



2011
Official's
Training
Guide

7.5 Official's Rules

- ◇ Each team must designate 2 individuals that will act as officials for the meet. If there are more than 6 lanes at a pool, then 3 individuals will be needed from each team. These individuals now represent the Neumann Catholic Swim League and not their home teams and must act accordingly.
- ◇ The officials must be wearing blue shorts and white shirts that designate their position.
- ◇ These officials are to organize themselves and determine who will be the starter, the referee, and the stroke/turn officials.
- ◇ Prior to the meet, officials must compile Team Event Tally sheets to determine the number of heats in each event.
- ◇ Officials will wear / operate headsets throughout the meet (per instructions in appendix M)
- ◇ In addition to the 2 or 3 assigned officials, each team may designate up to an equal number of shadow officials. Shadow officials do not wear headsets, and work with a designated individual meet official in a training capacity.
- ◇ NCSL officials are to act in accordance with appendix B. of this handbook, "2011 Official's Procedures"
- ◇ NCSL technical rules are governed by the 2011 USA Swimming Rules and Regulations – Article 101 and Article 102 – Section 10 as included in appendix A. of this handbook.
- ◇ Position of finish is only marked on the pink, blue or white event cards by the referee with disqualifications clearly noted. The green exhibition cards are never given a position of finish. Position of finish is final regardless of the time indicated on the card and will be scored as such.
- ◇ Heats that are too close to call order of finish, or where official's are not in agreement as to order of finish should be referred to heat card times to determine order of finish. (Average of times listed on heat cards)
- ◇ Disqualifications need to be indicated on the green exhibition event cards by the lane timer as directed by an official.

**Officials are reminded to be in position,
know the rule, or don't make the call.
The swimmer always gets the benefit of
the doubt.**

Neumann Catholic Swim League
Officials Training – 2010

Questions & Answers

Q: How do I determine the number of heats needed for each event?

A: Add up the total number of exhibition swimmers for the event, add 4 (2 points swimmers from each team), and divide by the number of lanes. Be sure to have at least 3 swimmers in the last heat – if necessary, only swim the points swimmers in the first heat.

Q: Can I realign the number of swimmers in each lane for an event?

A: Absolutely. When a larger team swims a smaller team, the larger team will have more exhibition swimmers. It is in everyone's best interest to fill up each heat when the smaller school runs out of exhibition swimmers, even if every lane has a swimmer from the same team. The use of a Meet Marshal facilitates this process.

Q: When do the Timers start the stopwatch?

A: The Timers should start the stopwatch upon seeing the light on the starting equipment. One of the officials should have a brief meeting with the Timers before the start of the meet to ensure they are properly instructed as to when to start and stop the stopwatch.

Q: Can Timers call a disqualification?

A: Absolutely NOT. The ONLY people on deck who can call a disqualification is an official. If an official does not see an infraction, it did not occur – the Swimmer always gets the benefit of doubt.

Q: Can I view the Officials DVD again to enhance my understanding of the rules?

A: Yes. The League has purchased a copy of the video, which was shown during the officials training, for every team. Simply contact your school's coordinator.

Q: What are the official's jurisdictions around the pool and how is it determined who does what?

A: The officials should meet prior to the meet to determine what each will be doing. It is recommended that each team supply an equal number of officials. In a 4 or 6-lane pool, there will be 4 officials (2 from each school) – in an 8-lane pool, there will be 6 officials (3 from each school). In a 4 or 6-lane pool, the pool will be divided in quadrants and one official will officiate a quadrant. In an 8-lane pool, there will be 2 turn officials, 2 stroke officials, and the Starter and Referee. The Starter and Referee will observe starts, turns, and finishes at the start end. The stroke officials will observe strokes, and the turn officials will observe touches and turns at the turn end. It is important to discuss jurisdictions so that there is no overlap or gaps.

Q: For the 8/U relays, should the swimmers start in the water at the turn end?

A: Yes. The swimmers should start in the water with one hand on the wall.

Q: Can I call a disqualification in an area outside of my jurisdiction?

A: No. The jurisdictions are established for a reason – to ensure that the appropriate official is in position and to ensure that no swimmer is over or under officiated. It is impossible to accurately determine a disqualification outside of your jurisdiction – the swimmer gets the benefit of doubt.

Q: How do I signal a disqualification?

A: By raising one hand in the air. Follow this up by communicating the disqualification to the Referee. Be prepared to answer the following questions: Where were you (were you in position)?, What did you see?, and What is the rule? If you are unable to answer these questions, do not signal a disqualification – the swimmer gets the benefit of doubt?

Q: If I called a disqualification, can I subsequently rescind the call?

A: Yes. If after consultation with the Referee or your own self-reflection, you determine that there is no infraction, then the call can be reversed.

Q: During the officials training, use of a whistle was presented – when is the whistle used?

