

# **GNOCCSL MEET AND COMPETITION GUIDELINES**

*Revised April 2022*

All swim meets will be conducted in accordance with current U.S. Swimming Rules except as modified in this document or the league's By-Laws.

## **ARTICLE I: SAFETY AWARENESS**

### **SECTION 1:**

It is the intent of the G.N.O.C.C.S.L. to promote a safe environment for all league activities. The G.N.O.C.C.S.L. addresses safety by mandating everybody serving in the role of swim coach to be certified in Pediatric (child) CPR/AED and First Aid.

### **SECTION 2:**

A copy of all coaches' current certification training cards must be given to the League Clerk for the official files at least 72 hours prior to the first league competition for each summer session. Every attempt should be made by coaches to carry their safety cards at all meets and practices.

### **SECTION 3:**

The safety training course for CPR/AED/FIRST AID must be provided by the American Red Cross or a suitable alternative, approved by the league president.

### **SECTION 4:**

Failure to have a safety card on file with the league office prior to the first league competition will result in forfeiture of the meet and a \$100.00 fine per coach who does not meet this requirement.

## **ARTICLE II: DUAL MEET GUIDELINES**

### **SECTION 1: SWIM MEET RULES**

All swim meets will be conducted in accordance with current U.S. Swimming Rules except as modified by the by-laws below:

- A. A swimmer will be allowed one false start before disqualification occurs.
- B. A swimmer will be allowed to compete in three individual events in dual meets.
- C. Starting rules will conform to the current U.S. Swim Rules for all strokes. Details will be spelled out for this section for every stroke and every event.
- D. Alcohol may not be **served** on the pool deck during a swim meet.
- E. If the baby pool is open during a meet, then a lifeguard must be assigned to guard the pool.

- F. All coaches (volunteer, paid, junior, assistant, head, etc) must sign and submit, each season, a copy of the league's Code of Conduct before coaching at any competition. Failure to follow this requirement will result in a \$100 per coach. (See Addendum A: Code of Conduct)

## SECTION 2: ELIGIBILITY RULES

- A. Every swimmer, including lifeguards, must be a "dues paying member" of the Member Club he/she represents, or be entitled to use the Member Club's facilities by virtue of "family membership" or "employee membership", in accordance with the rules of such Member Club.
- B. Swimmers may only represent one club in the G.N.O.C.C.S.L. per season regardless of membership in other clubs. Whatever club an athlete swims for first is the club the swimmer must represent for the entire season, or sit out for the rest of the season entirely. Athletes are not allowed to change teams mid-season.
- C. Determination of Age Group
  - 1. A swimmer's biological age is the primary factor in determining the age group in which a child will swim. If a child swims up, any age group, in an individual event, with the exception of six and under swimming fly or breast, this child shall swim the older age group for the balance of the season. If a child swims down, any age group, in any meet, the member club shall forfeit that meet.
  - 2. If a swimmer's birthday occurs on or after June 1<sup>st</sup>, he/she must swim in the younger age group for the remainder of that season.
- D. Swim Team Roster
  - 1. A swim team roster from each club must be sent to the League Clerk in Hy-Tek roster format (.hy3 file) each year on a deadline set by the league's Board of Directors or Clerk. The roster must include each swimmer's first and last name as well as his/her birthday (month, day, and year). Every swimmer listed on the swim team roster must pay a yearly surcharge of an amount to be determined by the Board of Directors. The team surcharges are due when the team roster is submitted to the League and before all deadlines set by the Board of Directors.
  - 2. The swimmer's eligibility to represent that club must be verified by the signatures, or electronic verifications, of the Club Manager and Swim Coach at least 72 hours prior to any competition.
  - 3. Any club that swims a child without the mandated verification on file shall be fined \$50.00 per child, per meet, and subject to larger financial penalties at the discretion of the Board of Directors. The athlete will also be disqualified for all meets in which a violation occurred.
  - 4. Additions to a team's official roster may be made a maximum of one time per week by submitting them using the appropriate format to the League Clerk.
  - 5. No additions may be made to a team's official roster after June 15th of any season.
- E. For a swimmer to be eligible to participate in the individual events of the City Championship meet, he/she must have competed in at least two regularly-scheduled dual meets during the current season, unless otherwise determined by the Board of Directors.
- F. Violation of any of the above rules will result in a forfeiture of the meet, financial penalties, or any other sanctions as determined by the Board of Directors.

