

# MOUNTAIN HI SWIM LEAGUE

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## Policies & Procedures

**Amended and Adopted**

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**(April 30, 2009)**

# Mountain Hi Swim League Policies & Procedures

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**MHSL Mission:**

To provide an opportunity for young people to develop swimming skills and gain positive competitive swimming experiences by ensuring an organized framework within which coaches, competitors, parents, and League officials can operate with courtesy, goodwill, and sportsmanship.

- 1. TEAM ELIGIBILITY:** See Appendices, 35.11, for individual team eligibility requirements. Team requirements are updated on an annual basis.
  - 1.1.** Each affiliated team must be represented by at least one Parent Delegate and at least one coach.
  - 1.2.** A Parent Delegate must be a parent of a swimmer(s) currently on the team. The coach or an aquatics director may not be the Parent Delegate without the prior approval of the Mountain Hi Swim League Board of Directors.
  - 1.3.** At the beginning of each season, each team must declare any changes in your facility (4.1 – 4.8.2.2) or swimmer eligibility (7.1 – 7.11), in writing, to the Secretary of the MHSL Board and shared with your division by the May Delegate meeting.
  - 1.4.** Each team must pay annual dues in full before the first scheduled dual meet. The annual dues will be established by the Board of Directors and communicated to each team at the March organizational meeting. If dues are not paid prior to the first scheduled dual meet, the team will be placed on inactive status.
  - 1.5.** A team roster must be turned into the League Insurance Chair at or before the regularly scheduled general League meeting in May. New swimmers joining a team after the beginning of the season must be reported and insurance forms provided to the League Insurance Chair by the published dates.
  - 1.6.** Each team's Insurance book must be made available to the competing team at least 30 minutes prior to the start of the meet for Liability and Insurance Requirements. If a team's League Roster and Insurance Forms book is not presented prior to the start of the meet, that Team must forfeit the meet. The League Roster and Insurance Forms books are to be available only to the Meet Referee, the Parent Delegates and the scoring table personnel.
  - 1.7.** Please note: swimmers of sanctioned MHSL teams will not be insured under MHSL League insurance prior to May 15 of a respective season. For this reason MHSL teams should not have required practices prior to May 15.
  - 1.8.** Teams may compete outside their division for recreational purposes, but results of these meets will not affect divisional standings.

- 1.9.** In order to provide accurate information to determine team standings, each team must prepare and submit a **complete and accurate** paper chase by September 1 following that year's swim season. Current policies require, at a minimum, each team to provide roster size and number of All-Stars qualifiers along with a complete and accurate final team roster and a Top Times Report for the current season.
- 1.10.** All new teams, in their initial year, shall be considered **provisional teams** and will be placed in an appropriate division at the judgment of the Board. Any team wishing to change venues and/or team name will need to present their case, in writing, to the Mountain Hi Swim League Board of Directors for a team by team decision. The team must show they have half or more of the same parent support and swimmers. If approved, accrued points will stay with the team.
- 1.11.** Provisional teams will be recommended for conversion to a permanent team status following the completion of one full season at the annual League "wrap up" meeting in the fall.
- 1.12.** A team will be put on automatic probation if it receives **three (3) infraction points** in one year. These guidelines will be followed stringently. A team can receive an infraction point, or other penalties as assessed and agreed upon by the Board for any of the following reasons:
- 1.12.1.** Not having a Delegate from the team at any scheduled League Parent Delegate Meeting (or their designate), Coaches Meetings, Clerk of Course Clinic, Meet Manager Clinics, Team Manager Clinics, Stroke and Turn Clinics, or Starter/Meet Referee Clinics.
- 1.12.2.** Having a written complaint against it filed with the Grievance Committee and accepted by the Board.
- 1.12.3.** Not having the required number of currently certified officials or volunteers at a dual meet.
- 1.12.4.** Not submitting a complete and accurate paper chase and required reports by September 1, as noted in 1.9.
- 1.13.** **A team will automatically receive three (3) infraction points for failing to fulfill officer rotation requirements as outlined on the MHSL Officer Rotation Priority List in the General Information section posted on the MHSL website at [www.mhsl.org](http://www.mhsl.org). Consequences:** If a team receives three (3) infraction points in one year - the following will occur:

- 1.13.1.** A certified letter will be sent to the current League Parent Delegate stating the violation and appropriate action to be considered by the Board of Directors.
- 1.13.2.** The team will immediately be placed on a 30-day probation until violation is remedied.
- 1.13.2.1.** Failure to remedy violation within 30 days - subject to dismissal from the League by a 2/3'rds majority vote of the Board of Directors.
- 1.13.2.2.** In the event a team is dismissed, the team may not reapply for League affiliation for one year. Readmission to the League will be on a space available basis. Teams readmitted to the League will be admitted as provisional teams.
- 1.13.3.** Probation may be extended or waived by a 2/3'rds majority vote of the Board of Directors at the annual wrap up meeting in the fall.

2. **TEAM REQUIREMENTS:** See Appendices 35.11 for individual team requirements. Team requirements are updated on an annual basis.

### 3. REGISTRATION/ INSURANCE REQUIREMENTS:

- 3.1. BEFORE A TEAM BEGINS PRACTICE:** The Parent Delegate must ensure that each family registers all swimmers on the MHS� registration/insurance form. A parent or legal guardian must sign and agree to the stated liabilities. If a family has more than six (6) swimmers, a second registration/insurance form must be completed and signed. Both the yellow and white copies of the form are retained by the Parent Delegate. The yellow copy of the registration form must be filed **in alphabetical order by last name** in the **Team's League Roster and Insurance Forms** 3-ring binder notebook (Insurance Binder). The white copy must be turned in to the Insurance Chairperson at the regularly scheduled League meetings in May and June. All swimmers must be registered to swim as a member of the MHS� team.
- 3.2. AT THE MAY LEAGUE MEETING,** all white copies of the registration forms, alphabetized and checked for accuracy, must be turned in to the Insurance Chairperson. Swimmer's last name, legal first name, middle initial, gender, age as of June 1st of the current year, and the correct birth date must be filled in completely and verified. Prior to the meeting, a count of all swimmers appearing on the team roster must be entered on the Roster Count form. The insurance amount due for the team should be calculated from the Roster Count form. The Roster Count form and a check made payable to the **Mountain Hi Swim League** for the correct amount must be submitted to the Insurance Chairperson.
- 3.3. AT THE JUNE LEAGUE MEETING,** the same procedures listed above should be followed: Forms for any swimmers added to the team roster should be submitted to the Insurance Chairperson along with an updated Team Manager alpha roster of all current swimmers by gender and ascending age and the additional insurance fees due. Additional swimmers added to your team roster should be recorded on the roster count form and turned in with payment.
- 3.4. AS SWIMMERS ARE ADDED AFTER THE JUNE LEAGUE MEETING:** Follow the same procedures listed above and the parent delegate is responsible for contacting the Insurance Chairperson to turn in any additional forms, payments and new roster.
- 3.5. No swimmers may be added to a team roster after July 1.** Any white originals not submitted in May or June must be mailed, faxed, or hand delivered to the Insurance Chairperson along with an updated Team Manager Alpha Roster (by alpha and by ascending age separated by gender) by July 1<sup>st</sup>. **After this submission, no additions to your roster are possible for swimmer participation in Prelims/Championship**

**meets.** Calculate the final Roster Count and insurance costs and record them in the appropriate places on the roster count form. Please note: If a swimmer has paid his/her insurance fees and the registration form has been filed, the insurance fees cannot be refunded if the swimmer drops off the team.

**3.6. BEFORE THE GENERAL LEAGUE MEETING IN JULY,** a final roster count and insurance fees paid should be verified. Any additional fees needing to be paid should be submitted by check made payable to **Mountain Hi Swim League** to the Insurance Chairperson.

**3.7. At the end of the season the insurance chair is required to shred, at the expense of the League, all insurance documents collected for that season. Each team is responsible for destroying their own insurance forms.**

#### 4. FACILITY REQUIREMENTS:

4.1. Course: 25.00 yards or 25.00 meters (82 feet and 1/4 inch).

4.1.1. Dimensional Tolerance: Against the required length, a tolerance of plus (+) 0.03 meters (1 and 3/16ths of an inch) in a vertical plane extending 0.3 meters (12 inches) above and 0.8 meters (2 feet, 7 and 1/2 inches) below the surface of the water at all points of both end walls.

4.2. Minimum of four unobstructed lanes.

4.3. Lane ropes to separate usable lanes.

4.4. Back stroke flags for both ends of pool to be placed 15 feet from ends of pool.

4.5. False start rope positioned 30 feet from starting line, or a team may choose to use a false start device.

4.6. Spectators are not allowed on the deck in the roped-off competition area.

4.7. Clearly marked heating area.

4.8. Adequate and safe starting blocks are recommended for all lanes, any exceptions must be approved by the board. Teams must show good faith effort to raise funds and present a plan each year to board for providing necessary equipment. MHSL regulations comply with regulations for height and specifications as set by USA Swimming.

**4.8.1. Excerpt from USA Swimming – 2006 Rules & Regulations  
(Starting requirements and height of starting blocks)  
Section 103.2.3 U.S.S. Rule Book**

4.8.1.1. **Teaching Racing Starts** – MHSL follows USA Swimming’s current swimming standards for all racing starts. At the time this policy was written, USA Swimming standards stated, “Minimum water depth for teaching racing starts in any setting from any height starting blocks or the deck shall be 6 feet (1.84 meters) measured for a distance of 3 feet 31/2 inches (1.0 meter) to 16 feet 5 inches (5.0 meters) from the end wall.”

**4.8.1.2. Racing Starts** – MHSL follows USA Swimming’s current standards for all racing starts. At the time this policy was written, USA Swimming’s standards stated, “Minimum water depth for racing starts during practice and competition shall be measured for a distance 3' 31/2" (1.0 meter) to 16'5" (5.0 meters) from the end wall.”

**4.8.1.3.** Starting requirements and height of starting block shall be:

**4.8.1.3.1.** In pools with water depth less than 4' (1.22 meter) at the starting end, the swimmer must **start from within the water**;

**4.8.1.3.2.** In pools with water depth 4' (1.22 meter) or more at the starting end, starting platforms shall meet the height requirements of 103.12.1.

**NOTE: The most up-to-date requirement for minimum water depth and starting block heights and specifications can be found online at the USA Swimming’s website in the Technical Rules Section, Article 103.2.3. MHSL Member teams must check for updates to these rules at all times. For your convenience, you will find direct links to this information below:**

Rules & Regulations – complete text:

[http://www.usaswimming.org/USASWeb/\\_Rainbow/Documents/9050d5c9-5cd3-4586-8732-f2432351cd21/2006%20Rules%20and%20Regulations%20W-O%20color%20cover.pdf](http://www.usaswimming.org/USASWeb/_Rainbow/Documents/9050d5c9-5cd3-4586-8732-f2432351cd21/2006%20Rules%20and%20Regulations%20W-O%20color%20cover.pdf)

Technical Rules:

[http://www.usaswimming.org/USASWeb/\\_Rainbow/Documents/528ae850-d7d6-45ae-9ccc-b8fa58e5a77b/2007%20Technical%20Rules%20only%20protected.pdf](http://www.usaswimming.org/USASWeb/_Rainbow/Documents/528ae850-d7d6-45ae-9ccc-b8fa58e5a77b/2007%20Technical%20Rules%20only%20protected.pdf)

**NOTE: Local, state and municipal statutes, ordinances, rules and regulations, may have depth limitations in conflict with this Section 103.2.3. The MHSL and all Member teams must check for this at all times.**

**4.8.2. Use of starting blocks during practice sessions** – MHSL follows USA Swimming’s current standards for all racing starts. At the time this policy was written, USA Swimming’s standards stated, “The major swimming organizations nationwide, including USA Swimming and the National High School Federation, have enacted legislation regulating the height of starting blocks above the water based on the depth of the water. This was prompted by a heightened concern for the potential safety risk involved in diving into shallow water from a height above the water. The Mountain Hi Swim League has adopted the same set of mandatory regulations. The League believes that the same concern for this potential hazard should extend to practice sessions conducted

by our teams. Due to the nature of our League, we should be especially sensitive to the need for a safe environment. As a recreational League, large proportions of our swimmers fall into the general categories of: novice, inexperienced, young, and/or developmental. These swimmers require careful guidance to help them master the skills of competitive swimming and gain confidence in their abilities. As a seasonal League, we can also expect to have many swimmers who, though experienced, may be rusty from not having been involved in swimming throughout the fall, winter, and spring. These swimmers need to be re-oriented each season to the unique motor skills involved in the sport.”