A: The whistle is a great tool to maintain control over the meet – it keeps the children, coaches, and spectators focused on the meet. One long whistle is used to signal the swimmers to the blocks (or in the water for the backstroke). Multiple chirps signals the end of a heat and should be done when the last swimmer touches the wall. When using multiple chirps, be sure to chirp more than 3 times, as 3 times is the lifeguard signal of trouble. The next event/heat is announced between the multiple chirps from the previous event/heat and the long whistle signaling the swimmers to step up/in for the next event/heat.

Q: What are the official's roles on deck?

A: The officials are charged with ensuring a fair environment for swim competition. This is done by fair and consistent application of the rules from week to week and venue to venue. The officials are part of the swimmer education process – we are not punishing the swimmers by calling a disqualification, rather we are helping the swimmer by understanding the rules and constructively explaining what was done wrong.

Q: How do we handle a disagreement on a disqualification?

A: First and foremost, keep in mind that we are all part of a Christian-based athletic organization and that we all signed a code of conduct governing our behavior. Also, remember that officials are representing the NCSL, not their respective schools. Disputes between coaches/officials should be handled with respect for each other and as quickly as possible. The meet should NEVER be delayed because of a dispute. If necessary, continue with the meet and discuss the issue after the meet and amend the score, if necessary. Remember, WE are ALL setting an example for our children and how we act is a reflection on the NCSL, our schools, and our families.

Q: When acting as the Starter, how do I know when to signal the start of the heat after giving the swimmers the command “take your mark”?

A: Each swimmer should have at least one foot at the front of the block. After giving the command to “take your mark”, the Starter should watch for each swimmer to set themselves, without movement, for the start of the heat. It is important to note that there is a ‘sweet spot’ after giving the command – if the signal is given too soon, all swimmers may not be set; if the signal is given too late, you run the risk of a false start or a swimmer falling in. Be sure to position yourself so as to observe each swimmer.

Q: Where should the starting equipment be located?

A: The starting equipment should be placed on the pole where the flags are located. If a pole is not present, place the starting box on a chair where the flags are located. Remember, the swimmers and timers should have an unobstructed of the light.

Q: Can a swimmer hang on the lane line?

A: Incidental contact with the lane line is likely to occur and not considered a disqualification. However, freestyle is the only stroke where a swimmer can stop and hang on the lane line without being disqualified. If hanging on the lane line occurs during the Breast, Back, or Fly, there would be a disqualification due to a break in the stroke cycle, underwater recovery, non-simultaneous arm action, or a past vertical violation.

Q: What are the point lanes for each event?

A: The point lanes are as follows in the first heat for each event:

- 4-lane pool – 1,2,3,4
- 5-lane pool – 2,3,4,5
- 6-lane pool – 2,3,4,5
- 8-lane pool – 3,4,5,6

If a team does not have a point swimmer in each of the designated lanes, the lane must remain empty – this, however, does not apply to subsequent exhibition heats.

Q: Should disqualifications be called in exhibition heats?

A: Absolutely. We, as officials, should be applying the rules consistently to ALL swimmers regardless if they are in a points or exhibition heat. We are part of the learning process – a swimmer may be swimming exhibition this week, but swimming for points next week – they should be judged equally and advised of any deficiencies. Remember, you are not punishing a swimmer by disqualifying him/her – however, you are punishing a swimmer doing a stroke correctly by not disqualifying a swimmer who isn't!

Q: What is a false start and dual confirmation?

A: A false start is when a swimmer leaves prior to or is not set when the starting signal is given. Every attempt should be made to prevent false starts by ensuring that the swimmers are ready and set. Should there be a false start, the Starter and Referee MUST both be in agreement -- this is called dual confirmation. If the false start is the result of the Starter/starting equipment, the swimmers should be stopped and the heat re-run. In addition, early takeoffs in a relay MUST be judged in the same fashion -- both officials charged with observing takeoffs MUST be in agreement, or there is no disqualification -- the swimmer always gets the benefit of doubt. It is important to note that a hand is NOT to be raised to signal early takeoff violations.

Q: What should I do if there is a starting equipment failure?

A: After a brief attempt to solve the problem, the Starter and Referee should confer to establish an alternate starting method. Typically, the whistle will be used to start the heat with a single chirp. Prior to utilizing this method, care should be taken to ensure that the timers, coaches, and swimmers are aware that this method will be utilized for the remainder of the meet. In addition, the school's public address system should be used for announcing event and heat information.

Q: What should I do if a Coordinator, Coach, or parent approach me to be "lenient" for their swimmer(s)?

A: The rules should be enforced and procedures followed as presented during the clinics. Obviously, some of the younger swimmers may experience some difficulty fully executing the stroke -- we, as officials, should use our judgment to ensure that they are performing the basic fundamental aspects of the strokes. It is the officials job to maintain objectivity and ensure each swimmer is judged fairly and consistently. Officials do NOT have the ability to modify the rules that will be enforced at a meet -- the rules as presented by the League at the clinics are to be the only rules adhered to.

Q: Should there be a meeting with the Timers and who should conduct it?

