

Policies and Procedures

Wenatchee Valley Summer Swim League

Edited and Revised 2005

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Purpose

The Wenatchee Valley Summer Swim League (WVSSL) provides recreational competitive swimming for youth.

Code of Ethics

Swimmers and parents will submit to the authority of WVSSL Board members, team administrators, coaches and any on-duty lifeguards when involved in any WVSSL event.

WVSSL Board members, team administrators, coaches and parents will work to promote good sportsmanship amongst participants. Foul and/or offensive and/or abusive language or behavior will not be tolerated.

Swimmers will not behave in ways that interfere with the participation of, or threaten the safety of any person during WVSSL events.

During WVSSL events: Swimmers may not use or possess tobacco. No person may use or possess alcohol or illegal drugs. Prescription drugs, non-prescription drugs and/or herbal remedies must be used only in accordance with their published indications at the recommended dosages.

Violation

An allegation of a violation will be reviewed as soon as is practicable by a WVSSL Meet Director, Meet Marshall, Board Member, team administrator and/or coach, acting individually or in committee. In the review, said official(s) may weigh as evidence: the violator's own statement, report(s) of the alleged conduct made by persons believed to be competent and reliable, any other pertinent information that is available.

Consequences

Depending on the severity of the offense, the official(s) reviewing the violation may:

- 1) Warn the offender of the violation and caution that it not be repeated.
- 2) Immediately remove the offender from the event/venue.
- 3) Suspend the offender from all WVSSL events for one week.
- 4) Suspend the offender from all WVSSL events for the remainder of the season and/or permanently.

Age Groups: General and Relay Requirements

- 1) A swimmer must be able to swim 25 yards without stopping or relying on assistance from the lane dividers.
- 2) No swimmer may compete for or represent two or more WVSSL teams within the same season without board approval.
- 3) A swimmer's age on June 1st fixes their competitive age group for the season. A swimmer whose birthday falls on June 1st will be determined to be the higher age. Officials may require proof of age. Swimmers must compete in all individual events within their age categories.
- 4) Swimmers may swim no more than three individual events and two relays per meet. They may swim additional events as an exhibition, subject to prior approval from the meet director. Exhibition events do not accrue points or ribbons. The Meet Director will have discretion in allowing exhibition only events to avoid delaying the conclusion of a meet.
 - a) Dual meet age groups for boys and girls individual and relay events are: 8 years & under (8&U), 9 – 10 years, 11 – 12 years, 13 – 14 years and 15 – 18 years. The exception is made that there is no individual medley event held for 8&U. An 8&U swimmer choosing to compete in the IM would

be allowed to swim out of his/her age group in order to compete. Multiple age group events may be replaced with single age group events at the head scorer's discretion.

- b) Championship meet age groups for boys and girls individual events are: 6 years & under (6&U) 7 years, 8 years, 9 years, 10 years, 11 years, 12 years, 13 years, 14 years, 15 – 16 years, and 17 – 18 years. Championship meet age groups for relay events are the same as those for dual meets. Multiple age group events may be replaced with single age group events at the head scorer's discretion.
- 5) A swimmer may participate in a relay team in an age group higher than his/her own if:
- a) One relay team member is the proper age for that age group and;
 - b) There is no possibility of swimming a relay in their own age group and;
 - c) Relays in all age groups are filled first with eligible swimmers of that age group.