**4.8.2.1.** We recommend that all our teams and coaches be aware of this policy and be conscientious in minimizing this risk however possible. We suggest that MHSL coaches apply the following guidelines.

**4.8.2.1.1. Warn** your swimmers that improper or careless diving can be dangerous.

**4.8.2.1.2.** Have swimmers practice racing starts **ONLY** under the **direct** supervision of a coach.

**4.8.2.1.3.** Use a logical teaching progression when teaching young; inexperienced, and/or under confident swimmers how to perform racing starts. Allow swimmers sufficient repetition to gain confidence in relatively simple, low-risk components of the forward start before progressing to the full racing start of the block.

**4.8.2.1.4.** Remove starting blocks from the pool deck when not in use.

**4.8.2.2.** For warm-ups during practice and all MHSL meets, swimmers must enter the water feet first. The only exception is during practice starts, see 4.8.2.

## 5. PARENT DELEGATE RESPONSIBILITIES:

5.1. A Parent Delegate is nominated and/or appointed by the affiliated team. The Parent Delegate must be a Parent or legal guardian of a swimmer(s) on the team being represented. A Parent Delegate may not sit on the Board of Directors while serving as a Parent Delegate. A Parent Delegate must have access to email and the Internet.

### A Parent Delegate Must:

5.2. Attend **ALL** Mountain Hi Swim League required general meetings and required clinics as outlined each season on the League calendar. Failure to do so will result in a penalty point deduction from your team.

5.3. A Parent Delegate may specify other team parents to fulfill team leadership positions as deemed necessary and as such those specified may act as proxy on behalf of the designated Parent Delegate.

5.4. Advertise and coordinate individual team registration.

5.5. Complete Insurance/Registration forms for team, including collection of insurance fees and submission of fees and forms to the Insurance Chairperson at the General League meeting in May. Provide checks payable to the **Mountain Hi Swim League**. A copy of the insurance form for each swimmer is to be in the "Insurance Binder." The insurance binder is to be present at every meet. Follow insurance procedures as outlined in section 3 of the MHSL Policies and Procedures.

5.6. Each swimmer's parent or guardian must have signed an insurance form. Team rosters are to be provided to Insurance Officer before the first practice.

5.7. Publicize all dates for clinics to volunteers of Parent Delegate's home team. Insure all Officials of the represented team follow the guidelines of the League as defined in the Policies and Procedures and in the MHSL Rules and Guidelines. Contact previous Stroke and Turn Judges and recruit new candidates. (The League suggests 4-6 judges per team) Insure the team's Meet Referees, Starters, and Stroke and Turn Judges attend a League conducted clinic or take the appropriate tests.

5.8. When hosting a meet, the visiting team Parent Delegate should be called by Wednesday to discuss any issues, special considerations, special procedures or pool conditions, or any matter pertinent to the upcoming meet.

- 5.9.** Enforce Mountain Hi Swim League Code of Conduct at home meets and report any infractions to the host Parent Delegate at away meets. The Parent Delegate from the home team and visiting team should act as Co-Marshals at a dual meet. The marshal(s) shall have full authority to warn or order to cease and desist, and, with the concurrence of the Referee, to remove, or have removed from the swimming venue anyone behaving in an unsafe manner, using profane or abusive language, or whose actions are disrupting the orderly conduct of the meet.
- 5.10.** Correspond or meet with coaches, for Policies and Procedures, Code of Conduct, and swimmer eligibility requirements. Make sure your coach attends the **mandatory** coaches meetings in **May and June**, Championship meeting (Heating meeting) in **July** and All-Stars meeting in **July**. Failure to do so will result in a point deduction penalty from the team. Instruct host coaches to contact visiting coach(es) by Tuesday of the week that you are hosting to discuss any meet procedures or pool conditions that are necessary. Insure that coaches turn in all paperwork at the close of the season to the League Consultant.
- 5.11.** Pay League dues as set by the Mountain Hi Swim League Board. One half is payable at the **April** meeting the remaining half at the **May** meeting.
- 5.12.** The Host team must contact the Division VP with team's scores by Sunday night following the meet. Inform Division VP of any known formal or informal protests, problems or questions concerning any team in division. If the Division VP cannot resolve the conflict or answer the question it is the responsibility of the Division VP to submit the conflict to the League Board of Directors.
- 5.13.** Publicize new All-Stars qualifying and Record breaking times throughout the season. Turn in any record breaking times on the appropriate form and include a copy of the computer generated report of the record breaking time. Times must be turned in by August 15<sup>th</sup> to the Scoring/Computer/ Records/ Chair. Turn in the Meet Manager database and swimmer's card with the submission of a new record.
- 5.14.** Secure volunteers required for all meets.
- 5.15.** Volunteer for one committee position per year and necessary meetings associated with committee. Failure to do so will result in an infraction point for team.
- 5.16.** Attend September wrap-up meeting. Ensure any outstanding fees are paid. Failure to do so will result in an infraction point for your team.

- 5.17. Contact Division VP first concerning any questions/problems. If the issue cannot be resolved at this level, contact the League President.
- 5.18. Secure a Board of Directors nominee from your team, as necessary.
- 5.19. Plan for secession for your replacement-unless you want to serve as Parent Delegate forever.

## **6. LEAD COACH RESPONSIBILITIES:**

- 6.1. The Lead Coach is appointed by the affiliated team.

### **The Lead Coach Must:**

- 6.2. Attend or designate attendee for **ALL** League Coaches Meetings. Failure to do so will result in an infraction point against your team (attendee must be a coach for your team).
- 6.3. Hold Current Lifeguard, CPR, First Aid, and WSI certifications as required by each individual team.
- 6.4. Host team: Contact the visiting coach (via phone) no later than three days prior to the meet. Discuss meet changes (such as excessive number of heats, number of relays and swimmers, coaches relay, etc.); pool conditions (such as length of meet restrictions from Home Owners' Associations); themes for the meet (if applicable); and anything else pertinent to the upcoming meet (including swimmers with special needs).
- 6.5. Through the Meet Manager person designated for your team, ensure the meet entries are turned over to the host team by Thursday at 5pm prior to the weekend meet (or 2 days prior to start of meet).
- 6.6. Enforce Code of Conduct at all practices, meets, and required meetings throughout the season.
- 6.7. Read and adhere to the Mountain Hi Swim League Policies and Procedures. Make recommendations of any changes that would be an enhancement to the League to team Parent Delegate.
- 6.8. Report any scratches to the Clerk of Course 30 minutes prior to the start of the meet by marking the card with an "S" and using the appropriate Scratch Form.

- 6.9.** Medley Relay declarations must be provided to the scoring table or submitted 30 minutes prior to the start of the meet. Free Relay declarations must be submitted by the start of Event 71.
- 6.10.** Use all forms designed by the League (i.e.: protest form, deck entry form, and swimmer scratch form).
- 6.11.** Prepare for Prelims, Championships, and All-Stars meets by reading the procedure guidelines and coaches instructions. Turn in all necessary items described in the guidelines.
- 6.12.** Complete necessary paperwork for the Paper Chase to be turned in to the League at the end of the season by the published due date.
- 6.13. Coaches Instructions for Prelims and Championships**
- 6.13.1.** Submit entries by the published due date (**NO LATER** than two days prior to the "Heating Meeting") to the Designated Computer person for your division (usually the Championship pool).
- 6.13.2.** Each swimmer must swim in their respective age group for individual events for Prelims and Championships. If Six & Unders swim as Eight & Unders categories, they are subject to disqualification. For relays at all meets, as long as at least one swimmer is in the correct age group, other swimmers may move up from any age group to swim in the 13-14, 15-18 medley relays. Swimmers may not swim on more than one (1) medley relay. The purpose of this is to provide an opportunity for teams without enough older swimmers to still have a medley relay team.
- 6.13.3.** There will be no exhibition heats except for those who swim in the Six & Under age group.
- 6.13.4.** Each swimmer may swim in a maximum of three individual events and two relays.
- 6.13.5.** Relays may be submitted without the swimmers' names when individual event entries are submitted.
- 6.13.6.** Bring a Team Manager computer-generated lineup of your swimmers to the heating meeting. Review and make any necessary changes to swimmer/ event entries at the heating meeting. Sign off on the Master program. There will be no event changes of the swimmers after this meeting. The only exception will be additions the day of the Prelim meet for late entries. If cards are to be used, labels will be printed by the championship host team at the heating meeting and placed on the cards at the heating meeting by the coaches.

- 6.13.7.** Each swimmer must also meet the League requirements, in which he/she has attended 10 team practices and competed in at least two League sponsored meets. The swimmer's name must be on the final team and League rosters and his/her insurance dues paid.
- 6.13.8.** At least two days prior to the Championship meet, relays need to be verified and the swimmers' names provided (though the names can be changed the day of the meet).
- 6.13.9.** Parent Delegates will decide, within the division, to either "swim through" events with less than 7 or 9 swimmers (based upon 6 or 8 lane championship pool) or require all events to swim regardless of entries.
- 6.13.10.** The fastest 6 or 8 (depending on # of lanes at host pool) swimmers will move on to Championships with the following exceptions noted below in 6.13.11. There will be 2 alternates (if you know that a swimmer will not attend Championships, communicate this information to the teams that have the alternates and the host team).
- 6.13.11.** As a division (Parent Delegates and Coaches), decide upon having 2 heats per event at Championships (a consolation heat and finals heat), or just a finals heat. A swimmer in the consolation heat cannot move up in finish order even if his/her final time is faster than a finals heat swimmer. 7th-12th or 9th-16th place ribbons would be awarded at the championship meet rather than the prelim meet if 2 heats swim at the Championship meet. Otherwise, 7th-12th place at 6 lane championship pool and 9th-16th at 8 lane pool will receive prelim ribbons. All 1st -3rd place finishers in individual and relay events at Championships will receive medals.

\*\*\*\*Remember to cast your vote **with** your Team's Parent Delegate for the Sportsmanship Trophy\*\*\*\*

**6.14. Coaches Instructions for the All-Stars Meet**

- 6.14.1.** Ensure entries are to the Designated League Computer person at least two days prior to the "heating meeting."
- 6.14.2.** Swimmers qualify by time, (all times should be verified) or finish 1st in the individual event at Championships. Each swimmer can only compete in 3 individual events. There are no relays at All-Stars.
- 6.14.2.1.1.** Bring a computer generated lineup of your swimmers to the heating meeting. Review and make any necessary

changes to swimmer/ event entries at the heating meeting.  
Sign off on the Master program.

- 6.14.2.1.2.** Entered swimmers must also meet the League requirements, in which they have attended 10 team practices and have competed in at least one dual meet during the current season. Swimmer's name must be on the final team and League rosters and their insurance dues paid.
- 6.14.3.** Each swimmer must swim in his/her respective age group.
- 6.14.4.** Bring completed entry form and check payable to Mountain Hi Swim League, with the entry fee as designated by the MHSL Board of Directors to the All-Stars meeting. An additional fee of \$5.00, per event, will be charged for all late entries and will be deck seated in open lanes, if available.
- 6.14.5.** Coaches can purchase the All-Stars t-shirt for one half of the swimmer's entry fee/ t-shirt price.
- 6.14.6.** At the conclusion of the meet, after all results are finalized, pick up your team bag from the scoring table.

## 7. INDIVIDUAL SWIMMER ELIGIBILITY

- 7.1.** A swimmer **must** be on a team roster, liability waiver turned in, and insurance paid to be eligible to participate in any League sponsored event.
- 7.2.** Each swimmer must comply with the requirements for membership of his/her respective team.
- 7.3.** Once a swimmer represents a MHSL team in one meet during the current season he/she may not change MHSL teams unless permanent residence changes. A swimmer may represent only **one** MHSL swim team, at a time, from May 15 through August 31<sup>st</sup>. There are **no** special MHSL restrictions placed upon USA Swimming athletes.
- 7.4.** Any staff member may compete for his/her team if he/she meets the team membership requirements, has paid the League insurance fees and has submitted a completed insurance waiver.
- 7.5.** Any swimmer who is determined to be ineligible will be prohibited from competing for points and awards for the meet in which ineligibility is determined.