A: Yes, there should be a brief meeting with the Timers prior to the meet conducted by either the Referee, Starter, or both. The following items should be discussed:

- make sure they start their watch on the starting system light, not the sound
- they should stop the watch when any part of the swimmer touches the wall, regardless if they think the swimmer is DQ'd
- they should ensure that the swimmer's name in the water matches the heat slip
- they should NOT indicate any order of finish on the heat slips -- this is the Referee's responsibility

Q: Where should heat slips and DQ slips go after completion?

A: All heat slips and DQ slips need to go to the Referee before being delivered to the scoring table. The Scorer's should be advised to not change the order of finish for any reason, unless they consult with the Referee. In addition, the Scorers should be reminded of the scoring rules with respect to the number of events a swimmer may swim for points -- the scoring rules can be found in the meet box. At the conclusion of the meet, heat and DQ slips will be provided to the teams. Ideally, if time permits, the official should communicate the disqualification to the swimmer and/or coach. Obviously, we have few officials on deck and the meet must go on without delay -- therefore, please ensure that your explanation of the DQ is adequately described on the heat slip and/or DQ slip so that the coach can make the necessary correction with the swimmer.

Q: Should swimmers use the blocks during warm-ups before a meet?

A: Yes. However, this can be a very serious safety issue. Diving off of the blocks should be monitored closely as there is a risk that a child diving will land on a swimmer in the water. Ideally, there should be designated lanes for diving -- in all other lanes, the swimmers should step in.

Q: Can a team use visual aids in guiding swimmers during a swim?

A: No. there are no provisions in the rules for the use of visual aids in guiding swimmers. In particular, at the finish of the backstroke, the use of hand signals to assist the swimmer in knowing when they are approaching the wall is not allowed -- it creates an unfair advantage for the swimmers who have become dependent on this. Swimmers should be instructed to use the flags for this purpose and/or look over their shoulder. It is imperative that we ensure a consistent and fair environment for competition. Furthermore, please remind the Timers that their role is to ensure an accurate time. Timers are required to maintain the same level of objectivity as the Officials -- if they are providing visual aids, cheering, etc., this impedes their ability to obtain an accurate time for the swimmer. Please make sure that this is mentioned during the Timers meeting.

NCSL Official's Meet Assignments and Procedures -

Referee: 1 per meet. Serves as the head of the official's team. Coordinates (via headset) all rules interpretations and disqualifications.

Collects Scoring Heat Cards from the runner, places cards in order of touch finish, 1st thru 4th, with disqualifications moved to end.

If PA system allows, is responsible for making general announcements to the crowd, and to announce Events before turning over to the Starter.

Responsible for calling start, stroke and touch disqualifications in quadrant #1. Calls order of touch finish with collaboration of other Officials.

Starter: 1 per meet. Controls the start of each event/heat, Coordinates (via headsets) all rules interpretations and disqualifications. Is assigned quadrant #2 to monitor stroke/turn/touch. Assists Referee in determining touch order of finish for scored heats.

Starter Procedures for Forward Start:

- 1) Announces "Swimmers Step Up".
- 2) Visually check that the number of entries match the heat entries, confirm missing entries with other
- 3) Once all swimmers are on block, Announces "Take your mark"
- 4) Starter allows reasonable time for all swimmers to get into starting position (stop moving), and smoothly depresses starter button.
- 5) If a swimmer leaves early, a false start is declared by resounding starter horn, blowing whistle, and dropping rope (if available), heat should be reset at earliest opportunity within the meet.

Starter Procedures for Backstroke Start:

- 1) Announces "Swimmers In the Water".
- 2) Visually check that the number of entries match the heat entries, confirm missing entries with other
- 3) Once all swimmers are in the water, announces "Take your mark" - verify all toes are in. Maintain compliance with USA Swimming Rule 101.3
- 4) Starter allows reasonable time for all swimmers to get into starting position (stop moving), and smoothly depresses starter button.
- 5) If a swimmer leaves early, a false start is declared by resounding starter horn, blowing whistle, and dropping rope (if available), heat should be reset at earliest opportunity within the meet.

Stroke/Turn Officials #1 & #2: 4 & 6 lane pools

Responsible for calling start, stroke and touch disqualifications in quadrant #3 (Official #1), and quadrant Coordinates (via headsets) all rules interpretations and disqualification.

Stroke/Turn Officials #3 & #4: 2 additional officials for 8 lane pool.

Assigned to reduce the number of lanes the other 4 officials are responsible to monitor.

Assigned the outside lanes (Lanes 1,2,7,8), thus allowing the referee, starter, and stroke/turn officials #1 & #2 to focus on 4 center scoring lanes.

Responsible for calling start, stroke and touch disqualifications in quadrant #1 & #3 (Official #3), and quadrant #2 & #4 (Official #4).

Coordinates (via headsets) all rules interpretations and disqualification.