Facility Requirements

- 1) Facilities hosting WVSSL activities must meet state and local health and building codes.
- 2) Water clarity must allow participants and officials to distinguish finish markings on lane ends.
- 3) Finish marks on lane ends must be of contrasting colors, easily seen by racing swimmers.
- 4) Lane markers must separate each lane the full length of the swimming course. Each lane marker provides a handhold for competitors and forms a barrier between swim lanes.
- 5) These safety supplies must be at hand:
 - a) Standard 24 unit first aid kit
 - b) Reach pole and/or ring buoy
 - c) Telephone access
 - d) Staff qualified in first aid and CPR.
- 6) The starting end of the swimming course must have a minimum depth of 3 feet.
- 7) Starting blocks must be firmly anchored and constructed of strong non-flexible material with a non-skid surface. The recommended height from the surface of the water to the top of the block is 30 inches. Starting blocks must have backstroke grab rails or hand holds.
- 8) The recommended water temperature is between 78°F to 82°F.
- 9) Obstructions or protrusions hazardous to swimmers in the pool or on the pool deck must be removed or rendered safe.
- 10) The pool must have adequate lighting on the pool deck and underwater for evening WVSSL events.
- 11) Backstroke turning flags must be suspended across the pool and at each end of the swimming course fifteen feet from the end wall of the pool. Turning flags will be a minimum of 5 feet above the calm water level and not higher than 8 feet. Corresponding markers on the pool deck must be present for judging purposes.
- 12) A cone must be placed 15 yards from starting blocks to mark the longest legal backstroke dive
- 13) A false start rope placed at the midpoint of the swimming course is recommended. It must be a minimum of 4 feet above the calm water level.
- 14) An electronic horn start, whistle or underwater recall device may replace the gun start and recall rope.

Officials

Officials used during WVSSL sanctioned activities must be familiar with and able to enforce the rules and perform the duties applicable to their position. Coaches may perform officiating duties, but only as a last resort after all possible alternatives have been exhausted.

Meet Director

The Meet Director:

- 1) Recruits and assigns qualified volunteers to help run the meet as shown below.

Official	Minimum	Standard
Meet Director	1	1
Starter	1	2
Clerk of Course	1	2-3
Stroke and Turn judges per side	2	4
Place Judges per side	2	4
Timers per lane	2	3
Head Timer	1	1
Recorders/Scorers/Awards	4	5-6
Announcer	1	2
Runners	2	4
Chaperones	1	2-4
Receptionist	0	1

- 2) Has authority over all officials and assigns and instructs them in their responsibilities. The director enforces all rules and provides decisions relating to actual conduct of the meet. The director can overrule any meet official on rule interpretation or judgment pertaining to an action the director has personally observed.
- 3) Tells the starter when officials are in position, the course is clear and competition may begin.
- 4) Renders a decision on contested rulings and/or protests. Protests may be registered up to 30 minutes after posting of results. The meet director may interrupt competition to render a decision.
- 5) Determines circumstances and makes rulings on participation of swimmers arriving late to meets and or races.
- 6) Investigates malfunction of automatic or manual race equipment determining whether the race finished according to the rules.
- 7) May prohibit the use of any bell, siren, horn or other artificial noisemaker by spectators or participants during the meet.
- 8) Acts as marshal or designates a marshal to patrol the immediate starting area, the sides of the course and the finish maintaining order and ensuring that spectators and/or swimmers do not crowd into the course area or interfere with meet officials.

Starter

The Starter:

- 1) Assembles an approved starting device (whistle, electronic horn or gun), event sheets, pencil, clipboard and PA system (if available) in preparation for the meet.
- 2) Takes a station within ten feet of the starting end of the pool at a point where the starting device is clearly audible or visible to swimmers and timers.