- 7.6.** The following action will be taken for any swimmer declared ineligible who participated in any dual or championship meet:
- 7.6.1.** Eliminating points awarded to him/her and redistributing points in the events in which he/she competed.
  - 7.6.2.** If he/she competed in a relay, all points awarded that relay will be eliminated and redistributed.
  - 7.6.3.** Points will be counted after redistribution and meet winner will be re-determined if necessary.
  - 7.6.4.** A 50-point penalty will be assessed to any team that allows an ineligible swimmer to compete.
  - 7.6.5.** If an ineligible swimmer continues to compete after his/her ineligibility has been duly communicated to his/her coach or brought to the attention of a League official and then communicated to his/her coach, all meets from that date on are forfeited by his/her team.
- 7.7.** It is the responsibility of both the Parent Delegates and coaches to assure each individual team member's compliance with the eligibility rules.
- 7.8.** Ignorance of individual eligibility is not an excuse for noncompliance with the eligibility rules.
- 7.9.** The age of a swimmer as of **June 1** will determine the age group in which he/she will compete for that season.
- 7.10.** Each swimmer entered into the meet must have a current League Registration/Insurance Waiver in the team's League Roster and Insurance book. Only those individuals with their registration/insurance waivers present at the meet will be allowed to swim.
- 7.11.** Any swimmer who swims more than 3 individual events shall accrue a **50-point** penalty for his/her team. The swimmer will lose any ribbons won for individual events, but will retain his/her eligibility for relay events and relay ribbons. Infractions will be reported to the Parent Delegate and Coach of the swimmer's team.

## **8. EIGHT & UNDER AGE GROUP - SPECIAL CONSIDERATIONS**

- 8.1.** The intent of this League is to foster an interest in competitive swimming. To be successful, this interest must be stimulated by a positive learning experience. In short, it should be fun for the younger swimmers with as few restrictions as possible.

**8.2.** Swimmers within the 8 & Under age group possess a broad range of physical capabilities and limitations. This can present stroke officials with a dilemma when they are asked to enforce USA Swimming's stroke standards upon a group of swimmers who may not be physically capable of meeting those standards. Past attempts at modifying stroke standards for the 8 & Under age group have been unsuccessful. It introduces ambiguity into the definition and inconsistency in the enforcement of those standards. The League has therefore adopted the following policy in order to maintain the USA Swimming standards of stroke technique while providing a flexible and responsive learning environment for its youngest swimmers.

**8.3. NOTE:** These policies place more of a demand on coaches to enter 8 & Under swimmers in the events/heats most appropriate to the capabilities of the swimmers. A swimmer may compete in a 6 & Under event and an 8 & Under event during the same meet provided that they are different types of events and the swimmer meets the age requirement for both categories.

**8.4.** The Schedule of Events will contain the following **6 & Under events** :

Boys 25 Freestyle; Girls 25 Freestyle  
Boys 25 Backstroke; Girls 25 Backstroke  
Boys 25 Breaststroke; Girls 25 Breaststroke

**8.5.** Points are earned by 8 & Unders and are subject to the technical stroke rules established by USA Swimming. Violations of the technical stroke rules are subject to disqualifications.

Boys 100 Medley Relay; Girls 100 Medley Relay  
Boys 25 Freestyle; Girls 25 Freestyle  
Boys 25 Butterfly; Girls 25 Butterfly  
Boys 25 Backstroke; Girls 25 Backstroke  
Boys 25 Breaststroke; Girls 25 Breaststroke  
Boys 50 Freestyle; Girls 50 Freestyle  
Boys 100 Individual Medley; Girls 100 Individual Medley  
Boys 100 Freestyle Relay; Girls 100 Freestyle Relay

**8.6.** Swimmers participating in 6 & Under events will not be subject to disqualification except in rare circumstances (i.e. swimming freestyle during the whole length of a breaststroke event). **The Referee must approve such a disqualification.**

## **9. MHSL CHILD PROTECTION POLICY:**

- 9.1.** The ultimate goal for swimmers who participate and compete on a member swim team within the Mountain High Swim League (MHSL) is to provide each swimmer the opportunity to competitively swim in a safe and controlled environment.
- 9.2.** As part of providing this opportunity to our swimmers, it is the obligation of the League to provide an environment that adequately protects our swimmers from abuse of any type. Abuse can occur anywhere – at home, at school, at a public facility. There are some people who will seek to be where children are, simply to abuse them. All teams within MHSL working with children (individuals under the age of 18) have a moral duty to ensure each child's safety and security. This includes taking all reasonable steps to prevent emotional, physical, and sexual abuse as well as neglect. The purpose of this policy is to assist member teams in protecting children from the risk of abuse. It is MHSL Board's belief that every parent participating on a MHSL team has a part to play in looking after children while they are participating in team or League activities. Specifically:
- 9.3.** All children regardless of age, gender, racial origin, religious belief, sexual identity or disability have a right to enjoy sport free from all forms of abuse or sexual exploitation.
- 9.4.** We have a responsibility for the welfare of children and young people who take part in our sport.
- 9.5.** We have a responsibility to maintain confidentiality in all cases involving a child. A child being defined as any young person under the age of 18 years.
- 9.6.** Parents, members, or officials who are participating in a team or League activity should utilize the following guidelines:
- 9.6.1.** If a child or young person is in immediate danger or has been physically injured, ensure they are safe and contact the proper authorities, a Parent Delegate, a MHSL member, or a MHSL Board Member.
- 9.6.2.** Do not approach the accused, if a child is in immediate danger, contact the authorities immediately.
- 9.6.3.** If a child is not in immediate danger but you have concerns, either:
- 9.6.3.1.1.** Discuss the concerns with Parent Delegate to file a formal grievance

Or

**9.6.3.1.2.** Contact a MHSL member or MHSL Board Member to file a formal grievance

**9.6.4.** In any instance, make a written record of the incident (what was seen / heard); do not delay passing on the information. If an individual reports suspicion or an offense to a Parent Delegate, MHSL member, or MHSL Board Member, he/ she will be protected against any legal action related to reporting suspicion or witnessing actual or perceived endangerment of a child.

Types of abuse or neglect that may be observed and are included within the confines of this policy include:

**9.7. Physical Abuse** This may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm or deliberate ill health to a child. It might also occur if a child is forced to train beyond his/her capabilities.

**9.8. Sexual Abuse** This involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening.

**9.9. Emotional Abuse** This is the persistent emotional ill treatment of a child that adversely effects their development or emotional well being.

**9.10. Neglect** This is the persistent failure to meet a child's basic physical and / or physiological needs, likely to result in the serious impairment of the child's health or development such as, failing to provide shelter, food, or clothing, or unresponsiveness to a child's basic emotional needs. In a sporting context it could also mean failing to ensure that a child is safe from harm or exposing a child to harm.

## **10. MHSL MEET FORMAT:**

### **10.1. Scheduling:**

**10.1.1.** Dual meet master schedules and locations will be finalized by each division at the regularly scheduled general League meeting in April (see Appendices 35.2).

**10.1.2.** The Parent Delegates of the individual teams will schedule the specific times of each dual meet.

**10.1.3.** Master schedules for dual meets must be returned to the Board of Directors no later than May 1 indicating the specific time and place of each meet for posting on the League website.

- 10.1.4.** During division break-out at the Parent Delegate meetings, the division should discuss their desires and establish agreement between the teams regarding the length of meets.
- 10.1.5.** The length of dual meets should be planned to be consistent for all meets held during the season and should conform closely to the intent of the League. **The Division Vice President has final authority in the event the teams within the division cannot come to agreement.**
- 10.1.6.** The Division Vice President should put the final decisions in writing and distribute to the Parent Delegate of each team as soon as possible following the meeting.
- 10.1.7.** During the season, the coaches of competing teams should communicate and discuss the agreed upon number of heats to be held for each event during the upcoming meet by the Tuesday prior to the dual meet. Each Coach must then communicate this agreement to the Parent Delegates so that the meet will be scheduled appropriately. **If this causes timeline problems, the Parent Delegates have final authority in the event the Coaches and Parent Delegates cannot come to an agreement as to the scheduling of the meet.**
- 10.1.8.** Three days prior to each meet, the home coach and the Parent Delegate will each contact the visiting team to confirm time, place, personnel, unusual equipment needs, discussion of procedures, pool conditions, and anything else pertinent to the upcoming meet. Timelines may vary for non-dual meets.
- 10.1.9.** If the host team has any restrictions in its pool, it shall be that team's duty to inform the guest team of the restriction at least three days prior to the meet.

**10.2. Meet Management:**

- 10.2.1. It is the intent of the League that all meets start promptly at 8:00 AM and end prior to 2:00 PM (may vary for non-dual meets). Every effort should be made to accomplish this timing. Items to consider when scheduling events for the meet:**
- 10.2.1.1.** Schedule pre-meet warm-up sessions early enough to allow ample time for both teams to warm-up and to allow time to clear the pool by 7:50 AM so that the meets start promptly at 8:00 AM (may vary for non-dual meets).

- 10.2.1.2.** Establish a cut-off time for deck adds and changes (for non-dual meets, see 10.14) prior to the start of the meet to allow time to prepare the deck entry cards.
- 10.2.1.3.** Parent Delegates should arrive at the meet early and provide the insurance binder to the competing team in accordance with Section 3 of the Policies and Procedures.
- 10.2.1.4.** Establish a limit for the number of heats per event to accomplish completion of the meet before 2:00 PM. (may vary for non-dual meets).
- 10.2.1.5.** For the duration of the meet only competing swimmers and coaches (assisting swimmers) are allowed in the competition pool. This applies to all to all MHSL events.
- 10.2.1.6.** In the event that, despite all efforts, the estimated timing of the meet from Meet Manager exceeds the agreed upon length, the Parent Delegates will obtain input from the Meet Referee, Starter, Coaches and Clerk of Course prior to the start of the meet to determine how the meet can be shortened. Possible considerations include: combining heats, reducing number of heats, fly-overs, etc.
- 10.2.1.7.** The safety of the swimmers is the responsibility of the Meet Referee. A meet may be called in the event of cold or inclement weather (examples: air temperature at the pool is below 55 degrees, lightening) or poor water conditions. Procedures for calling a meet are:
- 10.2.1.7.1.** For dual meets, a Parent Delegate and coach from each team, along with the Meet Referee will agree to call the meet. If the meet has completed event 45 or higher, the score will stand. If the meet has not completed at least event 45, the meet will be rescheduled, continuing where they left off.
- 10.2.1.7.2.** For non-dual meets, the protest committee makes the decision to call the meet.
- 10.2.1.8.** **In the event an agreement cannot be reached through the combined efforts of the Meet Referee, Starter, Coaches, and Clerks of Course, the Parent Delegates have authority to make the decisions, with the Parent Delegate of the hosting team having the final authority.**

- 10.3.** The host team must provide a minimum of the following certified officials: Meet Referee, Starter (if the Meet Referee is not also acting as the Starter), two certified Stroke & Turn Judges, and one DQ Coordinator, if required by the Division. The visiting team must also provide a minimum of two certified Stroke & Turn Judges and one DQ Communicator, if required by the Division. If a Stroke & Turn Judge cannot be obtained from one's own team, it is that team's responsibility to recruit from another team. Each team is also responsible for providing appropriate deck staff to effectively run a dual meet. Specific responsibilities and procedures are outlined in the ***Mountain Hi Swim League Rules and Guidelines for Officials and Deck Staff.***
- 10.4.** A schedule of 90 events and their sequences should be followed at dual meets (see attached MHSL Order of Events Section 11)
- 10.5.** Events will be called by number and description.
- 10.6.** Swimmers are urged to be in position three events before they are due to swim.
- 10.7.** A swimmer should be in the first chair behind their block (next swimmer) when the preceding heat is started or he/she may forfeit the chance to swim in that event.
- 10.8.** Each swimmer may compete in a **maximum of three individual** and **two relay** events.
- 10.9.** Each team can enter up to three relays per relay event.
- 10.10.** A swimmer may compete in his/her legal age group and an older age group provided:
- 10.10.1.** He/she does not repeat the same event; i.e. 100 I.M. and 200 I.M.
- 10.10.2.** Once he/she has advanced to an older age group, he/she **may not** return to his/her legal age group for the remainder of the meet with the possible exception of the Medley Relay event (10.11).
- 10.11.** For Medley Relays at all meets, as long as at least one swimmer is in the correct age group, other swimmers may move up from any age group to swim in the 13-14, and 15-18 Medley Relays and then move back to their legal age group for individual events. Swimmers may not swim on more than one (1) Medley Relay.
- 10.12.** For relays at all meets, as long as at least one swimmer is in the

correct age group, other swimmers may move up from any age group to swim in the 13-14, 15-18 medley relays. Swimmers may not swim on more than one (1) medley relay. The purpose of this is to provide an opportunity for teams without enough older swimmers to still have a medley relay team.