Neumann Catholic Swim League Competition

Race Official's Heat Sheet

Date : _____

Pool: _____

Referee: _____

Starter: _____

Stroke & Turn: _____

Stroke & Turn: _____

Lane assignments:

1 & 3 _____

2 & 4 _____

Event Number	Age Group	Event	Notes	Heat No.	Order of Finish	DQ # and reason
1	11/O	200 Yd. Free				
2	8/U	100 Yd. Medley Relay	Back			
3	9/10	200 Yd. Medley Relay	Breast			
			Fly			
4	11/O	200 Yd. Medley Relay	Free			
5	8/U	100 Yd. I.M.	Fly			
6	9/10	100 Yd. I.M.	Back			
			Breast			
7	11/O	200 Yd. I.M.	Free			
8	8/U	25 Yd. Free	timers move to other side			
9	9/10	50 Yd. Free				
10	11/O	50 Yd. Free				
11	8/U	25 Yd. Butterfly	timers move to other side			
12	9/10	50 Yd. Butterfly				
13	11/O	50 Yd. Butterfly				

Neumann Catholic Swim League Competition

Event Number	Age Group	Event	Notes	Heat No.	Order of Finish	DQ # and reason
14	8/U	50 Yd. Free				
15	9/10	100 Yd. Free				
16	11/O	100 Yd. Free				
17	8/U	25 Yd. Backstroke	timers move to other side			
18	9/10	50 Yd. Backstroke				
19	11/O	50 Yd. Backstroke				
20	8/U	25 Yd. Breaststroke	timers move to other side			
21	9/10	50 Yd. Breaststroke				
22	11/O	50 Yd. Breaststroke				
23	8/U	100 Yd. Free Relay				
24	9/10	200 Yd. Free Relay				
25	11/O	200 Yd. Free Relay				

DISQUALIFICATION REPORT



EVENT # _____ HEAT _____ LANE _____

SWIMMER _____

BREASTSTROKE

- DURING: START _____ SWIM _____ TURN _____ FINISH _____
10 KICK: ALTERNATING _____ BUTTERFLY _____ SCISSORS _____
11 ARMS: NON-SIMULTANEOUS _____ TWO STROKES UNDER _____
NOT IN SAME HORIZONTAL PLANE _____ PAST HIPLINE _____
12 ELBOWS RECOVERED OVER WATER _____
14 CYCLE: HEAD NOT UP _____ DOUBLE PULLS/KICKS _____
15 TOUCH: ONE HAND _____ NON-SIMULTANEOUS _____
16 NOT TOWARD THE BREAST OFF WALL _____
19 OTHER _____

BUTTERFLY

- DURING: START _____ SWIM _____ TURN _____ FINISH _____
20 KICK: ALTERNATING _____ BREAST _____ SCISSORS _____
21 ARMS: NON-SIMULTANEOUS _____ UNDERWATER RECOV. _____
23 TOUCH: ONE HAND _____ NON-SIMULTANEOUS _____
24 NOT TOWARD THE BREAST OFF WALL _____
25 HEAD DID NOT BREAK SURFACE BY 15M _____
29 OTHER _____

BACKSTROKE

- DURING: START _____ SWIM _____ TURN _____ FINISH _____
30 TOES OVER LIP OF GUTTER AFTER START _____
31 HEAD DID NOT BREAK SURFACE BY 15M _____
32 NOT ON BACK OFF WALL _____
33 NO TOUCH AT TURN _____
34 PAST VERTICAL AT TURN:
DELAY INITIATING ARM PULL _____ MULTIPLE STROKES _____
DELAY INITIATING TURN _____
35 SHOULDERS PAST VERTICAL _____
36 COMPLETELY SUBMERGED PRIOR TO TURN OR FINISH _____
39 OTHER _____

INDIVIDUAL MEDLEY

- 41 STROKE INFRACTION(S) # _____
42 OUT OF SEQUENCE _____

FREESTYLE

- 50 NO TOUCH TURN # _____
51 HEAD DID NOT BREAK SURFACE BY 15M _____

RELAYS

- 70 STROKE INFRACTION # _____ SWIMMER # _____
71 EARLY TAKE OFF SWIMMER # _____
72 CHANGED ORDER: SWIMMER _____ STROKE _____

OTHER

- 60 FALSE START _____ 61 DELAY OF MEET _____
62 DID NOT FINISH _____ 63 DECLARED FALSE START _____
69 OTHER _____

JUDGE: _____
(print name clearly)

REFEREE: _____
(print name clearly)

NOTIFIED: _____ SWIMMER _____ COACH _____

OFFICIALS' BRIEFING

- **Assignments**
- **Deck Protocol**
- **Special Information**

BREASTSTROKE

Start: Forward start.

Stroke: Body kept on breast.
Stroke cycle is one arm pull and one leg kick in that order.
Simultaneous arm movement in same horizontal plane.
Head must break surface at widest part of second pull.
Recovery by the hands from the breast-on, under, or over the water.
Elbows under water except last stroke before turn or finish.

