

COLONIAL SWIMMING AND DIVING LEAGUE
BYLAWS

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PREFACE

The Colonial Swimming and Diving League is a group organized to provide enjoyable summer competition for the youth of member clubs. League sponsored events should encourage children to improve their skills and learn good sportsmanship.

Good sportsmanship means winning with class and losing with dignity. Coaches may have their best chance to teach sportsmanship when taking their squad to a meet where the result is certain in advance.

In the past, League rules created artificial competitiveness between clubs. For example, the League classified teams as "A", "B", or "C" clubs based upon prior performance and divided a powerful club into two distinct teams. Those changes were intended to achieve close final scores by handicapping stronger teams. Experience has taught us that no such legislation is necessary or appropriate for this League. Each club may have a run at the top and bottom of the League. When one club has its day, it should not be punished or subjected to a handicap. Sometimes one team is just better.

The more Colonial League competition focuses on the swimmers' competition with the clock, and less on competition between individuals or teams, the better. The strength of this League lies in the united efforts and mutual respect of its member clubs, and their long-standing year-round commitment to the League. Records are kept, traditions handed down and many fine individuals have been introduced to the sport by this League.

The Colonial League Board of Representatives

LEAGUE ORGANIZATION

A. Colonial League Membership

The Colonial Swimming and Diving League (League) is composed of the following member clubs.

Chelmsford Swimming and Tennis Club, Inc.;
Heritage Pool and Racquet Club;
Wayland Swimming and Tennis Club;
Wedgewood Club; and
Westford Swimming and Tennis Club

Additional clubs may be admitted by unanimous consent of the member clubs. All Clubs shall be private in nature. The purpose of the League is to provide a program of competitive summer swimming and diving activities for the youth of member clubs.

B. League Organization

The League shall be governed by a Board Of Representatives (Board). Each member club shall designate one or more representatives to attend League meetings. Each club shall have a single vote when voting upon League matters.

C. Eligibility

In order to participate in the League, a child must be a member of a club whose parent or legal guardian is also a member of that club. Questions of eligibility concerning a child's eligibility must be presented to the League's Board of Representatives for approval before the child may officially participate in any League activity.

D. Officers

The League officers shall consist of a President, Secretary and Treasurer. The officers shall be designated by the Board at the initial meeting each year and shall serve through the initial meeting of the subsequent year.

E. Rotation Of Officers

The President shall be the League representative from the club scheduled to host the Championship meet that year. The offices of Secretary and Treasurer shall be rotated among the clubs in alphabetical order, unless the incumbents for those two offices desire to retain their office and the Board consents to same. The Board may choose to deviate from this procedure and accept volunteers to fill any of the three (3) offices.

F. Duties Of The President

The President shall act as chairperson of all League meetings, serve as the central coordinator for the interpretation of League policy and assure the smooth operation of all League events. The President shall also act for the Board in any matters requiring action before the next scheduled League meeting.

G. Duties Of The Secretary

The Secretary shall record and publish the minutes of each League meeting, as well as all League schedules, a list of the name(s) and address(es) of each club's representative(s) and all pertinent information. The Secretary shall maintain and publish a current list of all League records.

H. Duties Of The Treasurer

The Treasurer shall collect dues from member clubs and make disbursements as approved by the Board.

I. League Meetings

The Board shall meet at least three (3) times every year. Meetings shall be at the home of the President or another location designated by the President. The first meeting of each year shall be held no later than March or early April. During the first meeting the Board shall elect officers, establish the annual dues and budget, define the League schedules and review any proposed rule changes. A second meeting shall be held no later than June prior to the start of the season, a third no later than July prior to the championship meet, and a fourth no later than September as a season wrap-up. The meetings shall serve as a forum for the Board to address issues that arise during the season, and review preparations for the championship meet. Additional meetings may be scheduled by the President, if appropriate.

J. League Bylaws

These Bylaws are the rules which govern the operation of the League. The maintenance and updating of these Bylaws is the responsibility of the Board. The Bylaws should be updated yearly and republished every three years as is necessary. Bylaw changes should be presented during, discussed during and included in the minutes of League meetings. No voting concerning or adoption of Bylaw changes should occur until the League meeting following the meeting during which they are first presented in order to allow the clubs sufficient time to consider and discuss proposed changes before voting.

K. Financial

Dues for the year shall be set at the initial meeting and are payable by the second meeting. Dues shall be used to pay the cost of awards and officiating expenses for the championship meets, EMT expenses for all-league events, and such other expenses as the

Board may approve. The host club shall receive the proceeds of program sales made at championship meets.

L. Championship Trophies

A trophy shall be awarded to each of the top three scoring teams at the Championship Meet. The trophies shall be passed on annually to their respective winners.

M. Colonial League Records

Colonial League Swimming and Diving records shall be kept by the age of the athlete on June 30 of the year of the record-setting performance, not by the designated age group in which the athlete competed. Records shall be kept in the following categories: 6 years & younger, Ages 7 & 8, Ages 9 & 10, Ages 11 & 12, Ages 13 & 14, and Ages 15-17.