### SECTION 3: INDIVIDUAL EVENT ENTRY REQUIREMENTS

- A. Participation is limited to a maximum of three individual events.
- B. A swimmer may swim a particular stroke only once per event.
- C. Girls' events are numbered odd; boys' events are numbered even.
- D. In the Freestyle events, the clubs are required to swim as many heats as necessary to allow all eligible participants to swim. Clubs are recommended to have more than one heat of the other individual events.
- E. Six and under children may swim three individual events per meet. It is mandatory for a Six and Under swimmer to swim free and/or back before swimming breast and/or fly.

### SECTION 4: RELAY ENTRY REQUIREMENTS

- A. Swimmers may compete in a maximum of three (3) relays per meet.
- B. For freestyle and medley relays, swimmers will be permitted to move up only one age group from the age group in which they swim their individual events, and the relay team must have at least one swimmer from the age group represented.
- C. Girls' events are numbered odd; boys' events are numbered even.
- D. All relay entry cards must have swimmers'/alternates' names listed on the card prior to the event being called.

### SECTION 5: DUAL MEET FORMAT

#### A. List of Events

EVENT #	EVENT NAME	AGE	DISTANCE
1 & 2	Freestyle Relay	6 & under	100 yds
3 & 4 (even wks)	Medley Relay	8 & under	100 yds
5 & 6 (even wks)	Medley Relay	9 - 10	200 yds
7 & 8 (even wks)	Medley Relay	11-12	200 yds
9 & 10 (even wks)	Medley Relay	13-14	200 yds
11 & 12 (even wks)	Medley Relay	15-18	200 yds
3 & 4 (odd wks)	Freestyle Relay	8 & under	100 yds
5 & 6 (odd wks)	Freestyle Relay	9-10	200 yds
7 & 8 (odd wks)	Freestyle Relay	11-12	200 yds
9 & 10 (odd wks)	Freestyle Relay	13-14	200 yds
11 & 12 (odd wks)	Freestyle Relay	15-18	200 yds
13 & 14	Freestyle	6 & under	25 yds
15 & 16	Freestyle	7-8	25 yds
17 & 18	Freestyle	9-10	50 yds
19 & 20	Freestyle	11-12	50 yds
21 & 22	Freestyle	13-14	50 yds
23 & 24	Freestyle	15-18	50 yds
25 & 26	Backstroke	6 & under	25 yds
27 & 28	Backstroke	7-8	25 yds
29 & 30	Backstroke	9-10	50 yds
31 & 32	Backstroke	11-12	50 yds

33 & 34	Backstroke	13-14	50 yds
35 & 36	Backstroke	15-18	50 yds
37 & 38	Breaststroke	8 & under	25 yds
39 & 40	Breaststroke	9-10	50 yds
41 & 42	Breaststroke	11-12	50 yds
43 & 44	Breaststroke	13-14	50 yds
45 & 46	Breaststroke	15-18	50 yds
47 & 48	Fly	8 & under	25 yds
49 & 50	Fly	9-10	50 yds
51 & 52	Fly	11-12	50 yds
53 & 54	Fly	13-14	50 yds
55 & 56	Fly	15-18	50 yds

1. Member Clubs may change the order of events and/or the list of events if agreed upon by all participating clubs.
2. A meet can be called due to inclement weather, and a winner determined, if any 12 events are completed in a meet. If a meet is called before 12 events are completed, the teams can either reschedule or declare a tie. If no agreement can be reached, the meet will be declared a tie.
3. When pools are longer or shorter than 25 yards/meters, an agreement shall be made between coaches as to what distance certain events will be swum.

#### SECTION 6: SCORING

A. All scores will be kept on official League Score Sheets supplied by the League. The complete results from each event must be listed on the score sheets.

B. Individual events in dual meets carry the following point values:

- 7 points – First place
- 5 points – Second place
- 4 points – Third place
- 3 points – Fourth place
- 2 points – Fifth place
- 1 point – Sixth place

C. No team may be awarded points for more than three places in any one event. Should one team score more than three places, the opposing team will be awarded the other three places provided they have qualified swimmers in the water.

