern only.
- Sprint lanes for starts - swimmers must exit the pool at the end opposite of the diving blocks and not swim back. A coach must supervise swimmers during warm-ups and sprints.
- Officials and other workers should be gathered and briefed during warm-ups.
- Set duties / locations for stroke and turn judges, give timers instructions.
- Timers – start watches on starter strobe light not the sound. Stop the watches when any part of the swimmer's body touches the wall. Do a test start and stop with timers to make sure the watches are all in the right mode and working. Note who is Head timer.
- Recorders have preprinted lane slips and pencils. Recorders must check that the swimmer on the block is the swimmer who is noted on the lane slip, and if different, record the name of the swimmer who actually swam the race so that the information is reported correctly to the scoring table. If the meet is running too fast, the recorder should raise his/her hand to notify the Meet Referee to let recorders catch up.
- An Official should raise his/her hand for a DQ so that the other Officials and Starter know to suspend the meet until all Officials are back in place. DQ slips are required to be properly completed and given to the Meet Referee for validation. Referee should blow long whistle to signal that the heat can begin. All timers and officials should be in place and ready.
- 6:00 p.m. start meet.

106.2 Hytek Meet Manager Rules:

- Teams are required use Hytek Meet Manager (MM) to run home meets and a team database such as Team Manager (TM) to submit entries for all DSA Dual, 3+Team Dual, Invitationals and Championship meets.
- Visiting team entries for Dual and 3+ Team Dual meets are due to the host team by 7PM the evening prior to the meet date, If you are not able to meet this deadline you are required to contact, in person, at the 7 pm deadline either the Chairperson or Vice Chairperson so that a resolution can be ironed out.
- Either team may offer to run the meet under Meet Manager but the home team has preference.
- The host team will import both the opposing teams entry file and their own entry file. The host team may not make any changes to their lineup after they import the opposing teams file. Both teams may still make changes to the line up at the meet if the scoring table is notified prior to the event.
- The host team is responsible for printing a minimum of 15 copies of the meet program for the visiting team for all officials, coaches and bullpen workers at no charge. Meet programs may be printed and sold to parents.
- The host will also print the lane timer sheets from Meet Manager.
- Teams must download and use the” blank” Dual or 3+ Team Dual MM meet from the website as it has been set up to correctly score. The meet name, start date, end date, age update, meet type, meet style, course, timing options, and seeding preferences have to be edited.
- The host will supply the visitor with meet results via flash drive or email following the meet.
- Meet Manager run meets also requires the host to print ribbon labels as the meet progresses and have them completed by the end of the meet.

106.3 Standard Dual Meet Events: For dual and triangular meets the official list of events will be used.

DSA Dual Meet Event List with Champ Q Times											
Event #	G/B	Age	Event	Q Yard	Q Meter	Event #	G/B	Age	Event	Q Yard	Q Meter
1	Girls	6 & Under	100 Free Relay	N/A		39	Girls	9 - 10	25 Breaststroke	22.60	25.09
2	Boys	6 & Under	100 Free Relay	N/A		40	Boys	9 - 10	25 Breaststroke	24.00	26.64
3	Girls	7 - 8	100 Free Relay	N/A		41	Girls	11 - 12	50 Breaststroke	43.25	48.01