A swimmer who swims in an age group other than the youngest age group in which that swimmer is eligible to compete (a swimmer who "swims up") may establish a record in the swimmer's own age category (the youngest age group in which that swimmer is eligible to compete) provided the stroke and distance are identical for both age groups.

A league record must be recorded on a time card or time sheet signed by the starter or a stroke and turn judge. The head coach of a swimmer who sets a league record must submit the signed card or time sheet to the record chairperson within forty-eight (48) hours after the conclusion of the meet. The swimmer's head coach must also indicate the new record to each head coach when sharing the meet results with the head coaches.

A current list of League records shall be presented to the representative of each club at the last meeting prior to the Championship Meet. Times from unofficial meets can be used on score sheets for Championship Meet seeding purposes, but not for League records.

The first swimmer of a relay may be recognized for a record setting performance provided that swimmer's coach has made arrangements prior to the start of the meet to have three additional timers from another club positioned appropriately.

N. Safety and Comfort of Swimmers

The safety and comfort of swimmers shall be the primary consideration at all times. Swimmers shall be allowed any and all courtesies that increase their comfort as long as said courtesies do not provide the swimmer with an unfair advantage. For instance, swimmers who wish to start any race, either an individual event or any leg of a relay race, in the water, shall be allowed to do so.

O. Schedule

The Board of Representatives will publish a schedule of all swimming and diving meets. In no case shall a meet start prior to the established starting time on this schedule

without prior unanimous consent of all League Representatives of teams involved in the meet.

P. Swim Wear Prohibition

Swimmers participating in Colonial League competitions shall not be allowed to wear floatation devices of any kind, or swim suits that artificially enhance the buoyancy, speed, or general performance of the swimmer in any way. This prohibition includes any highly engineered suits such as the Blue Seventy and the Speedo LZR.

Under no circumstances shall a swimmer wearing such a swim suit be allowed to “place” in any Colonial League meet or to set any Colonial League record while wearing said suit.

Coaches shall enforce this rule and Meet Starters shall have the discretion and authority to enforce this rule as well, including barring a swimmer from competition.

Q. Meet Results

The list of events to be swum at all dual meets shall be approved at the initial meeting of the Board and published with the minutes of that meeting. A list of all League dual meet events is included in Appendix A. As of the 2013 season, the league has adopted Hy-Tek Meet Manager (4.0 or above) as our scoring system. Rosters, Entries, and Results shall be delivered and distributed to league Reps, Coaches, and meet volunteers in Meet Manager format. The League shall maintain proper licensing and access to Hy-Tek Meet Manager software for all League clubs. Licensing of other Hy-Tek software is the responsibility of individual clubs.

The host club shall post the results of any meet to the Colonial League web site or, should the web site be unavailable, email them to each of the clubs in the Colonial League in Meet Manager format within 48 hours of the meet. Should the file need to be emailed, the host club will post it to the website as soon as possible.

R. Starting Races

For all meets, clubs shall use a horn or "beeper" to start each swimming event; guns may no longer be used. The same starting device shall be employed throughout a meet. Visiting clubs are encouraged to bring a back-up starting device to all meets. Deviations to this practice are permissible in the event of equipment malfunction with the consent of the League Representatives and/or Coaches from a majority of the teams participating in a given meet.

In every race, each swimmer shall be allowed one false start. Any swimmer committing a second false start within the same race shall be disqualified from that race. In no case shall a swimmer take more than one step when starting a race, either from a flat start or as part of a relay.

S. Other

For those circumstances not specifically covered in these Bylaws, high school rules shall apply.

Diving Meets

Three (3) or more diving meets in addition to the Championship Meet shall be held during each season at a time and place established by the Board.

The purpose of the diving meets is two fold:

1. Provide diving meets where beginning divers can perform skill dives in competition.
2. Provide additional opportunities for diver to get in their two diving meets necessary to compete at All-Stars and Championships.

All skill dives carry a degree of difficulty of 1.0 and should be judged with the same standards as non skill dives.

Skill Dives are as follows

- Forward Fall-in dive (pike)
- Standing forward dive (tuck or pike)
- Approach and hurdle with a front jump (straight)
- Backward fall-in dive (straight)
- Backward Jump (straight or tuck)
- Standing forward 1 somersault (tuck or pike)
- Standing reverse dive (tuck)

Meet Scoring:

A hard copy dive sheet for each participating diver shall be delivered to the scorers at the start of the initial warm up period for the meet. Scratches reported to the scorer following the official start of the meet shall not cause changes to the existing entries. The total score for each diver participating in a dive meet shall be entered into a Meet Manager meet file. The host club shall post the results of any meet to the Colonial League web site or, should the web site be unavailable, email them to each of the clubs in the Colonial League in Meet Manager format within 48 hours of the meet. Should the file need to be emailed, the host club will post it to the website as soon as possible.

COLONIAL CLASSIC MEET

1. Time, Place and Purpose

The purpose of this meet is to promote the self-esteem of less experienced swimmers, correct strokes, ensure all participants win ribbons and hold a meet where all the participants have fun. This meet should be held after the All Star meet each year, preferably the following week. The Colonial Classic Meet shall be open to all swimmers who do not swim in the All Star Meet. The meet shall be hosted by the club that hosted the All Star Meet the previous year. A list of the Colonial Classic Meet events is attached as Appendix D. If the meet does not start within one half hour after the end of the scheduled warm-up time, the meet shall be postponed to a rain date. The rain date shall be scheduled prior to the start of each season. In case of inclement weather on the rain date, the meet will be cancelled for that season.