- 10.13.** It is recommended that all deck changes and the swimmers' names for medley relays are to be submitted to the scoring table a minimum of 30 minutes prior to the start of the meet. For the freestyle relays, it is recommended that the swimmers' names are submitted no later than event 71. This is to assure that the scoring database is updated prior to the start of the event.
- 10.14.** Once entries have been supplied to the hosting team (for dual meets, Prelims, Championships, and All-Stars) the only changes that will be allowed on deck are scratches and late entries. To clarify, event changes for swimmers will not be allowed on deck, thus preventing teams from reviewing opponent's entries and changing swimmer events to establish an advantage after the meet has been seeded.
- 10.15.** Recording Official Times on Relay Splits: An official individual event time may be recorded for a swimmer during a relay event when that swimmer is swimming in the lead-off position for a relay event. The lead off swimmer must swim the same stroke and distance as the individual event for which he/she is attempting to record an official time. The process for recording the official time is as follows:
- 10.15.1.** The team representing the swimmer must notify the Meet Referee 30 minutes prior to the relay event during which the swimmer will be timed.
- 10.15.2.** The team representing the swimmer must identify 3 individual timers to time the swimmer's split time.
- 10.15.3.** Of the three timers, at least one of the timers must be supplied by the opposing team.
- 10.15.4.** These three timers will time only the swimmer's split time and are not responsible for timing the relay event. These timers are in addition to the regular lane timers.
- 10.15.5.** The three timers can not be represented from: coaches, parents of any swimmer in the relay, any swimmer competing in the meet (from any of the competing teams)

- 10.15.6.** A separate card will be supplied to record the time of the swimmer.
- 10.15.7.** Three times will be recorded from independent stop watches each held by one of the three timers
- 10.15.8.** All three times will be recorded on the card and the middle time (the time that falls between the high time and the low time) will be circled on the card.
- 10.15.9.** The card will be taken to the Meet Referee by one or more of the timers
- 10.15.10.** The Meet Referee will review the card, validate that the swim was legal, and sign off on the card.
- 10.15.11.** A Timer, the Referee, or a Runner will bring the card to the Scoring Table.
- 10.15.12.** The Meet Manager database will have the split time recorded for the lead-off swimmer of that relay event.

**11. MOUNTAIN HI SWIM LEAGUE  
ORDER OF EVENTS**

<b>Event - Boys</b>	<b>Age Group</b>	<b>Distance</b>	<b>Stroke</b>	<b>Event - Girls</b>
1	13-14	200	Freestyle	2
3	15-18	200	Freestyle	4
5	8 & Under	100	Medley Relay	6
7	9-10	200	Medley Relay	8
9	11-12	200	Medley Relay	10
11	13-14	200	Medley Relay	12
13	15-18	200	Medley Relay	14
15	6 & Under	25	Freestyle	16
17	8 & Under	25	Freestyle	18
19	9-10	50	Freestyle	20
21	11-12	50	Freestyle	22
23	13-14	50	Freestyle	24
25	15-18	50	Freestyle	26
27	8 & Under	25	Butterfly	28
29	9-10	50	Butterfly	30
31	11-12	50	Butterfly	32
33	13-14	100	Butterfly	34
35	15-18	100	Butterfly	36
37	6 & Under	25	Backstroke	38
39	8 & Under	25	Backstroke	40
41	9-10	50	Backstroke	42
43	11-12	50	Backstroke	44
45	13-14	100	Backstroke	46
47	15-18	100	Backstroke	48
49	6 & Under	25	Breaststroke	50
51	8 & Under	25	Breaststroke	52
53	9-10	50	Breaststroke	54
55	11-12	50	Breaststroke	56
57	13-14	100	Breaststroke	58
59	15-18	100	Breaststroke	60

<b>Event - Boys</b>	<b>Age Group</b>	<b>Distance</b>	<b>Stroke</b>	<b>Event - Girls</b>
61	8 & Under	50	Freestyle	62
63	9-10	100	Freestyle	64
65	11-12	100	Freestyle	66
67	13-14	100	Freestyle	68
69	15-18	100	Freestyle	70
71	8 & Under	100	Ind. Medley	72
73	9-10	100	Ind. Medley	74
75	11-12	100	Ind. Medley	76
77	13-14	200	Ind. Medley	78
79	15-18	200	Ind. Medley	80
81	8 & Under	100	Freestyle Relay	82
83	9-10	200	Freestyle Relay	84
85	11-12	200	Freestyle Relay	86
87	13-14	200	Freestyle Relay	88
89	15-18	200	Freestyle Relay	90

## 12. LEAGUE CHAMPIONSHIP AND QUALIFYING MEETS:

### 12.1. Championship Participation:

12.1.1. To participate in the Preliminary and Championship meets, each swimmer must have:

12.1.1.1. Attended 10 team practice sessions during the season.

12.1.1.2. Participated in two regular season meets, **not** including prelims and finals.

### 12.2. Championship Scheduling:

12.2.1. Preliminary qualifying meets are scheduled on different days and separated into age groups. **A swimmer must swim in his/her own age group at Preliminaries.**

12.2.2. At Championships, for 13-18 relays, as long as each relay team has at least one swimmer in the correct age group, other swimmers may move up from any age group to swim in the 13-14, 15-18 medley relays. Swimmers may not swim on more than one (1) medley relay. The purpose of this is to provide an opportunity for teams without enough older swimmers to still have a medley relay team.

12.2.3. All entries are due to host team by the entry deadline.

12.2.3.1.1. All meet entries including relays (but not swimmer names for relays) must be electronically submitted using Hy-Tek's Team Manager software. A PDF copy of the team entry report must also be emailed to the host team along with the entry file.

12.2.3.1.2. The team hosting championships will be responsible for importing meet entries for all prelims and championships for their division. They will distribute database to teams hosting preliminary meets.

12.2.3.1.3. The team hosting championships will pre-seed all preliminary meets and generate preprinted deck labels from Meet Manager. All teams will contribute labels and cards to hosting teams for their swimmers.

12.2.3.1.4. For events with three or more heats, all entries will be

pre-seeded from slowest to fastest with the last three heats using barrel seeding. Late entries (swimmer not previously entered into the meet) will be allowed to swim.

**12.2.3.1.5.** Heat entries for the championship relays **do not** require individual names, but **must** be designated as **Team A, B, and C**.

**12.2.3.2.** Each swimmer may enter a **maximum of three individual events and two relays**.

**12.2.3.3.** **All** swimmers **must** swim in their **own age group** for **all** events for preliminary meets.

**12.2.3.4.** Timed relay competition will not be held at prelims. Each team may submit a maximum **of three teams per event**. All relay swimmer names must be declared at least 30 minutes before the start of the championship meet for the Medley Relay events and no later than the start of Event 61 (Boys 8 & Under 50 Freestyle) for the Freestyle Relay events.

**12.2.3.5.** If a swimmer is not in the first chair behind his/ her block (next swimmer) when the preceding heat is started (unless extenuating circumstances prevail), he/ she will forfeit the chance to swim in that event and the alternate will be given the opportunity to swim.

**12.2.3.6.** **No** exhibition swimming is allowed during Preliminaries and Championships.

### **13. ALL-STARS MEET:**

#### **13.1. ALL-STARS ELIGIBILITY**

**13.1.1.** Entered swimmers must also meet the League requirements, in which they have attended 10 team practices and have competed in at least one dual meet during the current season. Swimmer's name must be on the final team and League rosters and their insurance dues paid.

**13.1.2.** The All-Stars meet comprises those swimmers from all divisions who have achieved a qualifying time or placed first at their divisional championship meet during the current season.

**13.2.** Qualifying times are reviewed and revised, if necessary, by the

League on an annual basis. All-Stars qualifying times will be posted to the League website prior to the first scheduled dual meet of each season.

- 13.3.** A fee is charged for each entrant in the meet, which includes the cost of an All-Stars t-shirt.
- 13.4.** The venue for the All-Stars meet is decided upon no later than the May Parent Delegate meeting. All teams are encouraged to volunteer to host the event.
- 13.5.** Entry cards and labels are provided by each team participating in the All-Stars meet.
- 13.6.** Volunteer staffing for the All-Stars meet is divided equally among the participating teams.
- 13.7.** The Scoring/ Computer/ Records Chairperson will be in charge of Meet Manager software for the All-Stars meet. And, will supply the computer and printer.
- 13.8.** Those teams interested in hosting the All-Stars Meet must complete and submit to the board the All-Stars Meet Bid Form (see MHSL Form 35.3) no later than April 15. The Board will determine the hosting team by April 30.
- 13.9.** The All-Stars hosting team is responsible for the following:
  - 13.9.1.1.** Creating and marking designated areas for all teams participating.
  - 13.9.1.2.** Creating a work schedule for volunteers. Requirements for volunteers should be communicated as early in the season as possible, but no later than the regularly scheduled general League meeting in July.
  - 13.9.1.3.** Providing programs for participating teams and for sale to spectators.
  - 13.9.1.4.** Providing designated areas for the computer, card marking and awards, to include a container of some kind (bag or box) per team for medals and ribbons.
  - 13.9.1.5.** Providing or recruiting one certified Meet Referee to oversee the entire meet.

**13.9.1.6.** Providing or recruiting one Clerk of Course to manage the heating area for the entire meet.

#### **14. OFFICIALS AND DECK STAFF REQUIREMENTS:**

- 14.1.** All MHSL officials are required to read and understand the **Mountain Hi Swim League Rules and Guidelines for Officials and Deck Staff** booklet (MHSL Rules and Guidelines which can be found on [www.mhsl.org](http://www.mhsl.org)). Each year, officials recertifying for the same position they held the previous year are required to attend a clinic/course provided by the League or pass the League test or tests for his/her relevant position with at least 80% accuracy. All **new** MHSL officials for Stroke & Turn Judge, Starter, and Referee must attend a League conducted clinic.
- 14.2.** The MHSL will accept a USA Swimming Official's credentials for all positions of certification he/she currently holds to qualify as a "recertifying" official as outlined in the MHSL Rules and Guidelines booklet. Proof of current certification must be submitted to the Officials Chair. The USA Swimming Official may attend a League conducted clinic or take the relevant MHSL recertifying test or tests, passing with at least 80% accuracy.
- 14.3.** Each team must have at least one recertifying official attend a League conducted Stroke & Turn Judge clinic even if all officials are returning from the prior season or meet the requirements of 14.2. It is suggested that the official attending the requisite clinic is the team's Meet Referee.
- 14.4.** Each team is entitled to conduct their own MHSL Stroke & Turn Judge clinic for recertifying Stroke & Turn Judges on their own team. If the team chooses to take this action, the individual who teaches the course must have met the requirements in 14.3. That MHSL official is responsible for proctoring the written Stroke & Turn Judge test provided by the League and submitting the test's answer sheets for each attendee with an attached list of participants to the League Officials Chair by May 30<sup>th</sup> of the current season. The list must include the name of the proctoring official and the following information for each recertifying Stroke & Turn Judge: name (legibly written), contact phone number, e-mail address, team affiliation, and years of experience in the re-certifying position.
- 14.5.** The hosting team should have the appropriate equipment in working order and available to deck officials at all host meets including, start system and referee whistle(s), headsets, DQ slips, clipboards, sharpened pencils, wristbands, and program of events.