- 3) Upon signal from the meet director assumes full control of swimmers until a fair start has been achieved.
- 4) Notifies swimmers of the event number, event, stroke, and distance of each event.
- 5) Notifies all relay swimmers except the last to leave the pool immediately upon completion of their relay leg.
- 6) Announces "swimmers clear the pool" when all competitors have finished.
- 7) Modifies the starting rules to accommodate handicapped swimmers.
- 8) Directs swimmers to step onto the starting block, issues the command 'take your mark' (swimmers must have at least one foot at the front of the block before giving this command), and gives the starting signal. The Starter allows sufficient time for swimmers to safely assume a starting position. No swimmer will be in motion immediately before the starting signal is given.
- 9) Recalls swimmers in the event of a false start and warns those charged with the infraction.
- 10) Advises the meet director regarding a swimmer who consistently, willfully, and defiantly interferes with event starts. Makes a recommendation on whether the offending swimmer should be disqualified. The disqualification is not recorded as a false start.
- 11) May be assisted by a recall starter to operate the false start rope.
- 12) Determines and applies the following rules regarding false starts
 - a) Swimmers who unnecessarily delay in assuming and holding a completely motionless starting position after the command 'take your mark" will be charged with a false start.
 - b) Swimmers leaving their marks before the starting signal will be charged with a false start.
 - c) The starter may relieve a swimmer of the responsibility for the false start who has false started because of the action of another competitor and charge the false start to the offender.
 - d) Upon a false start, the starter will immediately release all other swimmers with the command 'stand up". Swimmers released may stand up or step down off the block. Any swimmer who enters the water, or backstroke swimmer who leaves the in-pool backstroke starting area, will be charged with a false start.
 - e) If one or more swimmers have obtained an unfair advantage when the starting signal was given, all swimmers must be recalled by a second signal. The starter will indicate any swimmers to be charged with a false start.
 - f) During a backstroke start, after a swimmer has been cautioned once about improper placement of feet or hands, a second infraction may be charged as a false start.
 - g) A swimmer cannot be disqualified for an illegal starting position if the starter has permitted the race to proceed without recall. Enforcement of the correct starting position is the responsibility of the starter who may impose the appropriate penalty for violation before the race.

Clerk of Course

The clerk of course:

- 1) Sets a deadline for submission of entry information.
- 2) Marks an area where all swimmers report as soon as their event is called.
- 3) Assembles a current event sheet, swim roster, event cards, pencils and whistle for clerking activities.
- 4) Clerks by hand as follows:

- a) Sort entry cards by event numbers.
- b) Arrange event cards by time and priority.
- c) Seed swimmers assigning heats and lanes as follows.
 - Use seed times or priority numbers to configure heats. Heats with slower times run before heats with fast times.
 - Arrange entries with fastest times in center lanes. When possible place team members in alternate lanes, unless priority numbers have been assigned.
 - Configure to avoid only one or two swimmers in a heat. Include swimmers from different teams in heats with few entries.
 - Combine consecutive events to fill pool lanes if necessary.
- 5) Proofs and arranges electronic data for clerking activities.
- 6) Assembles swimmers in the course according to heat and lane assignments.
- 7) Hands swimmers their entry card and direct them to the starting blocks. Remind swimmers to wait behind or adjacent to the starting position until the starter initiates the race.
- 8) Scratches entries failing to report by the final call. The Meet Director will determine whether the entry may re-enter the race.
- 9) Accepts or rejects changes in meet entries at their own discretion.

Judges

Judges fall into the following categories and have jurisdiction over the swimmers immediately after the race has begun. They will be provided with clipboards, pencils, disqualification slips and place slips, if used.

Chief Judge

The chief judge may also be the meet director. They assign and supervise activities of all judges.

Place Judges

Use of place judges is optional. Place judges position for best view of the finish; near the pool's end, at sides or in the middle. A minimum of two place judges should be used. They separately record, without conference, the finish order of swimmers in each heat. They may not interfere with decisions of stroke and turn judges. Place judge results clarify finishes when times are incongruent or in a tie.

Stroke and Turn Judge

- 1) Each meet requires four stroke and turn judges, two from each team. Each side of the pool has two judges, one from each team. Judges walk abreast of swimmers during all strokes, except freestyle events. They ensure swimmers obey rules in swimming each stroke. They ensure turns and finishes obey rules for the stroke used. During relay events, judges verify the touches and departures of relay members. If a judge observes an infraction he/she records the violation by noting the heat number, lane number and violation observed.
- 2) The following exceptions to stroke rules exist for swimmers in the 8&U age group.
 - a) During the first two dual swim meets, swimmers receive instructional disqualifications (DQs). Their race results remain intact for scoring unless the infraction provides an obvious and unfair advantage to the swimmer.