2. Officials

The host club shall provide the starter and two stroke & turn officials. Three (3) timers shall be assigned to each lane.

At the Colonial Classic, each non-hosting team shall supply one (1) volunteer for the bullpen, three (3) timers, one (1) ribbon writer, and one (1) runner (this individual may be assigned other duties). All other volunteers shall be furnished by the hosting club. There will be 3 timers assigned to each lane, with 1 additional timer as back-up.

3. Eligibility

Swimmers must be members of a Colonial League Club to be eligible to participate. Any swimmer who did not swim in the All Star Swim Meet may swim in the Colonial Classic Meet. A swimmer may swim in a total of three (3) events, and no more than one (1) relay.

4. Entries

Each club shall provide a Meet Manager Roster file and a Meet Manager Entry file to the Host Club by 8:00 pm the night before the meet. The Meet Manager Roster file should contain the names, ages and other personal information for all swimmers on the team, whether or not they are entered in the meet in question. The Meet Manager Entry file should contain the race entries for the meet in question. Scratches reported to the scorer after the Entry file is delivered will not cause the meet to be re-seeded.

5. Scoring

The official time will be the middle time of the three (3) recorded times. In the event of less than 3 times, the average of the times will be used. No finish places or points will be assigned. All swimmers, even those who are disqualified, shall receive Colonial Classic Participation ribbons for each race swum.

6. Results

The host club shall post the results of any meet to the Colonial League web site or, should the web site be unavailable, email them to each of the clubs in the Colonial League in Meet Manager format within 48 hours of the meet. Should the file need to be emailed, the host club will post it to the website as soon as possible.

DUAL SWIMMING AND DIVING MEETS

The following rules shall govern all dual meets:

A. Officials

The home club shall provide the following officials: ten (10) timers, one (1) stroke and turn judge, two (2) diving judges, a referee and a starter. The same individual may start and referee. The visiting club shall provide ten (10) timers, one (1) stroke and turn judge, one (1) diving judge, and one (1) bullpen worker.

At diving meets, there shall be at least five (5) judges, one (1) from each club.

B. Lane Assignments

Teams shall race in alternate lanes, with the home team using the even numbered lanes and the visiting team the odd numbered lanes. Timers shall work the lanes used by the opposing team. Official relay teams must swim in the center lanes.

C. Timers

There shall be three (3) timers in each lane as well as two (2) roving timers. The head timer in each lane shall record all times obtained in that lane, and circle the middle time. If, for any reason, only two (2) times are recorded for a race, the scorers' table shall average the two (2) times, enter that time on the card and circle the averaged time. If two (2) or all three (3) timers obtain the same time for a race, that time shall be circled.

D. Relay Take-Offs

One (1) stroke and turn judge shall judge take-offs at each end of the pool.

E. Swimmer Entries

Each club shall provide a Meet Manager Roster file and a Meet Manager Entry file to the Host Club by 7:00 pm the night before the meet. The Meet Manager Roster file should contain the names, ages and other personal information for all swimmers on the team whether or not they are entered in the meet in question. The Meet Manager Entry file should contain the race entries for the meet in question. Scratches reported to the scorer after the Entry file is delivered will not cause the meet to be re-seeded.

F. Disqualifications

If a stroke and turn judge or referee disqualifies a swimmer, that official shall inform the swimmer and the head timer for the disqualified swimmer's lane of the reason for the disqualification. The official or timer shall also record the reason for the disqualification on the timing sheet in such a way as to connect this description with the disqualified swimmer.

G. Heats

Each dual meet event may have a maximum of three (3) unofficial heats, unless the coaches, prior to the start of the meet, reach a mutually acceptable agreement to allow a greater number of unofficial heats. The events for which there will be unofficial heats shall be determined by the coaches. There shall be no unofficial divers in a dual meet.

H. Scoring Of Swimming

Each event, except relays, shall be scored as follows: six (6) points for first place, four (4) points for second place, three (3) points for third place, two (2) points for fourth place and one (1) point for fifth place.

For events held for swimmers ages 12 or younger, place ribbons shall be awarded for the top five official finishers and all other participants, official and unofficial, shall receive "Participant" ribbons. Ribbons shall be made available upon request for swimmers ages 13 or over.

Relays shall score eight (8) points for first place, four (4) points for second place, and two (2) points for third place. No team may earn points from more than two relays.

For all events, points shall be awarded solely on the basis of times. In the event of a tie, the points shall be divided.

The home club shall provide two (2) scorers for the meet and the visiting club shall be entitled to provide one (1) scorer. Each club shall use Hy-Tek Meet Manager (4.0 at least) to manage rosters, entries, and scores for each league meet during the season. The hosting club shall update league records in Meet Manager prior to the start of a meet to be able to identify new records. Dual meets should contain the diving totals for each diver who participated in the dive events. A scorer from the home club shall provide a copy of the meet results to the visiting club at the end of the meet, and post the results to the Colonial League web site or, should the web site be unavailable, email them to each of the clubs in the Colonial League in Meet Manager format within 48 hours of the meet. Should the file need to be emailed, the host club will post it to the website as soon as possible.

