

**OPERATING PROCEDURES  
OF THE**



**SUBURBAN AQUATIC LEAGUE**

**OCTOBER, 2004 EDITION  
(Revised September 2009)**

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## **Article I: General**

1. This document is intended as a comprehensive set of rules governing swimming and diving competitions within the Suburban Aquatic League. The then current editions of United States Swimming and/or United States Diving Rules and Regulations shall govern instances not covered in this document.
2. Wherever used in this document:
  - a. Suburban Aquatic League may also be known as SAL or League.
  - b. The singular shall include the plural and the masculine shall include the feminine.
  - c. Swimmer shall include diver. These may also be referred to as athlete, competitor or contestant.
  - d. Postmark shall include Electronic Mail (email) and regular First Class mail delivery.
  - e. Any limitation on the number of event entries shall include diving events as well as swimming events.

## **Article II: Club Eligibility and Admission**

1. Membership in the League is limited to School, School District and/or Township teams located in Bucks, Chester, Delaware and Montgomery counties of Pennsylvania.
2. Clubs wishing to enter the League shall make written application prior to the regularly scheduled Spring meeting. The Executive Committee, after review of the applicant's qualifications, may:
  - a. Approve the application and present it to Council members for their consideration.
  - b. Prior to approval, require the applicant to host two dual meets in order to demonstrate organizational competence.
  - c. Reject the application.

## **Article III: Swimmer and Diver Eligibility**

1. Swimmers and divers representing SAL Clubs must be bona fide members of that Club. The League Presidents will review questions of eligibility.
2. A swimmer or diver may not change clubs within the League without a written release from the previous club. Releases must be written by the Boys or Girls Representative of the releasing club and filed with the appropriate League Registrar before the athlete may compete for the acquiring Club. Only those Representatives listed in the SAL directory, current on the date of writing the release, will be permitted to write releases. Exceptions to this rule may be made by the appropriate League President
3. USS and USD individual registration is not required for SAL competitors
4. Members of college varsity aquatic teams are not eligible to compete in the SAL. SAL Team Coaches, paid or unpaid, are not eligible to compete in the SAL. High School students who are otherwise eligible will be exempted from this rule. Each team in the League shall submit to the appropriate League Registrar a roster with the names and birthdates of its competitors. The appropriate League Registrar shall designate the manner in which the rosters are to be submitted. The rosters shall be in the custody of the appropriate

League Registrar not later than the date of the coaches' clinic. If a team fails to submit its roster by the due date, the team shall be considered ineligible as a whole and shall forfeit its first meet. The team shall continue to forfeit its meets until the appropriate League Registrar has had the roster for ten calendar days.

- a. The names of additional swimmers and divers may be added during the season. The names and birthdates shall be in the hands of the appropriate Registrar at least ten days in advance of the meet in which the swimmers and divers are eligible to participate. Until the ten day waiting period has elapsed, affected swimmers and divers **may not compete officially or unofficially** in any SAL sanctioned meets.
- b. Except for competitors moving into the area, no athletes may be added to the roster after January 10<sup>th</sup>. Any athlete being added to the roster after this date is subject to approval by the League Chairperson.
- c. Each club will be responsible for sending its initial roster, additions and changes to the appropriate League Registrar.
- d. Any person who is acting as a deck official (Starter, Referee, Stroke & Turn Judge, Place Judge) during any portion of a meet **shall not** be eligible to compete in that meet
- e. Any clubs fielding more than one boys team or more than one girls team must submit separate rosters with no crossovers permitted.
- f. If an ineligible swimmer or diver competes in any meet, the team fielding such a swimmer or diver shall forfeit these meets and the swimmer or diver will forfeit any awards won.
- g. If an unregistered swimmer or diver (who is otherwise eligible) competes in a meet, such swimmer or diver will be disqualified from the entire meet provided this fact is reported to the appropriate League President within seven (7) days following the meet. The meet will be re-scored and the won-loss records of the affected teams adjusted as appropriate. Repeated violations of this nature will be subject to League discipline.