- b) During the remaining regular season and the league championships, they are subject to disqualification under the rules applicable to all other age groups.
 - c) At the conclusion of a meet, Disqualification Slips will be provided to the coaches to be used as instructional aides.
- 3) The following general rules apply to stroke and turn judges:
- a) Judges may not speak to, coach or encourage a competing swimmer in any way. Violation will result in the disqualification of the swimmer.
 - b) A swimmer must start and finish the race in their assigned lane.
 - c) A swimmer standing on the bottom is not disqualified from a race; however, they must not leave the pool, walk or spring on the bottom or use it to obtain an unfair advantage.
 - d) Touching the lane dividers does not disqualify a swimmer but they may not use the ropes to propel themselves forward.
 - e) Swimmers cannot enter the pool until so directed by the starter. Offenders may be disqualified from their next scheduled event.
 - f) A collision foul can be said to have occurred when an action is judged to be a deliberate attempt to interfere with another swimmer. Judges and the meet director may choose to strike the race result for the offending swimmer and disqualify them from their remaining events. The swimmer who was harmed by the interference may re-swim their event.
 - g) If the infraction significantly affects the finish order of a fouled swimmer, judges and the meet director may allow the swimmer to repeat the event in the next heat or decide to re-swim the event.
 - h) A swimmer cannot wear or use any device or substance to increase their speed or buoyancy during the race. Goggles and caps may be worn. Oil cannot be applied.

Timers

Races without automatic or semiautomatic equipment require a minimum of two timers for each occupied lane at course finish. These timers operate manual stopwatches. Timers individually record an official finish time for their lane. Lane timers never record both a time and place ruling. Timer's supplies are clipboards, stopwatches, pencils and event sheets.

- 1) Head Timer
 - a) The head timer assigns two timers per lane and designates one at each lane to act as recorder. The head timer acts to support lane timers in running a fair and efficient race.
 - b) Reviews the rules of timing with all timers before the event begins.
 - c) The head timer starts a watch at the beginning of every race and backs up watch failures with lane timers.
- 2) Lane Timers
 - a) Stand directly over their assigned lane at the finish
 - b) Verify every swimmer is in the correct lane.
 - c) Start their watches at the sound or sight of the starting device.
 - d) Stop watches when observing any part of the swimmer in their lane touching the end of the course. Lane timers do not judge whether the finish touch meets requirements of the appropriate stroke finish rule.

- e) Immediately report their time to the lane recorder. Record both times to the hundredths of a second and circle the lowest of two times or middle of three times. Lane timers do not average times and must present their watches for inspection if requested.

Recorders, Scorers, Awards, & Office Personnel

- 1) Use four office volunteers to record, score and prepare the awards; one to supervise, one for data entry, one to receive and process cards and one to prepare awards.
- 2) Office supplies needed for a meets are; tables, chairs, pencils, pens, calculator & stapler, card-holders, computer & printer (optional), ribbons, ribbon labels (optional), and award containers for ribbons storage.
- 3) Members of the WVSSL score their meets electronically. The following instructions for hand scoring provide back-up procedures in case of electronic malfunction.
 - a) Collect cards from runner, circle lowest time or middle time on each card. Average times if their discrepancy is significant.
 - b) Arrange each heat's cards by time. Compare with place slips if necessary and when available.
 - c) Disqualifications (DQs) receive no points. Staple DQ slips to cards and place in team's ribbon box. Leniency extended to the 8&U age group described under Stroke and Turn Judges item 2) is an exception.
 - d) Record times for all swimmers
 - e) To score and award, order cards from all heats to determine placing order. Mark 1st through 6th places on cards and score sheet:
 - Assign individual places and points; 1st-7 points, 2nd-5 points, 3rd-4 points, 4th-3 points, 5th-2 points, 6th-1 point
 - Assign relay places and points; 1st-14 points, 2nd-10 points, 3rd-8 points, 4th-6 points, 5th-4 points, 6th-2 points,
 - Write ribbons for 1st to 6th place in each event. Write a relay ribbon for each member of the placing team
 - For ties add points from two places occupied by the tied swimmers. Average and evenly divide these points between them. Award both swimmers with the higher of the two places. The next lower place remains vacant, its points already disbursed in the tie.
 - f) Track points from individual swimmers to determine the high point ribbon for each sex and age group. Use points from individual events only.
 - g) Create a meet summary sheet to tabulate points, calculate handicap (below) and adjust scores.
- 4) For computer scoring perform 3) a, b & c as above. Enter times into the software. Place and score in the software. Determine high point winners using the software's reports. Print award ribbon labels and reports with the software. Adjust scores from software with handicap feature (Quality Points).
- 5) To calculate handicap:
 - a) Divide number swimmers in smaller team by number swimmers in bigger team. Round the result to three decimal places.
 - b) Multiply larger team's points by this number. Result is larger team's adjusted score. Compare to smaller team's unadjusted score to determine meet winner.