I. Scoring Of Diving

Each dive shall be scored according to the applicable high school rules in the absence of a contrary League policy. Points shall be awarded as follows: six (6) points for first place, four (4) points for second place, three (3) points for third place, two (2) points for fourth

place, and one (1) point for fifth place. Total score for each participating diver shall be entered into the Meet Manager file for the current Dual meet. Entry in a dive event counts as one (1) individual event for that participant.

J. Twelve And One-Half Yard Races

Each club's pool shall have a permanent mark on both sides at the twelve and one-half (12 1/2) yard point for use in deploying a finish line for six (6) and under races. One older swimmer per lane may be positioned in back of the finish line to "catch" a six (6) and under swimmer after the swimmer has completed a race.

K. Backstroke Flags

Each club shall erect flags at each end of the pool during warm-up and individual medley, medley relay and backstroke events. The flags shall be positioned five (5) yards from the end of each end of the pool and be a minimum of seven (7) feet above the surface of the water.

L. Age Groups

The age group in which a swimmer competes for the entire season is determined by the swimmer's age on June 30th. A swimmer may also compete in any higher age group.

M. Postponements

Meets may be postponed or rescheduled because of inclement weather. Safety is a paramount issue in all these decisions. Both teams shall remain ready to start the meet until one and one half-hours after the originally scheduled starting time. In the case of a weather delay in the midst of a meet, both teams shall remain ready to resume the meet until one and one half hours after the beginning of the delay. If the meet does not begin (or resume) during that time period, then the clubs' League representatives (or designated alternate) and coaches shall make a decision concerning rescheduling the meet.

N. Diving

A total of (12) divers per club are allowed to dive at a dual meet, with up to three official divers entered in each age group (10, 12, 14 and 17 & under). No unofficial divers will dive in dual meets and no skill dives shall be performed.

Potential exception: An athlete can dive unofficial in a dual meet if the team has 2 or fewer divers entered in that event. This allows the athlete to compete in the diving (thus counting towards his/her two meets) and still be able to swim officially in two events and one relay.

	<u>Required</u>	<u>Optional</u>
10 & under (boys & girls)	Forward Dive	2 additional dives from different groups
12 & under (boys & girls)	Forward Dive Back Dive	2 additional dives from different groups
14 & under (boys & girls)	Forward Dive Back Dive Inward Dive	2 additional dives from different groups
17 & under (boys & girls)	Forward Dive Back Dive Inward Dive Reverse Dive	2 additional dives from different groups

O. Events

Each team member may participate in a maximum of three events (including both swimming and diving) in a meet, and may participate in a maximum of two individual events (e.g. a maximum of 2 individuals and 1 relay or 2 relays and 1 individual).

COLONIAL LEAGUE CHAMPIONSHIP MEET

A. Time And Place

The League Championship Meet shall take place during the week following the last Saturday of dual meet competition. Separate diving and swimming championship meets shall be held with the results summed to determine the overall League champion. Dive events may be held on a different day from the Swim events. The site of the Championship Meet shall rotate among the member clubs. When the host club is unable to follow the championship format as stated in these by-laws, the host club shall present any alternative championship format to the Board at the September board meeting in the year preceding their hosting of the Championship Meet. The Board will attempt to minimize variations from the by-laws, while attempting to understand the host club's constraints. The Board may excuse individual clubs from hosting the Championship Meet.

B. Postponement

The Championship Meet may be postponed or rescheduled because of inclement weather. Safety is a paramount issue in all these decisions. All teams shall remain ready to start the meet until one and one half-hours after the originally scheduled starting time. In the case of a weather delay in the midst of a meet, all teams shall remain ready to resume the meet until one and one half hours after the beginning of the delay. If the meet does not begin (or resume) during that time period, then the clubs' League representatives (or designated alternate) and coaches shall make a decision concerning rescheduling the meet. Should the Day 1 Trials be canceled, the meet shall be rescheduled as a one day timed finals event on the second day.

In the event of a 2-day event being forced to change to a one day timed finals event, lanes shall be assigned in descending order of submitted times within each heat in accordance with U.S. Swimming lane assignment patterns: fastest lane three (3), second fastest lane four (4), third fastest lane two (2), fourth fastest lane five (5), fifth fastest lane one (1), and sixth fastest lane six (6). The six fastest swimmers shall be in the final heat, the next six fastest in the next to last heat, the next six fastest in the third to last heat, and so on.

C. Officials

The host club shall be responsible for arranging for a referee, a starter and two stroke and turn officials for the swimming championship meet. Similarly, the host of the diving championship meet shall provide a referee who may also act as a judge. It is preferred that these officials have no League association. The Board must approve the people selected. The League representatives must also approve the referees. The names of the officials must be submitted to the scorer's table upon each official's arrival at the host pool.

All questions and comments regarding the conduct of the meet must be submitted to the meet referee by a coach. Under no circumstances should any other officials be

approached by swimmers, parents or spectators. Swimmers may ask the head timer of their lane for their time at the end of any race.