Kick: Simultaneous vertical and horizontal movements of the legs.
Feet turned out during propulsive part of kick.
No alternating, scissors or downward butterfly except a single butterfly kick is permitted during or at the completion the first arm pull after the start and each turn which must be followed by a breaststroke kick.

Turns/ Simultaneous two hand touch at, above, or below the water surface.

Finish: Head may be submerged at turn or finish provided it broke surface during last complete or incomplete stroke cycle prior to touch.

BUTTERFLY

Start: Forward start.

Stroke: Body kept on breast.
Multiple kicks permitted but first arm pull must bring swimmer to the surface.
May be submerged after start and each turn for not more than 15 meters where head must break surface. Arms brought forward over water and pulled back simultaneously.

Kick: Simultaneous up and down movement.
No alternating, scissors, or breaststroke kicking movements.

Turns/ Shoulders at or past vertical toward breast when feet leave wall.

Finish: Simultaneous two hand touch at, above, or below the water surface.

OFFICIALS' BRIEFING

BACKSTROKE

- Start:** In water facing start end with both hands on gutter or starting grips.
(a) guttered pool—feet/toes may be above the water, but may not be in, on, above lip, or bent over the gutter at any time before or after start.
(b) flat wall pads—feet/toes may be placed above the water level.
- Stroke/ Kick:** Any style as long as swimmer remains on back.
Must break surface throughout the race except swimmer may be submerged after start and each turn not more than 15 meters where head must break surface.
- Turns:** During turn swimmer may go past vertical to the breast and may utilize a continuous single or continuous simultaneous double arm pull to initiate the turn.
Some part of swimmer must touch wall at completion of each length.
Swimmer must have returned to back when feet leave the wall.
- Finish:** May be completely submerged at the finish.
Some part of swimmer must touch the wall while on the back.

FREESTYLE

- Start:** Forward start.
- Stroke/ Kick:** Any style may be used.
Must break surface throughout the race except swimmer may be submerged after start and each turn not more than 15 meters where head must break surface.
- Turns/ Finish:** Some part of swimmer must touch the wall at completion of each length or required distance.

INDIVIDUAL MEDLEY

- Start:** Forward start.
- Stroke:** Rules for each stroke apply. May not swim in the style of the other three strokes during the freestyle leg.
- Kick:** Rules for each stroke apply.
- Turns/ Finish:** Intermediate turns conform to turn rules for the stroke.
Transition turns conform to finish rules for the stroke.

OFFICIALS' BRIEFING

RELAYS

Takeoffs: Swimmers feet/foot must remain in contact with the starting platform until the incoming swimmer has touched the finish wall or pad.

JURISDICTION

Stroke Judge: Wall to wall---start to finish.

Turn Judge: Start----From entry into water through completion of first arm stroke.

Turn----Last stroke and kick prior to touch and through first arm stroke after the turn.

Finish—Ensure completion conforms to finish rules.

OR: As assigned by the Referee who has full control and authority over all officials.

PART ONE

TECHNICAL RULES

Except as otherwise noted, all provisions under Part One, the Technical Rules, are effective beginning May 1, 2011, and until changed. Rules in effect on the first day of a meet shall govern throughout that meet.

All competitive swimming events held under USA Swimming sanction shall be conducted in accordance with the following rules that are designed to provide fair and equitable conditions of competition.

It is recommended that the LSC and regional short course and long course championships be held annually and that they be conducted under the rules governing National Championships (Article 207), subject to available facilities and personnel. Events other than such championships may use Article 207 as a guide, subject to local conditions and preferences.

It is not the purpose of the Rules and Regulations of USA Swimming (the National Governing Body) contained herein to set standards of care for the safety of the swimmer. The swimmer, the swim coach, the swim club and the local public entity or pool owner should address safety considerations where events are held.

ARTICLE 101

INDIVIDUAL STROKES AND RELAYS

101.1 STARTS

- .1 **Equipment** — A loudspeaker start system conforming to 103.16, with or without an underwater recall device, and an electronic strobe signal visible to all manual timers for forward and backstroke starts, shall be the preferred starting device.
- .2 **The Start**
 - A At the commencement of each heat, the Referee shall signal to the swimmers by a short series of whistles to remove all clothing except for swimwear, followed by a long whistle indicating that they should take and maintain their positions on the starting platform, the deck, or in the water. In backstroke and medley relay events, at the Referee's first long whistle, the swimmers shall immediately enter the water and at the second long whistle shall return without undue delay to the starting position.
 - B When the swimmers and officials are ready, the Referee shall signal with an outstretched arm to the Starter that the swimmers are under the Starter's control.
 - C On the Starter's command "take your mark", the swimmers shall immediately assume their starting position, in the forward start, with at least one foot at the front of the starting platform or the deck. Swimmers starting in the water must have at least one hand in contact with the wall or starting platform. When all swimmers are stationary, the Starter shall give the starting signal.

101.1

- D When a swimmer does not respond promptly to the command "take your mark," the Starter shall immediately release all swimmers with the command "stand up" upon which the swimmers may stand up or step off the blocks.