D. Dual meet relays will be scored:

- 8 points – First place
- 4 points – Second place
- 2 points – Third place

No team may be awarded points for more than two places in any relay event.

E. The home team of each dual meet is responsible for e-mailing the score of the meet within 24 hours to the League. The home team is responsible for scanning and emailing a copy of the original scoring sheet to the League within 48 hours of the conclusion of the meet.

F. Penalty for failure to meet above reporting deadlines will result in a \$50.00 fine.

## SECTION 7: AWARDS (To Be Provided by the Home team)

- A. Individual swimmers in dual meets receive ribbons for the six fastest times in each event. A team may only score three of these places; however, the swimmers actually achieving the fastest six times will receive the awards.
- B. Heat winner and participation ribbons are encouraged.

## SECTION 8: DUAL MEET FORFEITURE

A dual meet forfeiture is assumed when, without 24-hour notice, a team fails to appear at the prearranged time. In the case of lateness without notice, but with a reasonable excuse, the meet will not constitute forfeiture and shall be swum after being rescheduled at the host club's convenience.

## SECTION 9: OFFICIALS and STAFFING

- A. Each club participating in a meet is responsible for providing officials for that meet. The minimum staffing requirements for a dual meet are as follows:

1 Referee	-	to be provided by the host club	1
Starter	-	to be provided by the host club	
2 Stroke Judges	-	1 from each club	
2 Place Judges	-	1 from each club	
2 Timers per lane	-	1 from each club	
1 Backup Timer	-	to be provided by the host club	
2 Score Keepers	-	1 from each club	
2 Card Sorters/Averagers	-	1 from each club	
2 Ribbon Writers	-	1 from each club	
2 Runners	-	to be provided by host club	
1 Clerk of Course per team	-	encouraged, but not required	

- B. If Hy-Tek is used by both participating teams, only one score keeper and one ribbon writer are needed.

### C. Required Volunteer Qualifications / Specifications

1. Referee: Must be a league-certified stroke and turn judge AND league-certified referee. In the event that the referee and starter are the same person, the meet must be stopped while the person performs the referee duties and /or another starter is used.
2. Starter: Responsible for announcing and starting each event/heat.
3. Stroke Judge: Must be a league-certified stroke and turn judge.
4. Place Judge: Observe ending of every heat and record the order of finishes. In the event of a discrepancy, the place judges sheet overrides the time results within heats.

- D. If a club fails to provide the above officials, that club will be fined \$50.00 for each meet.

## SECTION 10: ENTRY CARDS

Entries for all events in all meets shall be submitted on official U.S. Swimming Entry Cards or cards provided by league officers.

## SECTION 11: SEASON STANDINGS

- A. Team standings will be determined periodically by the GNOCCSL board of directors by weighing the dual meet results as  $\frac{1}{2}$  and the City meet results as  $\frac{1}{2}$ . Divisions will be determined by evenly dividing teams based on team standings.
- B. New teams to the League will automatically be placed in the lowest division. If this is contested, a request by the Member Club may be submitted to the League and final determination will be made by the League President.
- C. The overall League champion of the past season shall be recognized in the championship meet's heat sheets along with the League's individual and relay records.

## SECTION 12: SCHEDULING DUAL MEETS

- A. Teams will be assigned a week to schedule the dual meets. The date and starting time will be decided by agreement between the two coaches at least 72 hours before the beginning of the week of the scheduled meet. If an agreement cannot be reached, the meet will be held on Wednesday, and there will be two possible starting times for all dual meets: 11:00 am or 4:00 pm. In this event, the League's President will determine the starting time.
- B. In cases where meets experience inclement weather, a minimum of one hour must elapse from the beginning of the inclement weather before the meet becomes postponed. (One hour of wait may include warm-up time if inclement weather begins before actual meet start time and delays warm-up sessions.) A meet that has been postponed may be rescheduled at the earliest reasonable time that either of two clubs can secure their pool for the continuation of the meet:
  - 1. If a meet has progressed through the completion of any one complete set of strokes or relays, or any 12 total events, **and** a weather interruption of at least one hour occurs, the meet may be recorded as complete upon agreement of both coaches. Rescheduling is therefore unnecessary in this situation.
  - 2. In the event that the two coaches cannot agree upon a time and date for rescheduling the postponed meet, the meet will be declared a tie for dual meet rankings.
- C. Unless otherwise agreed to by both coaches, dual meet sites are to be reciprocated between each club from year to year.
- D. In situations where a team is participating in a new Division, that "new" team would assume the former club's home/away obligations. All teams should strive to schedule an even number of home and away meets whenever possible.
- E. Host clubs are to provide food and beverages at swim meets, whether on a cash basis or through reciprocal charges between clubs. Visiting clubs' swimmers, parents and coaches shall respect the rules of home team clubs pertaining to food and beverages, as discussed by the club coaches prior to the swim meet. A \$50.00 fine may be levied for gross infractions.