Each club shall provide one (1) diving judge and scorer at the diving championship meet, and four (4) timers with watches for the swimming trials and finals. Each club is also responsible for providing alternate timers to provide relief for the four (4) regular timers. No parent shall time in a lane while that parent's child swims in that lane.

Nothing in these rules shall prevent a club hosting the Championship meet from using an electronic timing system, provided that a majority of the League Representatives agrees to the system to be used prior to the start of the meet.

D. Eligibility

In order to be eligible to participate in a given year's Championship Meet, a swimmer must have competed legally in two Colonial League meets (dual meets, All Star, or Colonial Classic) during said year. Further, in order to participate in any event in a given year's Championship Meet, a swimmer must have competed legally in said event in at least one (1) dual meet during that year. A diver must have competed legally in at least two (2) meets (dual and/or diving) as a diver, during the regular season.

Each season, the Colonial League shall sanction, for purposes of eligibility for the Championship Meet and the All Star Meet, one (1) additional meet per club with any opponent of the club's choosing. The meet (which may be a time trial or intra-squad meet) must be conducted in accordance with the Colonial League by-laws governing dual meets. Each year teams must notify the League Secretary of their chosen opponent and the date and location of this meet by no later than July 1 of that year. The Secretary will notify all clubs of the selected opponents and meet details by no later than July 5 each year. In no event shall a League record be recorded for any time attained during these specially sanctioned meets.

E. Number Of Events Per Competitor

Each team member may participate in a maximum of three events (including both swimming and diving) in a meet, and may participate in a maximum of two individual events (e.g. a maximum of 2 individuals and 1 relay or 2 relays and 1 individual). Clubs are limited to one (1) team per relay event. Relay alternates need not be listed. Any swimmer not entered in three (3) events after scratches may be used in a relay. Clubs will be called upon to submit names for relay teams before the start of finals. A swimmer may participate in only one (1) individual event per stroke in the Championship Meet. A swimmer once scratched from an event for any reason, will stay scratched from that event and cannot be reentered. A swimmer scratched from an event may continue to remain in any other event in which that swimmer has been entered, but not scratched.

F. Bullpen

The swimming trials and finals will employ a bullpen system. Each club shall provide a representative to aid its young swimmers (ten [10] and under). Swimmers will

report to the designated bullpen area when their event is called. Swimmers who do not report in time for their designated heat will lose their opportunity to swim that event. Two (2) alternates will be named for each final event. No final event will leave the bullpen with less than six (6) swimmers until an official announcement is made to locate the alternates.

G. Pool Area

During the swimming competition, the area immediately surrounding the pool will be roped off. This area is needed for meet officials, scorers and authorized swimmers. Spectators, unauthorized swimmers, coaches and other team personnel are restricted from this area.

H. Meet Entries

Each club will be called upon to submit to the club hosting the swimming championships a complete Meet Manager Roster file for all members of their club whether or not they are entered into a race at Championships, and also a Meet Manager Entries file containing event entries for each participant. These files are due to the Host club at a time and in the manner of their choosing (usually the Sunday night preceding the meet). Correspondence verifying the entries may occur between the scorer and the submitting coach at the Host club's discretion and according to the Host club's schedule.

I. Seeding

The Championship Meet will be a pre-seeded meet. Heats will be seeded on the basis of submitted best times. Heat seeding will be prepared in accordance with current U.S. Swimming lane assignments. Swimmers whose submitted times are identical will be assigned by draw. The first day of a 2-day meet (Trials), swimmers will be placed in heats in the following manner (Circle Seeding):

1. Fewer than three (3) heats:
 - a. If one (1) heat, it will be seeded as a final heat;
 - b. If two (2) heats, the fastest swimmer shall be seeded in the second heat, next fastest in the first heat, next fastest in the second heat, next fastest in the first heat, next fastest in the second heat, etc.
2. Three (3) heats:

The fastest swimmer shall be placed in the third heat, next fastest in the second heat, next fastest in the first. The fourth fastest swimmer shall be placed in the third, the fifth fastest in the second, the sixth fastest in the first heat, the seventh fastest in the third, etc.
3. Four (4) heats or more:

The last three (3) heats of an event shall be seeded in accordance with 2 above. The heat preceding the last three (3) heats shall consist of the next fastest swimmers; the heat preceding the last four (4) heats shall consist of the next fastest swimmers, etc.

Lanes shall be assigned in descending order of submitted times within each heat in accordance with U.S. Swimming lane assignment

patterns: fastest lane three (3), second fastest lane four (4), third fastest lane two (2), fourth fastest lane five (5), fifth fastest lane one (1), and sixth fastest lane six (6).

4. Exception

When there are two (2) or more heats in an event, there shall be a minimum of three (3) swimmers seeded into any one (1) preliminary heat, but subsequent scratches may reduce the number of swimmers in such heats to less than three (3).

Single day Championship meets should reference section M: Finals below.

For League Championship Meets, a swimmer's heat and lane assignment shall appear in the official League Championship Meet program for trials and/or a single day meet. The same is true for all seventeen (17) and under events swum on the day of the finals. Swimmers will be bound to their respective heat and lane assignments contained in the official program, unless those assignments are changed by the meet director, referee or starter. Initial adjustments may be made in the bullpen area by the bullpen manager in the case of scratches to insure that at least three (3) swimmers are in each event.