.3 False Starts

- A Any swimmer starting before the starting signal is given shall be disqualified if the Referee independently observes and confirms the Starter's observation that a violation occurred. Swimmers remaining on the starting blocks shall be relieved from their starting positions with the "stand up" command and may step off the blocks.
 - B If the starting 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 have false started shall be disqualified upon completion of the race.
 - C 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 by the Referee.
 - D 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.
 - E 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.
 - F Declared false start: swimmers reporting to the Referee prior to the start of their race and declaring their intent not to compete will be disqualified except as noted in 207.12.6D(1).
- .4 **Warning Signal** — With the exception of relays, in events 500 yards or longer, the Starter or a designee shall sound a warning signal over the water at the finish end of the lane of the leading swimmer when that swimmer has two lengths plus five yards or five meters to swim. As an alternative, a bell warning signal may be given over each lane by a lane judge or timer for that lane.

.5 Deliberate Delay or Misconduct

- A The Starter shall report a swimmer to the Referee for delaying the start, for willfully disobeying an order or for any other misconduct taking place at the start, but only the Referee may disqualify a swimmer for such delay, willful disobedience or misconduct.
- B The Referee shall disqualify a swimmer who fails to appear at the starting platform ready to swim in time for the initial start of his/her heat.
- C Such disqualification shall not be charged as a false start.

101.2 BREASTSTROKE

- .1 **Start** — The forward start shall be used.
- .2 **Stroke** — After the start and after each turn when the swimmer leaves the wall, the body shall be kept on the breast. It is not permitted to roll onto the back at any time. Throughout the race the stroke cycle must be one arm stroke and one leg kick in that order.

All movements of the arms shall be simultaneous and in the same horizontal plane without alternating movement.

The hands shall be pushed forward together from the breast on, under, or over the water. The elbows shall be under water except for the final stroke before the turn, during the turn and for the final stroke at the finish. The hands shall be brought back on or under the surface of the water. The hands shall not be brought back beyond the hip line, except during the first stroke after the start and each turn.

During each complete cycle, some part of the swimmer's head shall break the surface of the water. After the start and after each turn, the swimmer may take one arm stroke completely back to the legs. The head must break the surface of the water before the hands turn inward at the widest part of the second stroke.

- .3 **Kick** — After the start and each turn, a single butterfly kick, which must be followed by a breaststroke kick, is permitted during or at the completion of the first arm pull. Following which, all movements of the legs shall be simultaneous and in the same horizontal plane without alternating movement.

The feet must be turned outwards during the propulsive part of the kick. A scissors, alternating or downward butterfly kick is not permitted except as provided herein. Breaking the surface of the water with the feet is allowed unless followed by a downward butterfly kick.

- .4 **Turns and Finish** — At each turn and at the finish of the race, the touch shall be made with both hands simultaneously at, above, or below the water level. The head may be submerged after the last arm pull prior to the touch, provided it breaks the surface of the water at some point during the last complete or incomplete cycle preceding the touch.

101.3 BUTTERFLY

- .1 **Start** — The forward start shall be used.
- .2 **Stroke** — After the start and after each turn, the swimmer's shoulders must be at or past the vertical toward the breast. The swimmer is permitted one or more leg kicks, but only one arm pull under water, which must bring the swimmer to the surface. It shall be permissible for a swimmer to be completely submerged for a distance of not more than 15 meters (16.4 yards) after the start and after each turn. By that point, the head must have broken the surface. The swimmer must remain on the surface until the next turn or finish. From the beginning of the first arm pull, the body shall be kept on the breast. Both arms must be brought forward over the water and pulled back simultaneously.
- .3 **Kick** — All up and down movements of the legs and feet must be simultaneous. The position of the legs or the feet need not be on the same level, but they shall not alternate in relation to each other. A scissors or breaststroke kicking movement is not permitted.
- .4 **Turns** — At each turn the body shall be on the breast. The touch shall be made with both hands simultaneously at, above, or below the water surface. Once a touch has been made, the swimmer may turn in any manner desired. The shoulders must be at or past the vertical toward the breast when the swimmer leaves the wall.
- .5 **Finish** — At the finish, the body shall be on the breast and the touch shall be made with both hands simultaneously at, above, or below the water surface.

101.4

101.4 BACKSTROKE

- .1 **Start** — The swimmers shall line up in the water facing the starting end, with both hands placed on the gutter or on the starting grips. Standing in or on the gutter, placing the toes above the lip of the gutter, or bending the toes over the lip of the gutter, before or after the start, is prohibited.
- .2 **Stroke** — The swimmer shall push off on his back and continue swimming on the back throughout the race. Some part of the swimmer must break the surface of the water throughout the race, except it is permissible for the swimmer to be completely submerged during the turn, at the finish and for a distance of not more than 15 meters (16.4 yards) after the start and after each turn. By that point, the head must have broken the surface of the water.
- .3 **Turns** — Upon completion of each length, some part of the swimmer must touch the wall. During the turn the shoulders may be turned past the vertical toward the breast after which a continuous single arm pull or a continuous simultaneous double arm pull may be used to initiate the turn. The swimmer must have returned to a position on the back upon leaving the wall.
- .4 **Finish** — Upon the finish of the race, the swimmer must touch the wall while on the back.