#### **Article IV: Divisions and Scheduling**

1. The League shall be set up in four (4) divisions as follows:

##### **East**

Centennial (CAC) Council Rock (CR) Lower Moreland (LMSD)  
Neshaminy (CORE) Pennsbury (PAC)

##### **Central**

Abington (DCAA) Plymouth Whitmarsh (PWAC) Springfield (SAC)  
Upper Dublin (UDAC) Wissahickon (WCAC)

##### **North**

Central Bucks East (CBAC) Central Bucks Southwest (SWAC)  
Hatboro Horsham (HHAA) North Penn (NPAC) Pennridge (PR)  
Souderton (SOUD)

##### **West**

Lower Merion (LMAC) Methacton (MAC) Norristown (NAAC)  
Perkiomen Valley (PVAC) Radnor (RAC) Upper Merion (UMAC)

2. The exact schedule will be published each year by the Scheduling Chairperson. A team shall compete against each team in its division.

3. Each team must submit start times for all Swimming and Diving competitions to the League Secretary at least two (2) weeks prior to the Fall meeting. Swim start times (including warm up) shall be no earlier than 7AM and no later than 5PM. These times may be adjusted if agreed to by both teams. These limitations shall not apply to diving.
4. Any club not fielding a full team during the season will be placed on probation. Fielding a full team is defined as having an average of **75** entries for each meet. For purposes of meeting this requirement a relay shall count as 4 entries.

#### **Article V: Facilities and Expenses**

1. The minimum standards for facilities in the League shall include:
  - a. A 25 yard or meter indoor pool (minimum 6 lanes) , properly maintained
  - b. Lane dividers and backstroke flags
  - c. Adequate one meter diving facilities for those clubs with a diving team
  - d. Adequate locker rooms and deck space
  - e. Reasonable spectator accommodations
2. Home teams shall furnish the facilities for all dual and tri meets and assume associated expenses for such meets. The League shall arrange for facilities for all Championship meets.

#### **Article VI: Meet Program, Procedures and Rules**

1. General
  - a. The contestant's age on October 31<sup>st</sup> shall be his or her age for the entire season.
  - b. USS and USD rules shall apply to both swimming and diving except:
    - A. A swimmer will be permitted one false start. The swimmer's second second false start will disqualify that swimmer from that event.
2. Dual and Tri-Meets
  - a. In dual meet competitions, competitors are limited to either:
    - A. Three (3) individual events plus one (1) relay, or
    - B. Two (2) individual events plus two (2) relays
  - b. In tri-meet competitions, teams are limited to two (2) entries per event
3. Meet Program and Order of Events
  - a. The program and order of events for all dual and tri-meets shall be that as shown in Appendix A. Changes in the program shall be approved by the Executive Committee prior to the beginning of each season. The order of events may be rearranged if the coaches agree in advance of the meet date but events may not be added or deleted. The referee can add additional heats to a maximum of 15 unless the team representatives agree to more heats at least two (2) days in advance.
  - b. All entries must be in the hands of the head scorekeeper at the start of warm-ups. Entries shall be submitted on computer disk in either a Team Manager or Meet Manager file. Each team should also have available at each meet a computer disk of their entire team roster. The meets shall be run using the most recent edition of Meet Manager.

Entry changes must be in writing and must be in the hands of the head scorekeeper at least two (2) events in advance. An event is considered swum when it is announced.

- c. Teams will use alternate lanes. During dual meet competitions, the home team will use lanes 1,3,5 while lanes 2,4,6 will be used by the visiting team. Lane assignments for tri-meet competitions will be determined by the League.
- d. No admission fee for spectators may be made at any dual or tri-meet.
- e. Eight and under swimmers will use the blocks to start.
- f. The home team shall insure that a copy of the League By-Laws, League Operating Procedures, and current editions of USS and USD rule books are available on the deck at all meets.
- g. The meet is to start on schedule. The team not ready at the starting time will forfeit those events for which they are not ready at intervals of three (3) minutes
- h. Cancellation of a meet is an automatic forfeit by the team making the request. If the request for cancellation is due to unusual circumstances (disaster, weather, etc.), the appropriate League President shall rule on whether the meet is to be forfeited or rescheduled. The meet will be rescheduled on a date that is mutually agreeable to all teams. If the teams cannot agree upon a date, the appropriate League President will select a date. If the score differential of any meet is eight (8) points or less, an event by event audit will be made prior to the results being declared official. The audit will be conducted by the referee and the coaches of the teams.

4. Scoring

- a. The scoring method to be used in all dual and tri-meets shall be that indicated in Appendix B.
- b. The Modified Ballot System, as defined in the current USS rule book, shall be used for the placement of finishes for those meets that do not employ an electronic timing system.
- c. Electronically timed meets shall use that system for the placement of finishes in all events. Malfunctions in the electronic timing system and/or disputes regarding the order of finish shall be resolved in accordance with the appropriate provisions of current USS regulations.