Heat sheets will be prepared and distributed to designated team representatives [these are to include the seventeen (17) and under events]. Once the heats have been assigned, no changes will be permitted. This distribution is usually timed with the printing of the program, and occurs several days prior to the event.

J. Conversion Factors

For those swimmers without yard times, recognized conversion factors may be used. To convert twenty-five (25) meters times to twenty-five (25) yards times multiply the total number of seconds in meters by .90 to obtain the equivalent time for yards.

K. Scratches

Scratches must be submitted to the scorer, officials, and bullpen representatives at a meeting before the start of the meet. No changes and no additions are permitted. Please keep scratches to a minimum.

L. Trials

The trials will be based on time only. Swim-offs will be used to resolve time ties when necessary. All swim-offs will be arranged so that all swimmers involved will have at least twenty (20) minutes rest before and after the swim-off.

The order of events for the trials should provide at least nine (9) heats [twenty-seven (27) minutes at three (3) minutes per heat] between events for swimmers competing within their own age bracket (the youngest age group for which the swimmer qualifies). In the event of short events caused by efficient meet management or insufficient entries in some events, a swimmer will be granted twenty (20) minutes rest between events, upon the request of the swimmer's coach. This rule will only be applied in the trials, and only to events

corresponding to the swimmer's age bracket. The order of events for the swimming trials will be that shown below:

TIME TRIAL EVENTS					
GIRLS		BOYS		AGE GROUP	EVENT
1		2		6 & UNDER	12.5 BACK
3		4		10 & UNDER	100 IM
5		6		12 & UNDER	100 IM
7		8		14 & UNDER	100 IM
9		10		6 & UNDER	12.5 FREE
11		12		8 & UNDER	25 FLY
13		14		10 & UNDER	25 FLY
15		16		12 & UNDER	25 FLY
17		18		14 & UNDER	50 FLY
19		20		8 & UNDER	25 BREAST
21		22		10 & UNDER	50 BREAST
23		24		12 & UNDER	50 BREAST
25		26		14 & UNDER	50 BREAST
27		28		8 & UNDER	25 FREE
29		30		10 & UNDER	50 FREE
31		32		12 & UNDER	50 FREE
33		34		14 & UNDER	50 FREE
35		36		8 & UNDER	25 BACK
37		38		10 & UNDER	25 BACK
39		40		12 & UNDER	50 BACK
41		42		14 & UNDER	50 BACK

The event numbers for the finals will differ from the foregoing as the seventeen (17) and under events and relays will be timed finals. During the trials, the results of each event will be posted as soon as possible. These results will include the complete order of finish and the official times for all swimmers. Photocopies of or electronic copies of these results will be distributed to all participating clubs.

**PLEASE REMIND YOUR SWIMMERS AND PARENTS
TO STAY AWAY FROM THE SCORERS' TABLE**

M. Finals

The Finals format shall be followed for 1) the second day of the Championship Meet or, 2) in the event of a 1 day Championship meet (no trials.)

The order of events for the swimming finals will be that used for dual meets, excluding diving.

Lanes shall be assigned in descending order of submitted times within each heat in accordance with U.S. Swimming lane assignment patterns: fastest lane three (3), second fastest lane four (4), third fastest lane two (2), fourth fastest lane five (5), fifth fastest lane one (1), and sixth fastest lane six (6). For 17 & Under events, the six fastest swimmers shall be in the final heat, the next six fastest in the next to last heat, the next six fastest in the third to last heat, and so on.

The order of finish will be decided on a three ballot system, with one ballot from each of the two finish judges and one from the order of finish as determined by the middle time of each lane's three (3) official timers. The order as determined by a majority of these three ballots shall be final.

If the three ballots each have a different result, then each ballot shall award to each lane the number of points that correspond to the judged order of finish, one (1) for first, two (2) for second, three (3) for third, four (4) for fourth, five (5) for fifth, and six (6) for sixth. These points shall be totaled and the low point lane will receive first, the next lowest second, the next third, fourth, fifth, and sixth place.

In the event only two (2) official times are obtained for a swimmer, the two (2) times shall be averaged to determine the official time.

Each swimming and diving event, except relays, shall be scored as follows:

1 st Place:	16 points
2 nd Place:	13 points
3 rd Place:	12 points
4 th Place:	11 points
5 th Place:	10 points
6 th Place:	9 points
7 th Place:	7 points
8 th Place:	5 points
9 th Place:	4 points
10 th Place:	3 points
11 th Place:	2 points
12 th Place:	1 point

Relay points shall be double those awarded for individual events, although each team may only submit one (1) relay team per event.

Medals shall be awarded for places first through sixth and ribbons for places seventh through twelfth. Awards shall be presented to the swimmers by the end of the meet. Final results will be distributed to all participating clubs by posting the to the Colonial League web site or, should the web site be unavailable, email them to each of the clubs in the Colonial League in Meet Manager format within 48 hours of the meet. Should the file need to be emailed, the host club will post it to the website as soon as possible.