## SECTION 13: COMPLAINT PROCESS

- A. Complaints regarding alleged rule and/or conduct violations must come from the Member Club's Parent Coordinator, Coach, Aquatics Manager, or Club General Manager.
- B. Complaints regarding swim meets must be emailed to the League President within 24 hours of the end of the meet.
- C. A copy of the complaint shall be provided to the Member Club who is being questioned for violation of rules.
- D. Decisions of stroke judges and referees regarding disqualifications and placing in meets will be disregarded and the decision of the referee will be upheld.
- E. Complaints shall be reviewed by the "Competition Committee" of G.N.O.C.C.S.L. for review and recommendations of outcomes and sanctions. Final approval shall be given by the League President.
- F. Decisions will be made in a timely manner.
- G. In the interest of fairness and sportsmanship, the league's Board of Directors may levy fines or sanctions and take other disciplinary actions against teams, athletes, coaches, parents, or other involved individuals in response to scenarios presented both within and outside of the government documents. All actions of the Board of Directors are final.

## ARTICLE III: DIVISIONAL TITLES/STANDINGS

### SECTION 1: GENERAL

Each year, after considering time constraints and pool availability, the decision to hold a City Championship will be made by the Officers of the G.N.O.C.C.S.L. If the decision is to hold a City Championship, the following will hold true:

Divisional Titles will be awarded based upon results from the City Championship that are separated by Divisions.

### SECTION 2: AWARDS

## ARTICLE IV: CITY CHAMPIONSHIP MEET

### SECTION 1: GENERAL

Each year, after considering time constraints and pool availability, the decision to hold a City Championship will be made by the Officers of the G.N.O.C.C.S.L.

### SECTION 2: HOST FACILITY REQUIREMENTS

The host facility must meet the following criteria:

- A. Six lane pool 25 yards (25 meters is acceptable) in length equipped with starting blocks, non-turbulent racing lane lines, pool bottom lane markers, backstroke flags, and false start recall

ropes (for clarification of above criteria see USS SWIMMING RULES ARTICLE 103 ON FACILITIES STANDARDS).

- B. Adequate deck space and restroom facilities for team and spectator viewing and comfort.
- C. Exceptions to this policy may be granted by the Board of Directors.

### SECTION 3: ENTRY FEES

Entry fees may be charged for each individual and relay events to help defray the cost of awards for the City Championship Meets. The cost of these entry fees will be determined by the Board of Directors. All entry fee monies will go to the G.N.O.C.C.S.L.

### SECTION 4: ENTRY RULES AND LIMITATIONS

- A. Current United States Swimming Rules shall govern, except as noted in the Championship meet invitation.
  - 1. Any team which fails to appear in two or more dual meets annually shall forfeit its right to compete in the League's City meet at the conclusion of that season.
  - 2. Any rule that governs the Championship Meet will govern the Dual Meets.
- B. Entries must be submitted in Hy-Tek.
- A. Each club can enter an **unlimited** number of swimmers in the individual events, provided the swimmer has participated in two dual meets. No individual swimmer can swim more than two (2) individual events.
- C. Each team can enter one (1) relay team per event.
- D. Each contestant may enter a maximum of two (2) individual events (whether as a swimmer or as an alternate) and two (2) relays.
- E. Two alternates may be entered in each individual event. Relay substitutions are unlimited, however, when the card is submitted to the Head Lane Timer, the proper names, ages, and order of swimming must be on it. Any deviation from the stated order will result in a disqualification.
- F. The deadline for all entries will be set by the league clerk but will be no later than five (5) days before the date of the City Championship.
- G. If entries are not submitted in Hy-Tek, the entries will not be accepted.