5. Officials

- a. The following officials shall be required for all dual meets:

<u>Home Team</u>	<u>Visiting Team</u>
(1) Announcer	(1) Finish Judge
(1) Starter/Referee	(1) Stroke and
Turn Judge	
(1) Runner	(2) Diving Judges
(1) Finish Judge	(1) Scorekeeper
(1) Stroke and Turn Judge	(9) Timers
(3) Diving Judges	
(2) Scorekeepers	
(9) Timers	
(1) Diving Referee	
Timing Judge (Electronically Timed Meets)	

- b. Timers – There shall be three (3) timers per lane. The home team lanes shall have two (2) timers from the visiting team and one (1) timer from the home team. The visiting team lanes shall have two (2) home team timers and one (1) visiting team timer. If one team is short on timers, the other team may make up the shortage.
- c. Stroke and Turn Judge – The home team judge shall work the three lanes on the side of the pool that includes two visiting team lanes and the visiting team judge shall work the three lanes on the opposite side of the pool. Unofficial lanes/heats shall also be judged.
- d. Finish Judges – Shall be placed on opposite sides of the pool in the same relationship as the Stroke and Turn Judges. The Finish Judges shall judge and record the order of finish independently.
- e. Starter/Referee - The maximum number of jobs shall be:
  - A. Starter/Referee
  - B. Stroke and Turn Judge
- f. Timing Judge – The Timing Judge shall be used at those meets that employ an electronic timing system. The function of the Timing Judge will be to review the timing tapes for any possible malfunctions in the timing system and to report those discrepancies to the Starter/Referee.
- g. Diving Judges - Five (5) diving judges will be used. The high score and the low score of the judges will be eliminated and the remaining scores will be used to calculate the score of the dive. Alternatively, a panel of three (3) judges may be used. In this instance, all scores will be used in the compilation of the total award for each dive.

**Article VII: Tri-Meets**

- 1. Tri-meets shall essentially be the same as dual meets with the following modifications:
  - a. Officials
    - A. Stroke and Turn Judges - there shall be a judge from each team. Two judges will be on the side of the pool opposite from the Starter/Referee and one judge will be on the side of the pool with the Starter/Referee.
    - B. Timers – there shall be six timers per team, assigned one per lane. In addition, the host team shall provide a head timer.
    - C. Place Judges – there shall be one place judge from each team. Only two judges will be used in any given event. The judges shall be placed on opposite sides of the pool and shall judge and record the order of finish independently.
    - D. Scorekeepers – the host team shall supply the chief scorekeeper and a second Scorekeeper. Each visiting team will supply one scorekeeper.
    - E. Diving – the host team will supply a referee and one judge. Each visiting team will supply two judges.
  - b. Lanes and Diving Order
    - A. Team lane assignments will be chosen by lot by the League Chairperson:
 

<u>Team A</u>	<u>Team B</u>
<u>Team C</u>	

Individual Events	1,4	2,5
	3,6	
Relay Events	4	5
	3	
Diving Order	1,4	2,5
	3,6	

c. Scoring

- A. Tri-meets will be scored in accordance with the scoring grid outlined in Appendix B.
- B. Electronic timing will be required for championship meets.

d. Entries

- A. Each team is limited to two entries per event.

e. Meet Results

- A. The winner of the tri-meet will be credited with two wins and no losses. The team with the second highest score will be credited with one win and one loss. The lowest scoring team will be credited with no wins and two losses.
- B. In the tri-meet among the three division leaders, the winner of the tri-meet will be awarded first place in the league for the season regardless of the win/loss records of the three teams. All other teams below the first place team will be positioned by their win/loss record for the season.

**Article VIII: Other Meets**

1. Invitational Meets – swim meets hosted by an SAL member club with entries open to more than two member clubs. An invitational meet is neither a league dual/tri-meet nor a league or divisional championship.
2. The host club may seek league sanctioning for the invitational meet. If such sanction is granted, all times may be used for league record and championship qualifying times.
3. It will be the responsibility of the host club to submit all times to the appropriate League Registrar not later than 3 days following the meet.
4. An SAL Observed Meet is an invitational meet which is hosted by an SAL member club. It is open to all member clubs of the League but not restricted to member clubs. All times of SAL swimmers will be valid for league records and championship qualifying times, provided:
  - a. The Starter/Referee and Stroke and Turn Judges must be SAL certified officials
  - b. The meet director must submit the times of SAL swimmers ( and only SAL swimmers) to the appropriate registrar not later than 3 days following the meet.