4	Boys	7 - 8	100 Free Relay	N/A		42	Boys	11 - 12	50 Breaststroke	46.24	51.33
5	Girls	9 - 10	100 Free Relay	N/A		43	Girls	13 - 14	50 Breaststroke	42.39	47.05
6	Boys	9 - 10	100 Free Relay	N/A		44	Boys	13 - 14	50 Breaststroke	40.50	44.96
7	Girls	11 - 12	200 Free Relay	N/A		45	Girls	15 - 18	50 Breaststroke	39.00	43.29
8	Boys	11 - 12	200 Free Relay	N/A		46	Boys	15 - 18	50 Breaststroke	36.50	40.52
9	Girls	13 - 14	200 Free Relay	N/A							
10	Boys	13 - 14	200 Free Relay	N/A		47	Girls	6 & Un	25 Freestyle	N/A	
11	Girls	15 - 18	200 Free Relay	N/A		48	Boys	6 & Un	25 Freestyle	N/A	
12	Boys	15 - 18	200 Free Relay	N/A		49	Girls	7 - 8	25 Freestyle	20.32	22.56
						50	Boys	7 - 8	25 Freestyle	21.37	23.72
13	Girls	7 - 8	25 Butterfly	25.00	27.75	51	Girls	9 - 10	25 Freestyle	16.60	18.43
14	Boys	7 - 8	25 Butterfly	28.22	31.32	52	Boys	9 - 10	25 Freestyle	17.80	19.76
15	Girls	9 - 10	25 Butterfly	19.10	21.20	53	Girls	11 - 12	50 Freestyle	33.24	36.9
16	Boys	9 - 10	25 Butterfly	21.90	24.31	54	Boys	11 - 12	50 Freestyle	34.00	37.74
17	Girls	11 - 12	50 Butterfly	39.74	44.11	55	Girls	13 - 14	50 Freestyle	31.50	34.97
18	Boys	11 - 12	50 Butterfly	40.74	45.22	56	Boys	13 - 14	50 Freestyle	30.63	34
19	Girls	13 - 14	50 Butterfly	36.94	41.00	57	Girls	15 - 18	50 Freestyle	29.89	33.18
20	Boys	13 - 14	50 Butterfly	36.00	39.96	58	Boys	15 - 18	50 Freestyle	26.50	29.42
21	Girls	15 - 18	50 Butterfly	33.58	37.27						
22	Boys	15 - 18	50 Butterfly	31.00	34.41	59	Girls	9 - 10	100 I. M.	1.40.00	1.51.00
						60	Boys	9 - 10	100 I. M.	1.44.00	1.55.44
23	Girls	6 & Un	25 Backstroke	N/A		61	Girls	11 - 12	100 I. M.	1.26.69	1.36.23
24	Boys	6 & Un	25 Backstroke	N/A		62	Boys	11 - 12	100 I. M.	1.27.69	1.37.34
25	Girls	7 - 8	25 Backstroke	25.00	27.75	63	Girls	13 - 14	100 I. M.	1.22.09	1.31.12
26	Boys	7 - 8	25 Backstroke	27.00	29.97	64	Boys	13 - 14	100 I. M.	1.20.28	1.29.11
27	Girls	9 - 10	25 Backstroke	20.90	23.20	65	Girls	15 - 18	100 I. M.	1.19.37	1.28.10
28	Boys	9 - 10	25 Backstroke	23.31	25.87	66	Boys	15 - 18	100 I. M.	1.13.08	1.21.12
29	Girls	11 - 12	50 Backstroke	39.90	44.29						

30	Boys	11 - 12	50 Backstroke	42.54	47.22	67	Girls	7 - 8	100 Medley Relay	N/A
31	Girls	13 - 14	50 Backstroke	38.50	42.74	68	Boys	7 - 8	100 Medley Relay	N/A
32	Boys	13 - 14	50 Backstroke	38.75	43.01	69	Girls	9 - 10	100 Medley Relay	N/A
33	Girls	15 - 18	50 Backstroke	37.50	41.63	70	Boys	9 - 10	100 Medley Relay	N/A
34	Boys	15 - 18	50 Backstroke	36.00	39.96	71	Girls	11 - 12	200 Medley Relay	N/A
						72	Boys	11 - 12	200 Medley Relay	N/A
35	Girls	6 & Un	25 Breaststroke	N/A		73	Girls	13 - 14	200 Medley Relay	N/A
36	Boys	6 & Un	25 Breaststroke	N/A		74	Boys	13 - 14	200 Medley Relay	N/A
37	Girls	7 - 8	25 Breaststroke	28.50	31.64	75	Girls	15 - 18	200 Medley Relay	N/A
38	Boys	7 - 8	25 Breaststroke	29.30	32.52	76	Boys	15 - 18	200 Medley Relay	N/A
Order of Strokes										
Individual Medley: Fly, Bk, Br, Fr										
Medley Relay: Bk, Br, Fly, Fr										

107 Change of Program and Postponement:

- 107.1 Cancellations: Cancellations are to occur only under extreme circumstances, and only with authorization from the Executive Board. Pool water depth cancellations require Executive Board notification. Lightning and pool breakdown during a meet are the only two reasons to cancel a meet without prior Executive Board approval. Cancellations will be made as early as possible and must be made person-to-person. Care should be taken to notify traveling teams before their departure. The team canceling the meet is responsible to notify person-to-person the Executive Board Chairperson, or Vice-Chairperson, if the former is unavailable by the next day if a meet does not go to a finish for any reason. Cancellations will not count for the record; swum times count.
- 107.2 Unauthorized Cancellations: The Executive Board will impose a fine of \$200.00 for every meet a team cancels. The League will retain, for each violation, \$25 as a processing fee, and remit \$175.00 to the team whose meet was cancelled.
- Meet Time Limit: No meet may run past 9:15 p.m. FOR ANY REASON. A HEAT that was started prior to the deadline may be finished. The Meet Referee shall stop the meet at 9:15 and consult with both teams' coaches to schedule a date to complete the meet if possible. A fine of \$50.00 will be imposed on both teams for meets running past 9:15 p.m. Only meets which have concluded the freestyle events will be counted as being official, and the score for such curtailed meets shall be the score at the end of the freestyle events. Curtailed meets which have not concluded the freestyle events should be scheduled for finish at a mutually convenient time

and place, with the meet continuing from that point in the schedule of events where the first meet stopped. If the coaches cannot agree upon a time and place for the continuing of a meet curtailed before the end of the freestyle events, then the meet is canceled. Times swum in events of a curtailed meet will count for qualification in championships, and all swimmers reporting for the meet, if officially begun and not completed, are considered “in a meet” for purposes of the Championship qualification rule 108.1.