It is strongly recommended that the Championship host club use a meet before the Championships as a real-time and complete dry run for the Championship Meet, including

the use of current software programs, and that the scorers' table be set up as it is intended to be for the Championship Meet so that problems that show up can be resolved before the Championship Meet.

N. Diving

The dives required for the Championship Meet are the same as those for dual meets. Teams can enter an unlimited amount of divers at the Championship Meet.

The order of events for the diving championship meet will be:

GIRLS	BOYS	EVENT
1	2	10 & UNDER
3	4	12 & UNDER
5	6	14 & UNDER
7	8	17 & UNDER

O. Postponement of Diving

The Diving Championships are generally held on the Monday preceding the Swimming Championships. The Diving Championships may be postponed or rescheduled because of inclement weather. Safety is a paramount issue in all these decisions. All teams shall remain ready to start the meet until one and one half-hours after the originally scheduled starting time. In the case of a weather delay in the midst of a meet, all teams shall remain ready to resume the meet until one and one half hours after the beginning of the delay. If the meet does not begin (or resume) during that time period, then the clubs' League representatives (or designated alternate) and coaches shall make a decision concerning rescheduling the meet.

COLONIAL LEAGUE ALL STAR MEET

A. Time And Place

The Colonial League All Star Meet will be scheduled as part of the League schedule. The host is the team that hosted the Championship Meet during the previous year. The All Star Meet may be postponed or rescheduled because of inclement weather. Safety is a paramount issue in all these decisions. All teams shall remain ready to start the meet until one and one half-hours after the originally scheduled starting time. If the meet does not begin during that time period, then the clubs' League representatives (or designated alternate) and coaches shall make a decision concerning rescheduling the meet to the rain date. A rain date shall be scheduled each year prior to the start of the season. In case of inclement weather on the rain date, the meet shall be cancelled for that year.

B. Officials

The host club will provide the starter. The other officials will include two (2) stroke and turn judges, eighteen (18) timers (including six (6) head timers), two (2) scorers, one (1) announcer, at least two (2) runners and two (2) alternates. Each club is required to provide six (6) officials to be assigned by the host club.

C. Eligibility

Swimmers must be members of a League club and have performed in a given event in at least one (1) dual meet during the current season to be eligible in said event at the All Star Meet. A swimmer is eligible for three (3) events, but no more than two (2) individual events. For all relays, there must be at least one (1) swimmer from each of the teams' member clubs to ensure full representation.

Each season, the Colonial League shall sanction, for purposes of eligibility for the Championship Meet and the All Star Meet, one (1) additional meet per club with any opponent of the club's choosing. The meet (which may be a time trial or intra-squad meet) must be conducted in accordance with the Colonial League by-laws governing dual meets. Each year teams must notify the League Secretary of their chosen opponent and the date and location of this meet by no later than July 1 of that year. The Secretary will notify all clubs of the selected opponents and meet details by no later than July 5 each year. In no event shall a League record be recorded for any time attained during these specially sanctioned meets.

D. Order Of Events

The order of events will be according to the program of events presented in Appendix B.

E. Division Of Teams

There will be an East All Star Team and a West All Star Team based upon team finish at the previous year's Championship Meet. The East Team will be composed of the first and fourth place finishers. The West Team will include the second, third and fifth place finishers. The head coaches will be the coaches of the teams that finished first and second in the prior year's Championship Meet.

Coaches are encouraged to insure fair representation of every member club in every event.

F. Scoring And Awards

Scoring for individual events will be 7-5-4-3-2-1 from first to sixth place. Only first place will be awarded on relays for which fourteen (14) points will be scored. Custom made ribbons will be supplied by the League for first through sixth place in the individual events, and first place in the relays. T-shirts purchased by the club hosting the All Star Meet and paid for by the clubs will be provided each participant.

G. Announcements

Swimmers should be introduced prior to each heat. Any new League records should also be announced when verified. All other results will be posted.

H. Rules

The rules, based upon high school swimming, will be the same as for all other League meets.

I. Additional All Star Meets

The Board may agree to participate in All Star Meets against other swim leagues. The Colonial League All Stars will be selected from members of the East and West teams based upon League All Star and dual meet performances. Relays will be made up from individual qualifiers.