101.5 FREESTYLE

- .1 **Start** — The forward start shall be used.
- .2 **Stroke** — In an event designated freestyle, the swimmer may swim any style, except that in a medley relay or an individual medley event, freestyle means any style other than butterfly, breaststroke or backstroke. Some part of the swimmer must break the surface of the water throughout the race, except it shall be permissible for the swimmer to be completely submerged during the turn and for a distance of not more than 15 meters (16.4 yards) after the start and each turn. By that point the head must have broken the surface.
- .3 **Turns** — Upon completion of each length the swimmer must touch the wall.
- .4 **Finish** — The swimmer shall have finished the race when any part of his person touches the wall after completing the prescribed distance.

101.6 INDIVIDUAL MEDLEY — The swimmer shall swim the prescribed distance in the following order: the first one-fourth, butterfly; the second one-fourth, backstroke; the third one-fourth, breaststroke; and the last one-fourth, freestyle.

- .1 **Start** — The forward start shall be used.
- .2 **Stroke** — The stroke for each one-fourth of the designated distance shall follow the prescribed rules for that stroke.
- .3 **Turns**
 - A Intermediate turns within each stroke shall conform to the turn rules for that stroke.
 - B The turns when changing from one stroke to another shall conform to the finish rules for the stroke just completed, and shall be as follows:
 - (1) **Butterfly to Backstroke** — The swimmer must touch as described in 101.3.5. Once a legal touch has been made, the swimmer may turn in any manner, but the shoulders must be at or past the vertical toward the back when the swimmer leaves the wall.

- (2) **Backstroke to Breaststroke** — The swimmer must touch the wall while on the back. Once a legal touch has been made, the swimmer may turn in any manner but the shoulders must be at or past the vertical toward the breast when the swimmer leaves the wall and the prescribed breaststroke form must be attained prior to the first arm stroke.
- (3) **Breaststroke to Freestyle** — The swimmer must touch as described in 101.2.4. Once a legal touch has been made, the swimmer may turn in any manner.
- .4 **Finish** — The swimmer shall have finished the race when any part of his/her person touches the wall after the prescribed distance.

101.7 RELAYS

- .1 **Freestyle Relay** — Four swimmers on each team, each to swim one-fourth of the prescribed distance using any desired stroke(s). Freestyle finish rules apply.
- .2 **Medley Relay** — Four swimmers on each team, each to swim one-fourth of the prescribed distance in the following order: first, backstroke; second, breaststroke; third, butterfly; and fourth, freestyle. Rules pertaining to each stroke used shall govern where applicable. At the end of each leg, the finish rule for each stroke applies in each case.
- .3 **Rules Pertaining to Relay Races**
- A No swimmer shall swim more than one leg in any relay event.
- B When automatic relay take-off judging is used, each swimmer must touch the touch-plate or pad in his/her lane at the end of the course to have finished his/her leg of the relay race.
- C In relay races a swimmer other than the first swimmer shall not start until his/her teammate has concluded his/her leg.
- D Any relay team member and his/her relay team shall be disqualified from a race if a team member other than the swimmer designated to swim that leg enters the pool in the area where the race is being conducted before all swimmers of all teams have finished the race. Exception: When an in-the-water start is required or such start is approved by the Referee.
- E Each relay team member shall leave the water immediately upon finishing his/her leg, except the last member.
- F In relay races the team of a swimmer whose feet have lost touch with the starting platform (ground or deck) before his/her preceding teammate touches the wall shall be disqualified.
- G In relay races involving in-the-water starts, the team of a swimmer who has lost touch with the end of the course before his/her preceding teammate touches the wall shall be disqualified, unless the swimmer in default returns to the original starting point at the wall.

Appendix M

Talkabout Radio with Headset Instructions

- 1) With Radio **OFF**, plug Headset Connector into accessory jack on the side of radio.
- 2) Turn Radio ON (turn knob), Low volume Level
- 3) Check Battery Level Indicator – must be Greater than Half
- 4) Check Channel – Should be 19
- 5) Check Sub-Channel – Should be 22
- 6) Place headset on and adjust microphone to about an inch from mouth
- 7) Standing five or more feet from another person, Press the PTT button and test.
- 8) Adjust volume

TRUN RADIO OFF WHEN NOT IN USE!

Trouble Shooting:

Only one person can talk at a time. If more than one person uses the PPT button at the same time, neither will properly communicate.