- 6) Phone or e-mail meet results to current WVSSL scorer or coordinator. Make results available to local newspapers.

Announcer

The announcer makes calls to swimmers at 15, 10 and 5 minute intervals before each event's start. Calls include the call number, event number and heat. The announcer also makes other announcements requested by the meet director, clerk, scorer or management.

Runners

Runners circuit the pool gathering entry cards, DQ slips and place slips from recording timers and stroke and turn judges and place judges and deliver them to the scoring table.

Chaperones

Chaperones of younger swimmers assist swimmers to make calls for their events, organize relay teams by assisting swimmers to be at the correct end of the pool, supervise the team station and assist the coach or clerk of course as needed.

Entries

- 1) Members of the WVSSL submit entries electronically. The following instructions for hand entries provide back up procedures in case of electronic malfunction.
- 2) To submit entries by hand:
 - a) Prepare entry forms for boys and girls in each age group. Use blue forms for boys and pink forms for girls. Forms for individual events must include team, swimmers name, and events. For relay events, forms must include member's names in swim order.
 - b) Complete an entry card for each swimmer for each event. Use blue cards for boys and pink cards for girls. Cards must show event number, distance, swimmer's name, age group, team, date, and seedtime. Coaches may place a priority number on the card in lieu of a seedtime. Coaches may not dispute seeding when no priority number was provided.
- 3) Make electronic entries as specified by the software and e-mail to the host scorer by the deadline they set – generally the Monday immediately before the meet.

Coaching Responsibilities

Coaches will:

- 1) Adhere to the code of ethics outlined within this document.
- 2) Have current certification in:
 - a) Water safety instruction and/or advanced lifesaving
 - b) Standard first aid or equivalent
 - c) Cardio pulmonary resuscitation
- 3) Have expertise in teaching and coaching of aquatic sports and skills.
- 4) Work with the team administrators to set team practice hours.
- 5) Greet the visiting team coaches, indicate visiting team's station and notify meet participants of the warm-up schedule.
- 6) Supervise swimmers prior to and during meet warm-ups.

- 7) Make meet entries in the format (hand, electronic) and at the time set by host scorer.
- 8) Give scratches to scorer and clerk one hour before meets' start and update with scratches occurring throughout the meet.
- 9) Collect awards, event cards, DQ slips, placer slips and meet results from the scorer at meet's conclusion.
- 10) Distribute ribbons to swimmers within two days after the meet.

Team Representatives

The team representative relays league and team information between the team and the league.

The team representative attends WVSSL board meetings as a voting member of the board. Additional representatives sent by a team to WVSSL board meetings do not garner additional votes.

The team representative collects league fees and submits them with a current team roster to the WVSSL Treasurer by the agreed deadline.

The team representative will also:

- 1) Ensure each team member submits a signed team enrollment form and membership and other required fees
- 2) Supervise team coaches and monitor their adherence to policies and procedures
- 3) Abide by the code of ethics
- 4) Review their pool for compliance with facility requirements. Any exceptions must be approved by the WVSSL board prior to the first meet.
- 5) Oversee training and presence of required officials to run dual meets.
- 6) Provide team volunteers to assist at championships.
- 7) Administrate team volunteers at championships and facilitate communications between them and championship's administrator.

Stroke and Turn Regulations

Each team must post current stroke and turn rules at their pool. Updated rules are distributed at pre-season stroke and turn clinics.