**Article IX: Diving**

1. All diving is to be performed from the one-meter springboard.
2. Prior to the start of the season, the Diving Registrar will publish the required dives for each week of the dual and tri-meet season.
3. Each diver is limited to one practice dive immediately prior to the diving events. The referee may allow more than one practice dive at his discretion.

4. Each team is limited to three diving entries per diving event in dual meet competitions. This limit will be reduced by one in tri-meet competitions. A team can only receive points for its three best places.
5. A diver may compete in as many events as his age allows. Upon agreement among the coaches, representatives and the diving referee, unofficial entries will be permitted.
6. The diving program for dual and tri-meet competitions is listed in Appendix C.

**Article X: Championship Meets**

1. The League will conduct the following championship meets:
  - a. Division Swimming Championships for each sex
  - b. League Swimming Championships for each sex
  - c. League Diving Championships by age group and sex
  - d. Division Diving Championships by age group and sex
  - e. Flight Championships
2. Swimmers must have competed officially or unofficially in that number of dual and tri-meets that is closest to 40% of the total scheduled during the season in order to be eligible to enter the Flight Championships and the League Championships. Divers must have competed in that number of meets that is closest to 30% of the total to be eligible for the Flight Championships and 40% of the total, including Flight Championships, to be eligible for the League Championships. The League Chairperson may waive these requirements if the non-participation in the required number of meets was due solely to injury or illness. A doctor's certificate to this effect must be presented to the League Chairperson. There is no minimum meet requirement for entry into the division Swimming or Diving Championships.
3. Swimmers and divers must compete in their age group (age as of October 31 of the current season) in both the Division and League Championships. Unlimited means any age group. A swimmer may swim up in relays.
4. Individual entries into the League Swimming Championships will be limited to the top 18 swimmers in each event based upon the current season's performance in sanctioned meets. These times will be those done in SAL sanctioned competition during the current season.
5. The 19<sup>th</sup> and 20<sup>th</sup> swimmers will be alternates in the League Swimming Championships. If a swimmer elects to be listed as an alternate in a given event, such election will count as an event for the purpose of the maximum number of events permitted. The alternate's participation in Division Swimming Championships will not be affected.
6. An individual may not compete in more than 3 individual events plus 2 relay events, i.e., no individual may compete in more than 5 championship events. Each team may enter 2 relay teams for each relay event in the League Championship. There is no limit on the number of relay entries to the Division Championships.
7. Swimmers who have qualified to swim an individual event in the League Championships, except individual medley, may not swim that stroke in a division relay.
8. Entries for championships will be made at a time and in a format prescribed by the Championship Chairperson.

9. For purposes of determining the entrants into League Championships, the Championship Chairperson will prepare Psych Sheets for each event listing the entrants for each event in ascending order of times swum.
10. There will be a seeding meeting prior to the championships at a date and time determined by the League. Using the Psych Sheets as a guide, scratches for each event will be determined until the appropriate number of swimmers has been achieved for each event. In the event the number of swimmers has not been achieved and the Psych Sheets have been exhausted, additional swimmers may be derived from the databases maintained by the League Registrars.
11. Except for time corrections (which must be verified by the League Registrars), entries may not be made at the seeding meeting. All entries for the championship meets must be in the hands of the Championship Chairperson prior to the seeding meeting.
12. The order of events for Swimming Championships shall be that as indicated in Appendix D.
13. Championship Meet Officials
  - a. The appropriate League President, in consultation with the Official's Chairperson, shall designate officials from member clubs as follows:
    - i. (1) Meet Director
    - ii. (2) Announcers
    - iii. (3) Starter/Referees
    - iv. (4) Stroke and Turn Judges
    - v. (2) Finish Judges
    - vi. (18) Timers
    - vii. (5) #9; Scorers
    - viii. (1) Clerk of Course
    - ix. (2) Awards Marshals
    - x. (1) Rescue Squad or medical personnel

#### **Article XI: League Diving**

1. SAL Dive Meet Instructions
2. All dive meets must be entered electronically and the results sent to the registrars and the webmaster. The boy's and girl's registrars will collect all the diving results; once they have the final results from all the clubs they will send a copy of their database to the dive registrar.
3. This means all dive results for a swim meet must be included with that swim meet's results, this includes any unofficial divers. If there is a separate dive meet, not connected to a swim meet, a Meet Manager database must be created and all dive results entered. All dive results must be included on the HTML results that are to be posted on the SAL web page.
4. Any corrections, updates or additions must be made to the Meet Manager database and then resubmitted to the correct registrar, as well as an updated HTML result must be sent to the webmaster.
5. The dive registrar is unable to make any changes to individual meet databases. Once a meet is submitted it is the coaches' responsibility to make sure it is correct. If there is an error, the dive coach must work with the swim coach and their club's computer person to make the correction happen.