- 14.6. Meet Referee:** (can also act as the Starter if not otherwise designated.)
- 14.6.1.** The Meet Referee shall have full authority over the swimming competition as outlined in the MHSL Rules and Guidelines and is responsible for the safety of all swimmers. The Parent Delegates, or their designee, will maintain order of the swimming event for all matters outside of the competition.
- 14.6.2.** All **new** Meet Referees must have at least **one year experience as a Stroke & Turn Official or be currently certified as a USA Swimming Referee**. Only in the provisional year of a new team will an exception be granted. New Meet Referees must attend clinics for Stroke & Turn, Starter and Meet Referee.
- 14.6.3.** Prior to the start of the meet, the Meet Referee should:
- 14.6.3.1.** Conduct the Officials pre-meet meeting no later than 30 minutes prior to the start of the meet. **All** Officials who will be working the meet, including the Deck Referees, Starters, Stroke & Turn Judges, DQ Communicators (if required by the Division), and the Scribes must be at the meeting.
- 14.6.3.2.** Review for the Stroke & Turn Judges where the Deck Referees, Starters, Meet Referee, and Scribes will be positioned on the deck.
- 14.6.3.3.** Review jurisdiction quadrants for the S&T Judges. Each S&T Judge will be positioned at the end of the pool, in the middle of their respective lanes to provide equitable judging.
- 14.6.3.4.** Review and demonstrate correct positions for the Stroke & Turn Judges to observe the strokes. Discuss deck rotation, substitution procedures for shift changes, headset protocol, reporting procedures for DQ's, and protest procedures. Make the deck assignments for the Stroke & Turn Judges (2 from each team) and the DQ Communicators (one from each team). Each DQ Communicator will be assigned one-half of the pool's lanes for the purpose of informing the swimmers in his/her jurisdiction of their infractions.
- 14.6.3.5.** Remind the S&T Judges that we do not judge 6 & Under events; ask if there are any questions regarding strokes or interpretations of the rules.

**14.6.3.6.** Have each person test his/her headset for good working order; ask each person to verify that his/her headset is on manual (NOT vox) for the talk setting, and let them know you have extra batteries, if needed.

**14.6.3.7.** Note: Use your headset to keep the officials informed of what heat is in the water. This is especially important when the Clerk of Course has combined the first few heats due to scratches.

**14.7. Starter:** Help the swimmers achieve the best start possible. After the whistle to step up or step in and upon a signal from the Meet Referee, assume full control of the swimmers until a fair start has been achieved.

**14.7.1.** Starter should make every effort to keep the meet running without delays and keep swimmers in the pool and events flowing. If a Deck Referee is being utilized, this task becomes the responsibility of the Deck Referee.

**14.7.2.** Starters shall record the Order of Finish for each heat in his/her heat sheet, which will be turned in to the Scoring Table at the end of the meet. Recording Order of Finish by the Deck/Meet Referee is optional.

**14.8. Scribe:** The host team must provide one Scribe or Meet Referee designee to record all approved disqualifications on the disqualification forms to be turned into the scoring table.

**14.9. Stroke & Turn Judges:** Stroke & Turn Judges shall ensure fair and equitable competition for all swimmers.

**14.9.1.** It is recommended that when the shift change takes place, the replacing Stroke & Turn Judges should arrive a few heats ahead of time to observe the deck and become comfortable with where everyone is and what is happening in the water. They should stand next to the person they are replacing. The on-duty Stroke & Turn Judges should continue to observe the swimmers in their jurisdiction until their shift is over. The deck officials should hand over headsets, wristbands, clipboards, pencils, and programs to their replacements.

**14.10. Clerk of Course:**

**14.10.1.** Each team must have at least one person designated as Clerk of Course. Each year, the Clerk of Course must attend a mandatory clinic/course provided by the League.

**14.10.2.** At dual meets, Preliminary meets, and the Championship

meet, the hosting team must provide the Clerk of Course.

- 14.10.3.** The Clerk of Course shall manage the heating area, working closely with the heating coordinators, the Starter, and the Meet Referee to ensure a smooth running meet.
- 14.10.4.** The Clerk of Course should have an area that is clearly marked “Heating Area” where all swimmers must report as soon as their events are called. Events should be called by number and description. (It is helpful to have a heating board with first call/ last call).
- 14.10.5.** The Clerk of Course is responsible for the smooth and efficient flow of swimmers within the “Heating Area”. Swimmers should be urged to be in place either three heats or three events before they are due to swim.
- 14.10.6.** The Clerk of Course should keep the heating area full and ready for subsequent events so as to not delay the meet.
- 14.10.7.** The Clerk of Course will be provided all entry cards and a program of the names of all swimmers in all events, including relays, in the order (slowest to fastest) in which they will swim, by the Friday prior to the meet by the Meet Manager operator. If a team has an automated timing system that does not require timers to record times manually, entry cards are not required. In addition, the Clerk of Course is not required to comply with 14.11.8, 14.11.9 or 14.11.12.
- 14.10.8.** The Clerk of Course should assure that each entry card has a label and is correct, i.e., proper event number, distance, and heat/lane assignment (slowest to fastest).
- 14.10.9.** All cards should then be transferred to a box labeled by event and heat. Pink cards are for girls, blue for boys and green for all relays, regardless of sex.
- 14.10.10.** All scratches should be reported to the Clerk of Course at least 30 minutes prior to the start of the meet, cards should be marked with an “S”, then forwarded to the Computer/Scoring area with the scratch form. For those teams with automated timing systems, a procedure must be established to provide the computer scoring area with all scratches in writing at least 30 minutes prior to meet. Should scratches occur during the meet the computer scoring area must be notified immediately. For automated systems, scratches must be notified in advance of the event so swimmers are not mistaken for scratched swimmers.

- 14.10.11.** All relays should be declared for events 5-14 at least 30 minutes prior to the start of the meet and for events 81-90 by the start of the Individual Medleys (event 71).
- 14.10.12.** The Clerk of Course may combine events (if only one or two swimmers) and or heats (a heat cannot have only one swimmer, move swimmer from another heat-- slowest swimmers move up a heat, fastest swimmers move down) if allowable when necessary to expedite meet.
- 14.10.13.** The Clerk of Course shall notify the Starter/Meet Referee and Stroke and Turn/Chief Judge/Meet Referee with the number of heats, scratches and any significant changes in an event, to update their meet program.
- 14.11. Heating Area Coordinator:** Each team must provide at least one Heating Area Coordinator, to assist the Clerk of Course for every dual meet.
- 14.12. Timers: (this section may differ for teams with automated timing system).**
- 14.12.1.** Time is the measure of a swimmer's performance. The timer's role is to determine how long it took for each swimmer to cover the distance of his/her event.
- 14.12.2.** At dual meets, one-half of the timers are supplied by each team. At Preliminary, Championship, and All-Star meets, the required number of timers should be divided equally among the participating teams.
- 14.12.3.** Each lane should have three timers and three stop watches. Watches are provided by the timer's home team.
- 14.12.4.** It is recommended that the head timer has two watches started for each heat as backup watches.
- 14.12.5.** Each lane should have a clipboard and sharpened pencil
- 14.13. Runners:** The hosting team is responsible for providing a minimum of two runners for each dual meet. The Runner is responsible for relaying cards from timers and disqualification slips from the Scribe to scoring at the end of each heat.

#### **14.14. Protest Procedures:**

- 14.14.1.** Protests may come from a Parent Delegate or Coach and must be clearly written on the Protest form and submitted to the Meet Referee within 30 minutes of notification of the infraction.
- 14.14.2.** Disqualifications should be presented to the coach within 30 minutes of the infraction by the hosting team. All protests submitted to the Meet Referee will be addressed promptly.
- 14.14.3.** The Meet Referee will notify the scoring table that a protest has been filed. The swimmer's card and DQ slip will be forwarded to the Meet Referee. The Meet Referee will then call a meeting of the Protest Committee.

The Protest Committee should consist of a Stroke Judge from each team and a Parent Delegate from each team. (If the Parent Delegate is the person filing a protest, a Parent designee from that team must replace that Parent Delegate for that specific protest). The Referee gathers the facts of the disqualification from the official that called the infraction and presents those facts to the Committee. The Committee then votes on whether or not the infraction should be overturned. The referee votes only in the event of a tie.

- 14.14.4.** The Protest Committee has the right to question the coach and the Stroke & Turn Judge involved, if they so choose. The decision will be communicated to the scoring table and the coach submitting the protest request by the Meet Referee. Every effort should be made to reach a decision within 30 minutes of receiving the protest request.
- 14.14.5. Dual Meets:** At dual meets, the Meet Referee is the final authority in resolving disputes regarding the competition. At Preliminary, Championship and All-Stars meets, the Meet Referee will assemble and head the Protest Committee.
- 14.14.6. Championships:** It is the responsibility of the Meet Referee to assemble and head the Protest Committee. The Protest Committee must be established prior to the start of the meet and shall include, in addition to the Meet Referee, the Division V.P. (or designee), a Parent Delegate, a swimmer, a Stroke & Turn Judge (may not be the Stroke & Turn Judge making the call), a coach, ***and an additional Parent Delegate from the unrepresented team.*** All teams swimming must be represented on the Protest Committee. Each member of the committee will have a vote, except the Division Vice President who will vote only in the event of a tie. Because there are several scenarios that could play out (i.e., Meet Ref and Div V.P. could be from the same team), it is the Division V.P.'s responsibility to ensure that each

team is represented on the Protest Committee--with the Division V.P. acting as a non-voting member except in cases of a tie. Protests must be submitted in writing within 30 minutes of infraction. The Protest Committee has the right to question the coach and the Stroke & Turn Judge involved, if they so choose. The decision will be communicated to the coach submitting the protest request by the Meet Referee. A decision must be reached within 30 minutes of receiving the protest request.

**14.14.7. Championships:** It is the responsibility of the Meet Referee to assemble and head the Protest Committee. The Protest Committee must be established prior to the start of the meet and shall include, in addition to the Meet Referee, the Division V.P. (or designee), a Parent Delegate, a swimmer, a Stroke & Turn Judge (may not be the Stroke & Turn Judge making the call), a coach, ***and an additional Parent Delegate from the unrepresented team.*** All teams swimming must be represented on the Protest Committee. Each member of the Committee will have a vote, except the Division Vice President who will vote only in the event of a tie. Because there are several scenarios that could play out (i.e., Meet Referee and Div V.P. could be from the same team), it is the Division V.P.'s responsibility to ensure that each team is represented on the Protest Committee--with the Division V.P. acting as a non-voting member except in cases of a tie. Protests must be submitted in writing within 30 minutes of notification of the infraction. The Protest Committee has the right to question the coach and the Stroke & Turn Judge involved, if they so choose. The decision will be communicated to the coach submitting the protest request and the Scoring Table by the Meet Referee. Every effort should be made to reach a decision within 30 minutes of receiving the protest request.

**14.14.8. All-Stars:** It is the responsibility of the Meet Referee to assemble and head the Protest Committee. The Protest Committee must be established prior to the start of the meet and shall include, in addition to the Meet Referee, a Parent Delegate, a Coach, a Swimmer, and a Stroke & Turn Judge (may not be the Stroke & Turn Judge making the call). All divisions must be represented on the Protest Committee. Each member of the Committee will have one vote, except the Meet Referee who will vote only in the event of a tie. Protests must be submitted in writing within 30 minutes of notification of the infraction. The Protest Committee has the right to question the coach and the Stroke & Turn Judge involved, if they so choose. The decision will be communicated to the coach submitting the protest request and the Scoring Table by the Meet Referee. Every effort should be made to reach a decision within 30 minutes of receiving the protest request.

**14.14.9. Officials Certification Requirements: All meet officials are required to read and understand the Mountain Hi Swim League Rules and Guidelines for Officials and Deck Staff booklet. Each year, officials are required to attend a clinic/course provided by the League or pass the League tests for their relevant position with at least 80% accuracy. The MHSL will accept a USA Swimming Official's credentials for all positions of certification he/she currently holds as a "re-certifying" official, as below. Proof of current certification must be given to the Officials chair.**

For Stroke & Turn Officials:

- All new Stroke & Turn officials must attend a League conducted clinic. It is recommended that a League conducted clinic be lead by a current USA Swimming credentialed official; however, if such an individual is not available the Board will approve an appropriate replacement. If a team provides a current USA Swimming credentialed official to conduct the League clinic they will be awarded a point.
- Each team must have at least one re-certifying official attend a League conducted Stroke & Turn Clinic; (only in the first year of a new team will an exception be granted). That official may then lead a team-conducted Stroke & Turn clinic where all participants will take the Stroke & Turn test. The official who conducted the clinic is responsible for submitting the test's answer sheets for each attendee with an attached list of participants to the League Officials Chair by May 30<sup>th</sup> of the current season. The list must include the name of the proctoring official and the following information for each re-certifying Stroke & Turn Judge: the name (legibly written), contact phone number, email address, team affiliation and years of experience in the re-certifying position. The League recommends that the Meet Referee should be the official to attend the clinic and lead the team conducted clinic.