- 1) Radio does not turn on – Check Batteries (Sweet Home Radios are rechargeable)
- 2) Only one person can talk at a time. If more than one person uses the PPT button at the same time, neither will properly communicate.
- 3) If headset is plugged in when radio is on, the headset will become Voice Activated (VOX) and cause static and transmission problems. Turn OFF Radio, Wait a few seconds and turn radio back on.
- 4) Headset has static or can not hear or no communications.
 - a. Check Battery Indicator
 - b. Turn off Radio and Check Headset is properly plugged in.
 - c. Model (5500) have Noise Filtering and are incompatible with models that do not have this feature. Turn Off Filtering, Press Menu button until QT is displayed, Filtering On (Y) or Off (-) is flashing, Press (+) or (-) to change, Wait until Filtering stops flashing.
 - d. Turn off Radio and use a different headset.
 - e. Try Another Channel – All radios must be set to the same Channel and Sub-Channel. Press Menu button, Channel will flash, Press the (+) or (-), Wait until Channel stops flashing.
- 5) Radio is sending a call tone, Press Menu button 3 times. CA is displayed and Tone Setting flashes. Set Tone to 0 (zero), Press the (+) or (-), Wait until Tone stops flashing.

Contact Equipment Manger right after the meet to report problems, this will ensure equipment can be fixed or replaced prior to the next week's meet.

Starter Instructions

CARE:

- 1) Starters must be fully charged. Units can not be overcharged, recommended charge time 24-48 hours.
- 2) !! Sweet Home Box Only !! recharge radios weekly when charging starter.
- 3) Do not charge or store near combustibles.
- 4) High Temperature (above 80) and Low Temperature (below 70) will reduce battery life and damage electronics. High temperatures can cause batteries to explode.
- 5) Do not get Wet.
- 6) Store inside, do not store in car.

OPERATIONS:

DAKTRONICS HS200:

- 1) With Two People, Clamp unit to the 15 Meter Mark Pole, Speaker towards Swimmers.
- 2) Plug in MIC
- 3) Turn Power On – Battery Full Light and Top Red Light – On (Ready not flashing)
- 4) Adjust Volume (main knob)
- 5) To Speak In Mic, Press and Hold Side Button on MIC
- 6) To initiate Start: Press and Hold Side Button on MIC and Press the Top Mic Button. (Single Tone and Flash)
- 7) To initiate Recall: After Start the Top Red Light Flashing (Recall Active), Press and Hold Side Button on MIC and Press the Top Mic Button. (Multi-Tones)

Note: To remove Mic, Press Mic Tab and Pull

Misc Equipment Notes (From section 7.6)

Timers will be provided a stopwatch by their team coordinators. Watches must be returned to your team coordinator at the conclusion of the meet. Prior to 2006, the NCSL purchased watches for all teams in sufficient quantity (9 per team) to provide enough watches to cover timers at any of the meet sites. Teams are required to store and maintain (including replace batteries) for those watches season-to-season, and ensure they are passed to new coordinators as volunteers change. The NCSL will reimburse teams (turn in receipt to NCSL Treasurer) the full amount required to replace two watches per year, as needed to cover breakage. Teams must supplement any additional costs for watches.

8.3 Coordinators, Coaches, Officials Pledge & Code of Conduct

Coordinators, Coaches, and Officials Pledge & Code of Conduct

I, _____,

Having the position of _____
and representing _____ School

Pledge to accept responsibility for my actions by following this Code of Conduct:

1. I will provide positive reinforcement, care, and encouragement to all children under my care.
2. I will encourage fair play and good sportsmanship by demonstrating positive support for all players, coaches, and officials at every practice or meets.
3. I will place the emotional and physical well-being of our children ahead of a personal desire to win.
4. If a child develops a behavior-related problem that repeatedly disrupts practices and/or meets, I promise to work with that child's parents to resolve that problem.
5. I will demand a swimming environment for our children free of drugs, including tobacco and alcohol, and will refrain from their use at all practices and meets.
6. I will remember that the meet is for our children, not for the adults.
7. I will do my very best to make swimming fun for our children.
8. I promise to treat other fans, coaches, players, and officials with respect, regardless of race, sex, or ability.
9. I will refrain from the use of profanity at all times.
10. I will remember that as a representative of my child's school, I also represent the NCSL and I understand poor behavior during practices or meets may result in my expulsion from the pool complex and the termination of my position.
11. I will remember that the lifeguard has ultimate authority in regards to safety at any pool.
12. I will respect the rules and wishes of the NCSL, its officers or its designated representatives.
13. I will work to the best of my ability to resolve any conflicts or problems to a fair and equitable resolution.
14. I will report any wrong doings or problems as soon as practical to a board member of the NCSL.
15. I will never, nor enlist the help of any individual to: cheat, knowingly disobey a NCSL ruling or falsely submit any data to the NCSL.
16. I agree that any ruling rendered by the NCSL, its board members or their designated representatives will be final and I will comply with the same.
17. I understand that the NCSL and the other parents of the league will hold me accountable for my actions and behavior.
18. I will stay in only the designated pool areas of the facility.
19. I understand that no one can be on the pool deck of any meet or practice unless they have read, understood, signed and submitted this form to the NCSL.

Signed: _____

Submitted on date: _____ to the Team Coordinator