APPENDIX A
DUAL MEET LIST OF EVENTS

ALL SWIMMING EVENTS ARE HELD FIRST FOR GIRLS AND THEN FOR BOYS

NUMBER	AGE GROUP	DISTANCE	STROKE
		(yds./meters)	
1-2	GRADUATED	100	MEDLEY RELAY
3-4	6 & UNDER	12 1/2	BACKSTROKE
5-6	10 & UNDER	100	IM
7-8	12 & UNDER	100	IM
9-10	14 & UNDER	100	IM
11-12	17 & UNDER	100	IM
13-14	6 & UNDER	12 1/2	FREESTYLE
15-16	8 & UNDER	25	BUTTERFLY
17-18	10 & UNDER	25	BUTTERFLY
19-20	12 & UNDER	50	BUTTERFLY
21-22	14 & UNDER	50	BUTTERFLY
23-24	17 & UNDER	50	BUTTERFLY
25-26	8 & UNDER	25	BREASTSTROKE
27-28	10 & UNDER	50	BREASTSTROKE
29-30	12 & UNDER	50	BREASTSTROKE
31-32	14 & UNDER	50	BREASTSTROKE
33-34	17 & UNDER	50	BREASTSTROKE
35-36	8 & UNDER	25	FREESTYLE
37-38	10 & UNDER	50	FREESTYLE
39-40	12 & UNDER	50	FREESTYLE
41-42	14 & UNDER	50	FREESTYLE
43-44	17 & UNDER	100	FREESTYLE
45-46	8 & UNDER	25	BACKSTROKE
47-48	10 & UNDER	25	BACKSTROKE
49-50	12 & UNDER	50	BACKSTROKE
51-52	14 & UNDER	50	BACKSTROKE
53-54	17 & UNDER	50	BACKSTROKE
55-56	GRADUATED	200	FREESTYLE RELAY
57	10 & UNDER	N/A	DIVING (girls & boys)
58	12 & UNDER	N/A	DIVING (girls & boys)
59	14 & UNDER	N/A	DIVING (girls & boys)
60	17 & UNDER	N/A	DIVING (girls & boys)

APPENDIX B

ALL STAR MEET LIST OF EVENTS

NUMBER	AGE GROUP	DISTANCE	STROKE
		(yds./meters)	
1-2	GRADUATED	100	MEDLEY RELAY
3-4	6 & UNDER	12 1/2	BACKSTROKE
5-6	10 & UNDER	100	IM
7-8	12 & UNDER	100	IM
9-10	14 & UNDER	100	IM
11-12	17 & UNDER	100	IM
13-14	6 & UNDER	12 1/2	FREESTYLE
15-16	8 & UNDER	25	BUTTERFLY
17-18	10 & UNDER	25	BUTTERFLY
19-20	12 & UNDER	50	BUTTERFLY
21-22	14 & UNDER	50	BUTTERFLY
23-24	17 & UNDER	50	BUTTERFLY
24A-24B	10&U/12&U	100	FREESTYLE RELAY
24C-24D	14&U/17&U	200	FREESTYLE RELAY
25-26	8 & UNDER	25	BREASTSTROKE
27-28	10 & UNDER	50	BREASTSTROKE
29-30	12 & UNDER	50	BREASTSTROKE
31-32	14 & UNDER	50	BREASTSTROKE
33-34	17 & UNDER	50	BREASTSTROKE
35-36	8 & UNDER	25	FREESTYLE
37-38	10 & UNDER	50	FREESTYLE
39-40	12 & UNDER	50	FREESTYLE
41-42	14 & UNDER	50	FREESTYLE
43-44	17 & UNDER	100	FREESTYLE
45-46	8 & UNDER	25	BACKSTROKE
47-48	10 & UNDER	25	BACKSTROKE
49-50	12 & UNDER	50	BACKSTROKE
51-52	14 & UNDER	50	BACKSTROKE
53-54	17 & UNDER	50	BACKSTROKE
55-56	GRADUATED	200	FREESTYLE RELAY

APPENDIX C

ALL STAR DIVING EVENTS

The dives required for the All-Star Meet are the same as those for dual meets. The East and West teams will each enter 3 divers in the following events:

Event #	
57A	Girls 10 & U 1 Meter Diving
57B	Boys 10 & U 1 Meter Diving
58A	Girls 11-12 1 Meter Diving
58B	Boys 11-12 1 Meter Diving
59A	Girls 13-14 1 Meter Diving
59B	Boys 13-14 1 Meter Diving
60A	Girls 15-17 1 Meter Diving
60B	Boys 15-17 1 Meter Diving

APPENDIX D

COLONIAL CLASSIC LIST OF EVENTS

(As of 2009 season)

NUMBER	AGE GROUP	DISTANCE	STROKE
1-2 **	Graduated	100	Medley Relay
3-4	6 – Under	12 ½	Backstroke
5-6	10 – Under	100	Individual Medley
7-8	12 – Under	100	Individual Medley
9-10	13 – Over	100	Individual Medley
11-12	6 – Under	12 ½	Freestyle
13-14	8 – Under	25	Butterfly
15-16	10 – Under	25	Butterfly
17-18	12 – Under	50	Butterfly
19-20	13 – Over	50	Butterfly
21-22	8 – Under	25	Breaststroke
23-24	10 – Under	50	Breaststroke
25-26	12 – Under	50	Breaststroke
27-28	13 – Over	50	Breaststroke
29-30	8 – Under	25	Freestyle
31-32	10 – Under	50	Freestyle
33-34	12 – Under	50	Freestyle
35-36	13 - Over	50	Freestyle
37-38	13 – Over	100	Freestyle
39-40	8 – Under	25	Backstroke
41-42	10 – Under	25	Backstroke
43-44	12 – Under	50	Backstroke
45-46	13 – Over	50	Backstroke
47-48 **	Graduated	100	Freestyle Relay

** These events are mixed boys and girls. Each relay team should consist of two (2) boys and two (2) girls when possible, but other combinations may be used to complete relays if needed by each club. The four relay team members will preferably come from each of the four age groups (8-under, 10-under, 12-under, 13-over) when possible. Each club may enter three (3) relay teams in each relay event. Each relay shall consist of four (4) twenty-five (25) yard legs.