Re-certifying Stroke & Turn officials may:

- Attend a League clinic; or
- Attend a team-conducted clinic; or
- Pass the Stroke & Turn test with 80% accuracy

For Starters and Meet Referees:

- All new Starters and Meet Referees must attend a League conducted clinic
- All new Meet Referees must have one year of experience as a Stroke & Turn Official. Only in the first year of a new team will an exception be granted. New Meet Referees must attend clinics for Stroke & Turn, Starter and Meet Referee.
- Re-certifying Starters and Meets Referees may attend a League clinic or take the appropriate test(s) for the desired position. Starters only take the Starter's test; the Meet Referee must take the Stroke & Turn, Starter, and Meet Referee tests.

- 15. Insert MHSL Rules and Guidelines**
- 16. Insert Officials Tests**

**17. SCORING:** The scoring table is where the official time and swimmer's placement is determined, results are entered in the Meet Manager software, the meet is scored, and award ribbons are prepared.

**17.1. Team Manager Operator:** There must be at least one person **per team** competent to process entries and manage the team's data in Hy-Tek Team Manager.

**17.2. Meet Manager Operator:** There must be at least one person **per team** competent to operate Hy-Tek Meet Manager for setting up and running MHSL meets.

**17.3.** The scoring table should post and/or announce the score at the meet after every 10 events. At the end of each meet, results will be given to the home team and visiting team via a data file. The results will also be reported to the Division V.P.

**17.4. Scoring Table Personnel for Dual Meets.**

**17.4.1.** Card Marker (2) Each team provides a card marker to:

**17.4.1.1.** For individual events, use pink (female) and blue (male) cards. For Relays, use green cards.

**17.4.1.2.** Receive the completed cards and DQ slips from the runners; write the name of the swimmer on the DQ slip, tear off yellow copy; staple the white copy to the card, and write DQ in black on card. DQ slips for 6 & Unders, are probably in error; investigate; if issued in error, throw them away. The yellow copy of the DQ slip should be placed in the appropriate labeled basket for each team. The scoring table designee will pick up any slips in the baskets and deliver them to the respective team coach or designee in a timely manner.

**17.4.1.3.** Circle the middle finish time of the three times listed. In the event that there are only two times provided, the average of the two times will become the official time. Do not round up when you are calculating an average time (use only hundredths, add the two times together and divide by two). If the two times are exactly the same use that time as the official time. If there is only one time that is the official time. A swimmer who has been disqualified may not receive points or ribbons.

**17.4.2.** Determine Order of Finish – If there are times **from the same heat** that are within .30 seconds (30 one-hundredths) of each other, the Scoring Table shall request Order of Finish from the Starter or Deck/Meet Referee for the affected swimmers in that heat. This information should be used to help determine the proper finish order of those swimmers when compiling the final results. **In no case may a swimmer with a faster time displace another who finished ahead of him/her within the same heat.** The Meet Manager software should be used to “judge” the swimmers to place them in the correct finish order. The times for those swimmers will remain as determined by the procedures in 17.4.1.3.

**17.4.3.** Ribbon Labelers (2 - one from each team)

**17.4.3.1.** The League provides ribbons for 1st-6th place.

**17.4.3.2.** The Meet Manager software will produce labels for the places to be put on the ribbons, separated by team, and given to their respective teams with the cards and back-up files at the end of the meet. Super swimmer, higher place, participation ribbons, or heat ribbons may be provided at the discretion of each team.

**17.4.3.3.** Producing additional labels is the responsibility of each team and can be accomplished after the meet.

**17.5. Meet Manager/ Operator(s) (1-2 People):**

**17.5.1.** Using the MHSL meet template, the home team runs the Meet Manager software to record the results from the deck cards for each event in the computer.

**17.5.2.** After entering each event’s data, the software will score the meet. While recording times, double check to ensure the middle time is circled and the times are correct. When recording data: times for all heats need to be entered before scoring the event. Double-check all scores. If a tie is declared, the points of the two places involved are added together and divided by two by the software; each team is given the resulting points. The higher place ribbon will be awarded to BOTH swimmers and the next place will not be awarded. (i.e. two 1st place ribbons and no 2nd place ribbon, then on to 3rd and 4th).

**17.5.3.** After the Meet Manager Operator has finished with the cards, the cards are divided by team and passed on to each team’s ribbon labeler to match up with the ribbons. At the end of the meet, each team is given their own cards and ribbons.

**17.6. Recommended Score Table Supplies:**

Computer loaded with Meet Manager software  
 Printer  
 Paper and Labels  
 Computer Back-up hardware such as flash drives, CDs, etc.  
 2 sectioned dividers to organize deck cards as they arrive  
 Printouts of Meet Program and Athlete Entries, Ribbons  
 Pencils and Pens  
 Stapler and staples  
 Masking and transparent tape  
 Black Sharpies  
 Rubber bands, Paper clips  
 Heavy objects to hold papers down if windy  
 Clothes pin to hold heats together  
 Box, Bag, something to keep card/ribbons in  
 2 trays/baskets labeled Home Team and Visitor for placing  
 coaches' (yellow) copy of DQ slip

**17.7. Dual Meet Scoring:**

PLACE	IND. EVENTS	RELAYS
First	6	8
Second	3	4
Third	2	0
Fourth	1	0

**17.7.1.** Points are awarded to the top four finishers for each individual event, with a team being limited to three scoring places regardless of the number of entries. The scoring for individual events will be 6, 3, 2, and 1, regardless of number of lanes. Relays will be scored 8 and 4. Heats will be swum slowest to fastest.

**17.7.2.** No points will be awarded for the 6 & Under events. 6 and Under events shall compete for participation ribbons. Place designated ribbons may be distributed at the discretion of the swimmer's team.

**17.7.3.** All scoring will be done using League sanctioned software, e.g. Computer(s) with League sanctioned software (Hy-Tek's Team Manager and Meet Manager) loaded and a printer.

**17.7.4.** Meet results should be retained by each team for the season for verification purposes. When the divisional meets are completed, a

backup copy of the database will be emailed to the Scoring/Computer/Records chair.

**17.7.5.** Meet results must be submitted to the Division Vice President by Sunday night following each meet for review and posting on the League website. The Division Vice President must submit results for all teams to the Webmaster by Tuesday night following each meet, and the Webmaster must post results by Wednesday night following each meet. Infractions of this policy should be brought to the attention of the League Board.

**17.8. Championship Scoring:**

PLACE	INDIVIDUAL EVENT	RELAY EVENT	
6 lane pool:			
	1	16	32
	2	13	26
	3	12	24
	4	11	22
	5	10	20
	6	9	18
	7	7	14
	8	5	10
	9	4	8
	10	3	6
	11	2	4
	12	1	2
8 lane pool:			
	1	20	40
	2	17	34
	3	16	32
	4	15	30
	5	14	28
	6	13	26
	7	12	24
	8	11	22
	9	9	18
	10	7	14
	11	6	12
	12	5	10
	13	4	8
	14	3	6
	15	2	4
	16	1	2

### 17.8.1 Championship Instructions for Scoring table:

- 17.8.1.1 Scratch meeting** - At least 30 minutes before the start of the meet, Scoring Table computer personnel, coaches and the Clerk of Course should meet to discuss scratches and late entries.
- 17.8.1.2 Scorers:** Each team must provide 2-3 people to adequately man the scoring table on the day of the meet.
- 17.8.1.3 Card markers** – Receive the completed cards and DQ slips from the runners; write the name of the swimmer on the DQ slip and tear off yellow copy; staple the slip white copy to the card, and write DQ in black on card. DQ slips for 6 & Under are probably in error; investigate; if issued in error, throw them away. The yellow copy of the DQ slip should be placed in the appropriate labeled basket for each team. The Scoring Table designee will pick up any slips in the baskets and deliver them to the respective team coach or designee in a timely manner.
- 17.8.1.4** Circle the middle finish time of the three times listed. In the event that there are only two times provided, the average of the two times will become the official time. Do not round up when you are calculating an average time (use only hundredths, add the two times together and divide by two). If the two times are exactly the same, use that time as the official time. If there is only one time, that is the official time. A swimmer who has been disqualified may not receive points or ribbons. The cards are placed in the respective team bag along with any medals won by that team.
- 17.8.1.5 Computer personnel:** Result sheets should be posted as soon as possible following the completion of each event. A back up of the meet results should be emailed to the Meet Manager person for each team as well as the League Computer Chairperson. Team Manager and Meet Manager files should be made for those teams that bring an electronic storage device to the meet.

#### Swim-offs:

- 17.8.1.5.1** A swim-off is considered to be part of the total preliminary process of qualifying for the finals. Swim-offs will occur when two or more swimmers with duplicate times fall within the following positions in the preliminary results:

For one heat of finals:

6-lane pool: 6<sup>th</sup>/7<sup>th</sup> places; 7<sup>th</sup>/8<sup>th</sup> places; 8<sup>th</sup>/9<sup>th</sup> places;

8-lane pool: 8<sup>th</sup>/9<sup>th</sup> places; 9<sup>th</sup>/10<sup>th</sup> places; 10<sup>th</sup>/11<sup>th</sup> places;

For 2 heats of finals (consols and finals):

6-lane pool: 6<sup>th</sup>/7<sup>th</sup> places; 7<sup>th</sup>/8<sup>th</sup> places; 12<sup>th</sup>/13<sup>th</sup> places; 13<sup>th</sup>/14<sup>th</sup> places; 14<sup>th</sup>/15<sup>th</sup> places;

8-lane pool: 8<sup>th</sup>/9<sup>th</sup> places; 9<sup>th</sup>/10<sup>th</sup> places; 16<sup>th</sup>/17<sup>th</sup> places; 17<sup>th</sup>/18<sup>th</sup> places; 18<sup>th</sup>/19<sup>th</sup> places;

- 17.8.6.2.** The swim-off shall be timed and judged in the same manner as the original event. For the seeding of finals, the time used for the swimmers involved shall be the time achieved in their original preliminary heats.
- 17.8.6.3.** This elimination may be held at any time set by the Referee, but not more than 45 minutes after the last heat of any event in which any one of these swimmers is competing in that session.
- 17.8.6.4.** In the case of a disqualification in a swim-off, the swimmer so disqualified is given the lowest qualifying position for which he/she is competing. Disqualification in a swim-off for a qualifying position shall not eliminate a swimmer from eligibility to compete in the accompanying finals, or as an alternate. If disqualifications leave a vacancy for the full complement of finalists, swim-offs shall be continued among the disqualifying swimmers until a full complement of finalists is assured.
- 17.8.7. Ribbon Table** – Place labels on ribbons/medals and separate (preferably in a box or bag) marked for each team. Post all result sheets in designated area.

## **17.9 Awards:**

### **17.9.1 Dual Meet Awards:**

- 17.9.1.1** All first through sixth place finishers in individual events will receive ribbons as provided by the League.
- 17.9.1.2** All first through third place finishers in relay events will receive ribbons as provided by the League.

- 17.9.1.3** Each team is responsible for the purchase and distribution of its own participation ribbons and any other place ribbons they choose to hand out except for 6 & Under event participation ribbons, which will be supplied by the League.

**17.9.2 League Championships and Qualifying All-Stars Meet Awards:**

- 17.9.2.1 Individual Events:** League Championships and All-Stars meets should be held in a pool with at least six lanes. If a division decides to hold their Championship meet with a maximum of two heats for each event (consolations and finals), medals will be awarded for 1st through 6th (8th in 8-lane pool) and ribbons will be awarded for 7th through 12th (9th - 16th in 8-lane pool). 6 & Unders will receive medals with stripe drape for 1st through 6th (8th in 8-lane pool) and ribbons for subsequent places. Swimmers in the consols heat (7th - 12<sup>th</sup> for 6-lane pool and 9th - 16th in 8-lane) will not be eligible to move higher than the top finishing place for consols, regardless of final time or ranking overall.

If a division decides to hold the Championship meet with only a finals heat for each event, medals will be awarded for 1st through 6th (or 8th if 8-lane pool) in the Championship meet. Prelim ribbons will be given to 7th - 12th place (9th - 15th if 8-lane pool). 6 & Unders will receive medals with stripe drape for 1st through 6th (8th in 8-lane pool) and ribbons for prelims.

- 17.9.2.2 Relay Events:** Relay medals will be awarded for 1st, 2nd and 3rd places. Ribbons will be awarded to all relay teams finishing 4th - 6th for 6-lane and 4th - 8th for 8-lane.
- 17.9.2.3 Team Awards:** A trophy will be awarded to the teams finishing first in the League Divisional Championship meets. It will be a traveling trophy for the division.