Breaststroke

- 1) Start: The forward start will be used from the block or side of the pool.
- 2) Stroke: From the beginning of the first arm stroke after the start and after each turn, the body will be kept on the breast and both shoulders will be in line with the water surface. The arms will move simultaneously and in the same horizontal plane without any alternating movement. The hands will be pushed forward together from the breast, on, under or over the water and will be brought back on or under the surface of the water. The hands will not be brought beyond the hipline, except during the first stroke after the start and each turn. Some part of the swimmer's head will break the surface of the water at least once during each complete cycle of one arm stroke and one leg kick in that order, except after the start and each turn the swimmer may take one arm stroke completely back to the legs and one leg kick while wholly submerged. The head must break the surface after 1 1/2 strokes. The head must break the surface with each stroke, but the swimmer does not have to breathe with each stroke. Two complete underwater strokes cause a DQ. Drifting apart of the hands does not constitute an infraction.

- 3) Kick: All vertical and lateral movements of the legs will be simultaneous. The feet must be turned outward during the propulsive part of the kick movement. A scissors, flutter or downward butterfly kick is not permitted. Breaking the surface with the feet will not merit disqualification unless followed by a downward butterfly kick. The proper kick results in the water being pushed by the bottom of the swimmers feet.
- 4) Turns: At each turn, the touch will be made with both hands simultaneously at, above, or below the water surface, and the shoulders will be in line with the water surface. 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 any part of the last complete or incomplete cycle preceding the touch. 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 feet leave the wall and the form prescribed above must be attained from the beginning of the first arm stroke. Two hand touches are mandatory during the turn.
- 5) Finish: At the finish, the touch will be made with both hands simultaneously at, above or below the water surface. The body will be on the breast and the shoulders in line with the water surface. 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 any part of the last complete or incomplete stroke cycle preceding the touch. Again, a two-hand touch is mandatory at the finish.

Butterfly

- 1) Start: The forward start will be used from the block or side of the pool.
- 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 them to the surface. Multiple kicks are okay, but each arm pull must bring the swimmer to the surface, although they do not have to breathe. From the beginning of the first arm pull, the swimmer's shoulders will be in line with the water surface. Both arms must be brought forward over the water and pulled back simultaneously.
- 3) Kick: The dolphin kick is to be used, with both legs moving up and down together. 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 will not alternate in relation to each other. A scissors or breaststroke kicking movement is not permitted.
- 4) Turns: At each turn, the body will be on the breast and the shoulders in line with the water surface. The touch will 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 swimmer's shoulders must be at or past the vertical toward the breast when the feet leave the wall.
- 5) Finish: At the finish, the touch will be made with both hands simultaneously at, above or below the water surface. The body will be on the breast and the shoulders in line with the water surface. Two hand touches are mandatory on both the turn and finish.

Backstroke

- 1) Start: The swimmers will line up in the water facing the starting end, with both hands placed on the gutter or on the starting grips. Prior to the command 'take your mark' and until the feet leave the wall at the starting signal, the swimmers' feet, including the toes, will be placed under the surface of the water. Standing in or on the gutter or curling the toes over the lip of the gutter is not permitted at any time before the start.
- 2) Stroke: Standing in or on the gutter or curling the toes over the lip of the gutter immediately after the start is not permitted. The swimmer will push off on their back and continue swimming on the back throughout the race. It will 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 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 turn past the vertical toward the breast. If the swimmer turns past vertical, such motion must be part of a continuous turning action and the swimmer must return to a position where the shoulders are at or past vertical toward the back before the feet leave the wall. The swimmer is not allowed to take more than one arm stroke before performing the flip turn and must push off on their back.
- 4) Finish: The swimmer will have finished the race when any part of their person touches the wall at the end of the course.

Freestyle

- 1) Start: Any start will be used.
- 2) Stroke: Individual Freestyle means that in an event so designated, the swimmer may swim any style or stroke or any combination of strokes. The freestyle portion of the medley relay or the individual medley always occurs on the last leg of the event and consists of the crawl stroke where legs move by a flutter kick.
- 3) Turns: Upon the completion of each length the swimmer must touch the wall with some part of their body on the turn.
- 4) Finish: The swimmer will have finished the race when any part of their person touches the wall after completing the prescribed distance.