6. The same will be true for all entries for the League and Division Champs, these all must be done electronically. The divers must be entered in with the swimmers for the psyche sheets by the stated deadline. The one difference for divers is that they must be entered with a “custom time” or custom score. Each diver’s score is an average of their two best legal dive meets in their own age group. If a diver has only one meet it must be averaged with a zero. Any diver that does not meet the required number of meets must be marked exhibition only, as they will only be eligible for Divisions.
7. The League Diving Championships are limited to contestants who have met the minimum number of meet requirements.
8. Individual entries into the League Diving Championships shall be limited to the top 18 divers . Such divers will be determined by the average of their top scores in their age group from the dual and tri-meet season, number of scores to be determined and agreed upon by majority of board members.
9. The 19<sup>th</sup> and 20<sup>th</sup> divers shall be alternates in the League Diving Championships. If a diver elects to be listed as an alternate, such election will count as an event toward the maximum number of allowable events but it will not affect the diver’s participation in the division championships.
10. The scores used to determine averages will be those scores obtained in sanctioned competition during the current season. Scores from crossover meets and invitational meets may be used for this purpose.
11. Seven judges will be used. The two highest and two lowest awards will be eliminated and the three middle awards will be used.
  - a. Diving coaches are to be used as judges. Coaches will alternate events. All coaches must share in the responsibility of judging. The diving referee may approve an alternate to a coach.
  - b. The League will supply the Diving Referee for both the League and Division Diving Championships.
12. Diving entries shall be submitted to the designated meet director at a time and in a format to be announced annually by the League Diving President.
13. The diving programs for League and Division Diving Championships are listed in Appendix C.

**Article XII: Awards**

1. League Swimming and Diving Championships
  - a. Individual Awards                    18 Places
  - b. Relay Awards                            18 Places
2. Division Swimming and Diving Championships
  - a. Individual Awards                    18 Places
  - b. Relay Awards                            18 Places
  - c. Heat winner ribbons will be awarded to the winner of each heat. Awards for championships will be procured well in advance and shall be uniform from year to year to allow for the use of any excess supplies.

**Article XIII: Results and Records**

1. Meet Results

- a. Shall be submitted via electronic mail to the appropriate Registrar in either a Team Manager or Meet Manager file. Swimming results should be sent to the Swimming Registrars and Diving results should be sent to the Diving Registrar.
  - b. Meet results are to be submitted by the home team to the appropriate Registrar postmarked **not later than** the Monday following the meet (or within 48 hrs. if the meet is held on other than a Saturday). Failure to submit meet results promptly will subject the host team to disciplinary action.
2. League Swimming Records
- a. Record times (by individuals and relay teams) shall be kept by the League Registrars for each swimming event.
  - b. Records may be established or broken in all events of any sanctioned meet provided the meet is held in a standard 25 yard ( or meter) pool and complies with all League rules.
  - c. It is the responsibility of the host team to notify the appropriate Registrar that a record has been set or broken and to provide documentation. For those meets conducted without electronic timing, the documentation will include the lane timers slip signed by all three timers and the announcer's slip signed by the starter/referee. In an electronically timed meet, the documentation shall include the tape from the timing console. Documentation to support the certification of a League Record must be received by the Registrar within 30 days of the meet.
  - d. Records may be set or broken only in the event swum.
3. League Diving Records
- a. Record scores shall be kept by the Diving Registrar.
  - b. For a record to be valid, five judges must be used.
  - c. If the opposing team does not have diving and does not send a representative to the diving event, it shall be the diving club's responsibility to get two neutral representatives from the League to be present for a record to stand.
  - d. All records must be signed by the Diving Referee and the two coaches. If two coaches are not present, the record may be signed by one coach and one of the neutral representatives.
  - e. It is the responsibility of the host team to notify the Registrar if a record has been set or broken and to provide the required documentation. Such documentation must be submitted within 30 days of the diving competition.

#### **Article XIV: Amendments**

1. Amendments, deletions or additions to these Operating Procedures may be made at any time with a unanimous vote of council members present.