- Protest: A protest is any behavior that another team feels was inappropriate at a DSA practice or meet. Teams must attempt to resolve the issue between themselves first. Teams with unresolved protests can request the Executive Board to mediate the issue. A team’s coach must initiate the protest within 12 hours via email to the League Chairperson and the Vice Chairperson. The League Chairperson shall contact the opposing team’s coach to seek a rebuttal which shall be emailed to the League Chairperson and Vice Chairperson within 48 hours of the notification of the protest. The Executive Board will review the protest and rebuttal at the next regular scheduled board meeting; the Executive Board reserves the right to not act on a protest. Any Executive Board member involved in the protest will not vote on the matter. Teams will be notified person-to-person of any decisions made.

108 The League Championships: These rules override all information in the Championship meet information distributed by the host team. The deadline to submit a proposal to host champs must be submitted to the league president by the 3rd Thursday of September of the prior year.

Championship Meet changes will be at the discretion of the Board

- 108.1 Eligibility: All swimmers entered must have competed in at least two (2) dual or triangular meets that season in order to compete in the Championships. These meets must have been included on the official schedule or have been make-up sessions in which both teams were originally scheduled to participate.
- 108.2 Individual Entry Limitations: All swimmers must swim in their own age group for all individual events based on the May 31 age-up date.
- 108.3 Relays:
1. Every DSA team is entitled to one (1) relay team per age group. Swimmers must still meet the two-meet qualifying rule even if they did not make a qualifying time for individuals at Championships. Alternate relay swimmers must be designated on the team’s entries and must not exceed the total number of entries rule. 108.5.
 2. Relay Swim-up: Any swimmer may be upgraded one (1) age group for relays as long as they do not exceed the maximum entries rule as noted in 108.5.
- 108.4 Qualifying Times: All swimmers in individual events must have met the Championship qualifying times during that year’s season at official League meets. This shall include

any DSA approved Invitational. No "split" times or relay lead-off times shall be submitted, except as herein noted – lead-off times obtained with touch pads in events of 50 yards/meters or more in length are acceptable. Times established in time trials or non-league meets shall not be submitted. Qualifying times shall be set by the Executive Board. There will be no exhibition swimmers. (See Dual Meet Events and Qualifying times Section 106.3.)

108.5 Maximum Entries See current year meet notice

108.6 (No Section 108.6)

108.7 Entries:

1. Deadlines: All Championship entries must be received by the Meet Entries Director by 8:00 p.m. Saturday the week before Championships. Teams attending a Sunday Invitational may update the entries until 8 p.m. Sunday after that the entries are closed. Entries must be submitted using Hytek Team Manager via email.
2. Championship Entry Fees: All fees are to be sent directly to the League Treasurer by 5 PM Tuesday prior to Championships. See the meet notice for current address.
3. Entries: All entries must include swimmer's first and last name, date of birth, age as of May 31, team and events being swum. Downloadable event files for Championships will also be available on the DSA web page.
4. Event Fees: A per-event entry fee will be charged for a swimmer entered in individual and relay events in the Championships. The Executive Board will determine the amount annually.
5. Penalties: Any team that has not paid its League dues, fines, Championship entry fees, or has outstanding sanctioned Invitational fees for the current year shall not participate in the League Championships. Swimmers, even if they are seeded in Championships, will not swim if any outstanding fees are unpaid.

108.8 Scoring: Standard Scoring Non Divisional-All Teams based on 8 awards

1. Individual: 16, 13, 12, 11, 10, 9, 7, 5, 4, 3, 2, 1
2. Relays: 32, 26, 24, 22, 20, 18, 14, 10, 8, 6, 4, 2

108.9 Stroke Rules: The meet will be officiated using USA Swimming rules from Section 109 of this document. Championship meet will be run using whistle starts for all events and fly over starts for all events over 50 yards.

108.10 False Starts/Delay of Meet: See Section 105.3.1C, 105.3.1D and 105.3.1E

108.11 Violation Penalties: Any team that willfully violates the meet rules at the Championships shall be penalized the maximum number of points (i.e. first place points), which could be awarded in the event in which the infraction occurred. Relays entered with ineligible swimmers will be disqualified during or after the meet.

- 108.12 Plaques / Trophies / Medals / Ribbons: Plaques shall be presented to the teams finishing first through third in each of three divisions, to be determined annually, immediately following the conclusion of the meet. High-point team age-group trophies for boys and girls are also awarded. Prior year Championships and old trophies are on the web page. Individual medals are awarded for first through third and ribbons for fourth through eighth in every division.
- 108.13 Results: Results of team ranking, team age-group ranking and individual event results will be posted on the web page, www.delmarvaswim.org, at the conclusion of the meet. A downloadable file of the meet results for Team Manager will also be made available on the web page.
- 108.14 Records: Championship records will be maintained in yard format and will be updated each year and posted on the web page.