Individual Medley

The swimmer will 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 (crawl).

- 1) Start: The forward start will be used.
- 2) Stroke: The stroke for each one-fourth of the designated distance will follow the prescribed rules for that stroke.
- 3) Turns: Flip turns during the IM are allowed. The swimmer must push off on their back when going from the fly to the backstroke. When going from the back to the breast, 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 feet leave the wall and the prescribed breaststroke form must be attained prior to the first arm stroke. The swimmer must touch as described in the breaststroke touch rules above. Once a legal touch has been made, the swimmer may turn in any manner when going from the breast to the free (crawl).
- 4) Finish: The swimmer will have finished the race when any part of their person touches the wall after the prescribed distance.

Relays

- 1) In the freestyle relay, four swimmers on each team each swim one-fourth of the prescribed distance using any desired stroke. Freestyle rules described above apply. Swimmers choosing to do the backstroke are encouraged for safety reasons to begin the race. If more than one person from the relay chooses to do the backstroke, they are encouraged to be the first and third swimmers for safety reasons.
- 2) In the medley relay, four swimmers on each team each swim one-fourth of the prescribed distance continuously in the following order: backstroke, breaststroke, butterfly, freestyle, (crawl). Rules pertaining

to each stroke used will govern where applicable. At the end of each leg, the finish rule for each stroke applies.

- 3) No swimmer will swim more than one leg in any relay event. No swimmer will swim in more than one age group per relay.
- 4) Relay teams may not compete unless they are unattached to a WVSSL member team.
- 5) Relay team members must consist of members from the same WVSSL member team.
- 6) When automatic relay take-off judging is used, each swimmer must touch the touch plate or pad in their lane at the end of the course to have finished their leg of the relay race.
- 7) In relay races, a swimmer other than the first swimmer will not start until his teammate has concluded their leg.
- 8) Any relay team member and their relay team will be disqualified from a race if any swimmer other than the leg's designated swimmer enters the pool in the area where the race is being conducted.
- 9) Relay team members will leave the water immediately upon finishing their leg, except the last member who remains in the pool until so directed by the starter.
- 10) The relay team of a swimmer whose feet leave the starting platform, or pool deck, before the wall is touched by the incoming teammate will be disqualified.

Accidents & Safety

Document accidents requiring first aid on an accident report form and store in the team files. Send copies of the report to pool administrators and the WVSSL board.

Meet Cancellation

In the event of electrical storms or other inclement weather host team officials will render a decision on meet status by 4:00 p.m. on meet day. If inclement weather occurs after meet's start, host officials and coaches will decide whether to cancel the meet after consulting officials and coaches from the visiting team. The final decision is to be made by the Meet Director.

Championship Meet

The championship meet runs as a dual meets with the following modifications.

- 1) All swimmers must have participated in two dual meets during the regular season preceding championships.
- 2) The WVSSL head scorer sets the due date for championship entries. The head scorer also sets deadlines for late entries and changes or additions to entries. Scratches are reported to the head scorer at the coaches meeting before the meet.
- 3) Each team supplies WVSSL certified officials for the championship meet according to championship administrator's request. No coach may be involved in an officiating capacity during the championship meet.
- 4) Individual and relay awards are given for six places.
- 5) Each age group in the girls and boys events will receive a high point award based on combined points for individual placing.
- 6) Trophies will be awarded for overall team winners based on unadjusted and adjusted (handicapped) team scores. Adjusted points for each team are determined as follows:
 - a) Calculate the ratio of a team's number of swimmers to the total number of swimmers in the meet.

- b) Multiply that ratio times the total points earned by all teams in the meet. The team with the highest percent of points relative to the percent of swimmers wins on adjusted points.
- 7) WVSSL officials will maintain a record of fastest times for all dual, tri and championship events.
- 8) In the event of a protest:
- a) Contested results will not be posted nor awards made until resolved by meet officials.
 - b) A protest must be filed before the conclusion of the meet, provided that the results have been posted at least 30 minutes.
 - c) The meet director will make the final determination in protests involving decisions made by meet officials.