### SECTION 5: SCORING

- A. INDIVIDUAL EVENTS: 20, 17, 16, 15, 14, 13, 12, 11, 9, 7, 6, 5, 4, 3, 2, 1 pts
  - a. Scoring will be limited to the **top 4** swimmers **per club**.
- B. RELAY EVENTS: 40, 34, 32, 30, 28, 26, 24, 22, 18, 14, 12, 10, 8, 6, 4, 2 pts

### SECTION 6: AWARDS

- A. Individual events: Medals/plaques – 1<sup>st</sup> through 3<sup>rd</sup>, ribbons 4<sup>th</sup> through 24<sup>th</sup>
- Relay events: Neck Ribbons – 1<sup>st</sup> through 3<sup>rd</sup>, ribbons 4<sup>th</sup> through 24<sup>th</sup>.
- B. Team Awards: Trophies for the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place in GNOCCSL.



- C. The price of these Championship Meet awards is not to exceed \$50.00 each and will be paid for out of the League treasury. These trophies should be purchased prior to the commencement of the season.

#### SECTION 7: EVENTS

- A. Events will include all events swam during dual meets, including both medley and freestyle relays.

#### SECTION 8: PENALTY FOR NO SHOWS

- A. It is each Member Club's responsibility to notify league official of any scratches for a City Championship event. Any swimmer, who fails to swim an event without prior notification by the swimmer's coach or designated representative, will result in a \$10.00 fine for that swimmer's club for each such occurrence.
- B. PRIOR NOTIFICATION is defined as at least 48 hours before the start of the City Championship Meet. Notification after 48 hours will be accepted for hardship cases (i.e., sickness, death, etc.) only to be determined acceptable or non-acceptable by the Meet Administrators.

## **GNOCCSL Code of Conduct for Coaches**

The purpose of this code is to establish common expectations for all GNOCCSL clubs. It should be a guide to promote a positive team environment and good sportsmanship within the League. All coaches, including heads and assistants, are required to sign this code of conduct and return it to the league secretary before May 30, 2022. If all coaches of my team have not signed and returned it to the league secretary, all of my team's swim meets are forfeit until all of my team's coaches have signed.

I hereby agree to live up to my duties as a Coach by following the GNOCCSL Code of Ethics for Coaches as stated below:

- I have reviewed the GNOCCSL Competition Guidelines and GNOCCSL By-Laws and agree to follow them in their entirety.
- I have reviewed and agreed to comply with all rules regarding meet entries & swimmer eligibility.
- I will be knowledgeable in the rules of the swim strokes, and I will teach these rules to my swimmers.
- I will respect officials and their judgment and abide by the rules of the event.
- I will treat opposing coaches, participants, and spectators with respect.
- I will place the emotional and physical well-being of my participants ahead of a personal desire to win; remember that kids participate for pleasure, and winning is only part of the fun.
- I will not engage in or encourage any form of unethical behavior that violates league rules.
- My team and I will win with humility and lose with dignity.
- I will set a good example of sportsmanship for participants to follow by demonstrating fair play and displaying control, respect, and professionalism to all involved in the sport.
- If I have an issue with any facet of a swim meet my team or another team in the league has, is, or will be participating in, I will behave professionally and follow all rules as outlined in the GNOCCSL Competition Guidelines in addressing my grievances.
- I will remember that I am a role model for swimmers and behave accordingly.
- I will remember that this is a youth sport and behave accordingly.
- I will remember that I am a youth coach and that the meeting is for children and not adults.

Any complaints of a coach violating this code of conduct should immediately be brought to the attention of the Club's GNOCCSL Representative, who may choose to file a complaint detailing the infraction. The process of filing and addressing a complaint will be the same as outlined in Section 13 of the GNOCCSL Competition guidelines.

By my signature below, I acknowledge and agree to abide by the GNOCCSL Code of Conduct for Coaches which includes all words on this document. If I violate this code, I understand that my respective club and myself may be fined up to \$500 each, and if found in violation, I could be banned from the pool deck during GNOCCSL events for an amount of time to be determined by the GNOCCSL Board.

CLUB NAME: \_\_\_\_\_

Coach Printed Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Coach Signature: \_\_\_\_\_ Date: \_\_\_\_\_