**17.9.2.3.1** Age division plaques will be awarded to best male/female age divisions.

**17.9.2.3.2** A sportsmanship plaque is awarded to a team in each division based on the conduct of each team throughout the season. The selection is made by the Parent Delegate and Head Coach of each team within the division. Each team receives two votes, one vote cast by the Parent Delegate and one vote cast by the Head Coach. A tie will be broken by the Division Vice President at Championships.

**17.9.3 All-Stars Meet Awards:** Medals will be awarded to 1<sup>st</sup> through 8<sup>th</sup> place and ribbons will be awarded to 9<sup>th</sup> through 16<sup>th</sup> place at the All-Stars meet.

- 18 Insert Meet Manager Handbook**
- 19 Insert Team Manager Handbook**

- 20 Board of Directors Rotation Rubric:** See Appendices 35.12 for Rotation Rubric; updated annually.

**21 President—3 point addition for team**

- 21.8** Appoint members for the new board based on the officer rotation priority list
- 21.9** Attend and execute all Executive Board and League meetings throughout the year. Attend the Coaches meetings and the All-Stars heating meeting.
- 21.10** Create meeting agendas--following the MHSL Board Timeline
- 21.11** Chair League meetings:
  - 21.11.1** Ensure meeting minutes are taken
  - 21.11.2** Initiate any necessary voting
  - 21.11.3** Contact absent teams and notify them of point deductions.
- 21.12** Oversee all Board positions.
- 21.13** Ensure all clinics are run.
- 21.14** Oversee venue and organization of All-Stars meet and All-Stars heating meeting. Assist the President Elect and the All-Stars Chairman as needed. Assist in establishing computer personal for All-Stars meet.
- 21.15** Work with the President Elect in duties and responsibilities for possible absence and transition.
- 21.16** Settle disputes between teams and/or Parent Delegates.
- 21.17** Oversee the Division Alignment Committee
- 21.18** Have a good working knowledge and understanding of the Mountain Hi Swim League By-Laws, Policies and Procedures and other pertinent information.
- 21.19** Follow the MHSL Board timeline.
- 21.20** Review budget and approve all expenditures.

**22 President-Elect--3 point addition for team**

- 22.8** Attend all Executive Board meetings throughout the year.
- 22.9** Schedule locations for all Parent Delegate meetings, coordinate with Board members and inform Secretary for mailings.
- 22.10** Organize and run Clerk of Course Clinic.
- 22.11** Find Venue and organize All-Stars meet and All-Stars heating meeting. Establish all requirements including but not limited to tables, chairs, timing and starting system, heating area, concessions, all other deck crew, computer personnel, awards, locations for each position and teams. Distribute team required volunteer lists no later than Championship heating meeting.
  - 22.11.1** Work with computer personnel to establish proper event labels and computer generated program with cover sheet for the All-Stars Meet.
  - 22.11.2** Coordinate set-up and take-down team for the day of the All-Stars meet including appropriate areas roped off and team placement. Ensure that all key functions are running properly during the entire meet and cleanup after meet.
- 22.12** Fulfill the President duties in his/ her absence at meetings and for decision making. Observe responsibilities and paperwork produced in preparation for a smooth transition.
- 22.13** Oversee Grievance Committee

**23 Secretary--3 point addition for team**

- 23.8** Attend all Executive Board and League meetings throughout the year.
- 23.9** Take minutes during all meetings.
- 23.10** Record and distribute minutes after each meeting. Mail/e-mail minutes to all Board members and Parent Delegates at least one week prior to the next schedule meeting.
- 23.11** Contact Executive Board members prior to each League meeting to collect information for the meeting agenda.
- 23.12** Notify Parent Delegates by mail or e-mail, at least one week prior to the upcoming meeting of the date, time, and location of the meeting as well as any requirements or materials needed.
- 23.13** Type and distribute, by March, the Master Meeting Calendar.
- 23.14** Create and distribute Parent Delegate and Executive Board member contact lists at the April League meeting.
- 23.15** Update Division Roster and General Pool Requirements documents and distribute at the April meeting.
- 23.16** Type and/ or distribute all other information as requested by the Executive Board members.
- 23.17** Update and submit to the Webmaster all pool maps by the April meeting.
- 23.18** Prepare roll call forms for all meetings and take roll at the beginning of each meeting.
- 23.19** Prepare and give a short report, as needed, at each meeting.
- 23.20** Keep electronic file of all documents created. Update the official Secretary's Binder to include copies of all monthly meeting notices, minutes, roll call, contact information, division roster, pool requirements and other documents as a hardcopy reference for the League.
- 23.21** Assist President and President Elect with Committees.

**24 Treasurer--3 point addition for team**

- 24.8** Attend all Executive Board and League meetings throughout the year.
- 24.9** Prepare and file 990EZ IRS tax return by December 15<sup>th</sup> of each year.
- 24.10** Prepare budget for review at the October Executive Board meeting.
- 24.11** Prepare final budget for review at the November Executive Board meeting.
- 24.12** Handle general accounting duties such as collecting team fees, making deposits, paying League bills, reconciling bank statements, and preparing cash receipts and disbursements schedules.
- 24.13** Prepare a Treasurer's report and present at each Parent Delegate meeting.
- 24.14** Oversee Fundraising Committee.

**25 Officials Chairperson--3 point addition for team**

- 25.8** Attend all Executive Board meetings and League meetings throughout the year.
- 25.9** Oversee Officials Committee.
- 25.10** Ensure that all Officials clinics are attended by a member of the Officials Committee.
- 25.11** Manage and keep accurate records of the certification process for Starters, Meet Referees and Stroke & Turn Judges for each team in the MHSL.
- 25.12** In March, order two mini USS rule books for each team.
- 25.13** In March, reserve training locations for the various clinics
- 3 clinics for Stroke & Turn  
2 clinics for Starter/Meet Referee
- 25.14** Keep attendance at all clinics with sign in sheets
- 25.15** In March/April, order Officiating Swimming Video for teams that want to order and pay for video.
- 25.16** In March, update and print the MHSL officials booklet for distribution at the various clinics
- 25.17** In February, compose test for Starter, Meet Referee, and S/T Judges (May be able to use past tests and change dates if there are no rule changes. Can also use the USA Swimming test found on the USA Swimming web site).
- 25.18** In early March, inform MHSL Board of League clinic dates and locations, so web site can be updated prior to first Parent Delegate meeting
- 25.19** In May and June, administer training list and score tests.
- 25.20** In May and June, publish "Certified Officials" list by division and category. Submit list to the Webmaster periodically so website can be updated.

## 26 Insurance Chairperson--3 - point addition for team

- 26.8** Must be experienced with Microsoft Excel and a word processing software program.
- 26.9** Attend all Executive Board meetings and League meetings throughout the year.
- 26.10** Manage all insurance related activities.
- 26.11** Maintain all necessary correspondence with insurance company.
- 26.12** Maintain all necessary insurance liability correspondence with swimming pool facilities used by MHSL teams.
- 26.13** Obtain an adequate number of copies of the MHSL Registration/Insurance form and distribute to all MHSL teams.
- 26.14** Submit insurance fee payment requests with supportive documentation to the MHSL Treasurer for sending to insurance company.
- 26.15** Verify team rosters against submitted insurance forms for May and June roster/insurance submissions.
- 26.16** Oversee Insurance Committee and assist with other MHSL Board Committees as needed.
- 26.17** Timeline for Activities:
- Late January/Early February: Renew NRPA membership with application and membership dues.** Send insurance application, new season letter and \$1,200 deposit to Aon Insurance Company to cover early season practice.
- February:** Get the new registration/insurance forms printed and 3-hole punched. Use prior year's count as a guideline for order quantity.
- March:** Submit to Aon a list of facilities for Certificates of Liability. Make sure to include the team name and address of facility since some teams use more than one facility.
- April:** Distribute the individual teams' Certificates of Liability. Remind the delegates that insurance forms and checks are due at the League meetings in May and June along with a Team Manager

generated roster lists in alpha order. The roster counts must match the number of swimmers that are turned in on the insurance forms.

**May:** Obtain the roster count form, Team Manager rosters, insurance forms, and a check for insurance/league fees for forms submitted from each team. Document the roster count and fees submitted, and then pass the check on to the MHSL Treasurer. Update information in the roster count spreadsheet as each team submits its payment and insurance forms. Verify roster information against insurance forms submitted. Notify each Parent Delegate if there are discrepancies or insurance forms are incomplete. Update the detailed roster spreadsheet (breakout by age group and gender).

**June:** Obtain the updated roster count form, updated Team Manager rosters, insurance forms, and a check for insurance fees for forms submitted from each team. Document the roster count and fees submitted, and then pass the check on to the MHSL Treasurer. Update information in the roster count spreadsheet as each team submits its payment and insurance forms. Verify roster information against insurance forms submitted. Notify each Parent Delegate if there are discrepancies or insurance forms are incomplete. Update the detailed roster spreadsheet. Send a letter to the insurance company with current team detailed roster counts and a check to cover insurance fees due.

**July:** Update final team rosters against insurance forms submitted by July 1st. Update the roster count spreadsheet for adds to rosters submitted after the June parent rep meeting but before July 2nd. Note: No swimmers are allowed to be in the Prelims/Championship meet if his/her insurance form has not been submitted to the League by July 1st. Accept and document in the roster count spreadsheet any final fees submitted for insurance. Turn in final roster counts and fees paid to the MHSL Treasurer. Send final letter to insurance company with appropriate roster documentation and a check for the outstanding fee balance.

Note: The Registration/Insurance form must be updated for each new season.

**27 Computer/League Records Chairperson--3 point addition for team**

- 27.8** Must be experienced with Team Manager, Meet Manager, Microsoft Excel and a word processing software program.
- 27.9** Attend all Executive Board and League meetings throughout the year.
- 27.10** Oversee Scoring Committee.
- 27.11** Conduct training sessions for Team Manager and Meet Manager (including scoring best practices).
- 27.12** Preparing annual default meet format file.
- 27.13** Update All-Stars times and League records annually.
- 27.14** Collect Championship results for all divisions.
- 27.15** Prepare data for end of season analysis of team/division alignment for the board.
- 27.16** Attend Division Alignment meetings.
- 27.17** Support teams regarding scoring issues/questions (this does not mean being tech support for Hy-Tech software)
- 27.18** Maintain League records and publishing a final update (including an updated TM) at the end of the season.
- 27.19** Act as Scoring/ Computer lead for All-Stars meet. Attend All-Stars heating meeting and All-Stars meet.
- 27.20** Ensure that all teams have required software and that team computer personnel know and understand how to run various reports.
- 27.21** Timeline for job responsibilities:
- January:** Reserve rooms for Team Manager and Meet Manager training for the upcoming season. Review newest versions of Team Manager and Meet Manager to decide if the changes warrant all teams moving to the new versions.
- February:** Update Team Manager and Meet Manager documents.

**March:** Update League Records in Team Manager and Meet Manager.

**April:** Update All-Stars Times in Team Manager and Meet Manager. Create import files for League Records and All-Stars Times for Team Manager and Meet Manager, and test import files.

**May:** Conduct Team Manager and Meet Manager Training

**June:** Update the League records with any new documented League records; create and send out records files for the Prelims/Championship divisional meets.

**July:** Collect Championship Meet results for ALL divisions. Attend All-Stars Meet to run scoring table

**August:** Obtain backup copies of all divisional Prelims/Championship and All-Stars meets. Update League records. Import all Championship Meet results into Team Manager and create Paper Chase results.

**September:** Accept any documentation for League records at the September Parent Delegate meeting (final submission time). Update the League records spreadsheet.

**October:** Present paper chase results at Executive Board meeting.

**28 Awards/Ribbons Chairperson—3 point addition for team**

- 28.8** Attend all Executive Board and League meetings throughout the year.
- 28.9** Evaluate costs and request new pricing bids from no less than three vendors. Discuss new pricing information with the Board for approval of vendor.
- 28.10** Hand out order sheets for individual team ribbons with information including deadlines and pricing at first Parent Delegate League Meeting. Explain what the League provides (enough ribbons for one full, 6 lane pool dual meet -relays 1st through 3rd only).
- 28.11** Order appropriate number of ribbons, medals and plaques for dual meets (including individual team orders), Championship and All-Star meets. Order D.Q. slips for League. Order pink/blue/green meet cards for League.
- 28.12** Distribute dual meet ribbons, cards and D.Q. slips at May Parent Delegate Meeting (prior to first dual meet). Distribute Championship medals, ribbons and plaques and one additional D.Q. slip pack (per division) at Championship heating meeting. Distribute All-Star medals and ribbons at All-Star heating meeting (and additional D.Q. slips).
- 28.13** Inventory leftover awards, medals and cards for next year. Submit written list to Executive Board at September wrap-up meeting.

**Awards Vendors from the past:**

Ken Karczewski at Colorado Badge and Trophy 303-722-0800

Debbie at Cottrells 303-790-4600

Craig Bailey Alpine Trophy

Hasty Awards in Nebraska 1-800-448-7714 [www.hastyawards.com](http://www.hastyawards.com)

**28.14 Schedule of Award/Ribbon Ordering**

Acquire bid/quote from at least three vendors by January Executive Board meeting.

Present price proposal and quantity to League President for approval at February Executive Board meeting.

Distribute ribbon order forms to teams at March meeting. All forms must be mailed or returned to Award/Ribbon Chair by the April meeting with payment.

Ribbon order (League provided ribbons), DQ slips and meet entry cards should be placed by April 1st for May distribution to teams.

Order all Championships and All-Stars ribbons, medal and trophy orders, distribute at June meeting.

**Meet Entry Cards**

Pink Meet Entry Cards 30,000  
Blue Meet Entry Cards 20,000  
Green Relay Entry Cards 5,000

**Awards and Ribbons****Dual Meet Ribbons**

	Order Amount	Per Bundle
1st Place/Blue	9000	150
2nd Place/Red	9000	150
3rd Place/White	9000	150
4th Place/Yellow	4200	70
5th Place/Green	4200	70
6th Place/Purple	4200	70
Super Swimmer	3600	150 per team
for season (color changes from year to year)		

Each team receives 1 bag per hosted meet. Bag contains 1 bundle of each place

**Prelim Ribbons****6 Lane Pool**

Individual and relay swimmers 1-6 move on to championships; 1st - 3rd receive a medal and 4th - 6th receive a ribbon.

**8 Lane Pool**

Individual and relay swimmers 1-8 move on to championships; 1st - 3rd will receive a medal and 4th - 8th receive a ribbon.

9th Place/Gray	280	70/bundle
10th Place/Lt. Blue	280	70/bundle
11th Place/Lavender	280	70/bundle
12th Place/Brown	280	70/bundle

**Championship Medals:**

	Order Amount	Bundle amount
1st Place/Blue	600	150
2nd Place/Red	600	150
3rd Place/White	600	150

**Championship Ribbons:**

4th Place/Yellow	600	150
5th Place/Green	600	150
6th Place/Purple	600	150
7th Place/Purple	600	150
8th place/ Orange	600	150
6 and Unders <i>Red-White-Blue drape</i>		27

**All-Stars Medals:**

1st Place/Blue	70
2nd Place/Red	70
3rd Place/White	70
4th Place/Yellow	70
5th Place/Green	70
6th Place/Purple	70

**All-Stars Ribbons:**

7th place/Purple	70
8th place/Orange	70
9th place/Gray	70
10th place/Lt. Blue	70
11th place/Lavender	70
12th place/Brown	70

**Championship Trophies****Age Group Trophies**

20 female and 20 male trophies total

Each age group, each gender and each division needs a plaque on the trophy that reads:

Mountain Hi Swim League

Age Group Winner  
Division (A, B, C or D)  
(Age group and gender) (13-14 Girls or 15-18  
Women)

**Sportsmanship Trophy**

Four 14 inch trophies with a male and female on top of each trophy are needed---one per division.

Each trophy needs a plaque that reads:

Mountain Hi Swim League

Sportsmanship Trophy

Division (A, B, C or D)

**Traveling Championship Trophies**

Make sure the plaque is updated each year to reflect the championship team and the year. Communicate to each division how, when and where the plaque is updated.

**29 Webmaster--3 point addition for team**

- 29.8** Attend all Executive Board meetings and League meetings throughout the year.
- 29.9** Design and create the website. Create or procure all graphics to be used.
- 29.10** Incorporate all data currently available for the League, including all the information formerly represented in the Parent Delegate and Coaches Guide Books.
- 29.11** Submit the website URL to search engines and lists.
- 29.12** Manage the domain registration and hosting for the site.
- 29.13** Create and update email addresses for board members that request them.
- 29.14** Update annually the Executive Board contact information.
- 29.15** Update on a regular basis information provided by the teams, such as contacts, scores and schedules.
- 29.16** Oversee Web Design Committee.

**30 Coaches League Representative--3 point addition for your team**

- 30.8** Must be retained in a current coaching position with one of the affiliated League teams.
- 30.9** Attend all Executive Board meetings and League meetings throughout the year.
- 30.10** Represent the Coaches' interests and communicate any information from these meetings to the Coaches VP for each division.
- 30.11 Conducts the coaches meeting in May by:**
- 30.11.1** A roll call will be taken to confirm attendance.
- 30.11.2** Review the information in the notebook with the coaches.
- 30.11.3** View and discuss the Stroke & Turn video with all the coaches.
- 30.11.4** Divide the coaches into divisions. Each division will choose a Coaches VP who will compile and retain contact information for all the coaches in that division.
- 30.11.5** Create the contact information sign-up sheet for each division to use at the Coaches Meeting. If you choose, create a questionnaire for each coach to fill out to use as a way to discuss coaching ideas.
- 30.11.6** Collect the contact information sign-up sheet after each division's Coaches VP has completed it. Copy the contact information for the League and email a copy of the relevant file to each division's Coaches VP.
- 30.11.7** Meet with all of the new Coaches VP's at the end of the meeting to discuss job description and any other important information.
- 30.11.8** Report to the coaches any pertinent information from the League meetings.
- 30.11.9** Email, prior to the Prelim heating meeting, coach instructions to the all the coaches in the League.

**30.11.10** Prior to the All-Stars Meeting, email all the coaches with a reminder to bring T-shirt order forms and entry money to the heating meeting. Entries must be submitted no later than midnight the Sunday prior to the heating meeting.

**30.11.11** Oversee Coaches Committee

### **31 Division Vice President—1 point addition for team**

- 31.8** To insure knowledge of League operating procedures, a new League Parent Delegate may not hold this position.
- 31.9** Develop your division's dual meet and Prelim/Championship schedule. (Discuss all teams' pool availability with Parent Delegates prior to setting schedule).
- 31.10** Distribute finalized meet schedule to each Parent Delegate in your division and a copy to the League President by the May meeting.
- 31.11** Direct and implement divisional meet policies. A list of all divisional meet policies must be submitted to the MHS� Officials Chair via e-mail prior to May 1<sup>st</sup>.
- 31.11.1** **Dual meet season—Consider the following:**  
 Method of race start at all meets  
 Use of DQ Communicators  
 Parking/pool restrictions at any pool  
 Number of heats per event (time restriction for meet?)  
 Computer reports at end of meet--which ones and how  
 Method of labeling ribbons and medals--who supplies labels?  
 Number of relays per team--per coaches' recommendations  
 Prelim/Championship - yards or meters; number of lanes  
 Number of swimmers advancing to finals  
 Whether or not to swim incomplete/unfilled heats at Prelims  
 Cost of programs at Prelims and Championships
- 31.11.2** Become familiar and proficient with Policies and Procedures of the MHS� as well as other areas covered by USA Swimming regulations (you will be the contact person for all teams in your division regarding clarification/enforcement of League procedures).
- 31.11.3** Coordinate and serve as Meet Director for your division's Championship meet. If unable, work with the host team to appoint a qualified Meet Director.
- 31.11.4** Assemble a Protest Committee for your division Prelim and Championship meets per guidelines.
- 31.11.5** Coordinate summation of events/swimmers to be considered for Leagues records. See information in the Scoring/Records section of the website.

- 31.11.6** Assist the President Elect with the preparations/coordination for the All-Stars meet. Each Division V.P. will serve as coordinator for their division's volunteers as designated by the President Elect. Examples: concessions, deck crew (timers, announcers, Clerk of Course and runners), scoring table, ribbons/award.
- 31.11.7** Accumulate and retain results for each dual meet/championship throughout season.
- 31.11.8** Gather information at Championships regarding sportsmanship award and team awards.
- 31.11.9** Present the awards at the Championship meet. Forward meet results to the Web Page Administrator weekly and to League Consultant and League President at the end of the season.

**32 Coaches Division VP—1 point addition for team**

- 32.8** Conducts divisional breakout meeting at the Coaches meeting and the Prelim heating meeting.
- 32.9** Collect contact information (home phone numbers, email addresses, pool phone numbers) for all coaches.
- 32.10** Email the contact information to all the coaches in your division and the League Coaches Rep. (Make sure the information is received).
- 32.11** Email the meet schedule to each of the coaches in the division.
- 32.12** At the divisional breakout of the coaches meeting, discuss:  
Pool restrictions (i.e.: yards or meters, time meet needs to be over)  
# of swims, swimmers, and relays  
themes  
coaches relay  
share any coaching ideas (i.e.: favorite sets, mottoes, etc)
- 32.13** Meet with the League Coaches Chair at the end of the coaches meeting and submit the necessary personal contact information before leaving.
- 32.14** Email reminders to coaches in your division, and in particular, all information given out by the League Coaches Chair.

### **33 CODE OF CONDUCT:**

- 33.8** Mountain Hi Swim League believes in the development of swimmers both athletically and individually. Mountain Hi Swim League will strive to instill and practice the values of good sportsmanship. In order to achieve these goals, it takes a combination of coaches and parents to set good examples for the swimmers. Mountain Hi Swim League has established and will enforce the following conduct guidelines:
- 33.9** Courtesy, Goodwill, and Sportsmanship: Any parent, swimmer, or other individual acting as an agent, member, Delegate, volunteer, coach, participant, or spectator of either the member teams or the Mountain High Swim League shall behave in a manner that displays mutual regard and respect for others and shall refrain from foul or derogatory behavior. Such behavior includes activity at any and all gatherings and/ or correspondence (electronic or otherwise) that may fall under the jurisdiction of the League.
- 33.10** Personal conduct of team members, parents and guests at all meets is the responsibility of the Parent Delegate of each team.
- 33.11** The Parent Delegates from the home and visiting team should act as Co-Marshals at a dual meet. The marshal(s) shall have full authority to warn or order to cease and desist and, with the concurrence of the Referee, to remove or have removed from the swimming venue anyone behaving in an unsafe manner or using profane or abusive language, or whose actions are disrupting the orderly conduct of the meet.
- 33.12** At Preliminary meets and the Championship meet, the Division Vice President shall act as Marshal. The marshal(s) shall have full authority to warn or order to cease and desist and, with the concurrence of the Referee, to remove or have removed from the swimming venue anyone behaving in an unsafe manner or using profane or abusive language or whose actions are disrupting the orderly conduct of the meet.
- 33.13** At the All-Stars Meet, the President, President Elect, Secretary, Treasurer, League Consultant, and/ or Past President shall act in conjunction with the League Delegate of the host team as Co-Marshal. The marshal(s) shall have full authority to warn or order to cease and desist and, with the concurrence of the Referee, to remove or have removed from the swimming venue anyone behaving in an unsafe manner or using profane or abusive language or whose actions are disrupting the orderly conduct of the meet.

- 33.14** All swimmers, coaches, parents, and spectators should only make remarks in the spirit of friendship and good sportsmanship.
- 33.15** All swimmers, coaches, parents, and spectators should refrain from using foul language or obscene gestures.
- 33.16** All swimmers, coaches, parents, and spectators should applaud the other team's performance and should always shake hands at the end of the race.
- 33.17** All swimmers, coaches, parents, and spectators should follow all rules of the hosting pool.
- 33.18** All swimmers, coaches, parents, or spectators must not introduce any items into the pool including any item that could cause any chemical imbalance in the pool such as Jell-O.
- 33.19** All swimmers, coaches, parents, and spectators should cooperate with and accept the final decisions of the Stroke & Turn Judge, Starter and Meet Referee.
- 33.20** All swimmers, coaches, parents, and spectators must refrain from addressing derogatory remarks to any coach, swimmer, Stroke & Turn Judge, parent, Timer, Starter, Meet Referee or any other volunteer.
- 33.21** All coaches must use proper protest procedures.
- 33.22** All coaches must require positive conduct from his/her swimmers
- 33.23** All coaches, parents, and spectators should always remember that MHSL exists for the positive experience of the swimmer.
- 33.24** All parents should respect the coach's decisions and abilities, except in the case where it may cause injury to the team or swimmer.
- 33.25** Unsportsmanlike conduct will not be tolerated.
- 33.26** Cooperation at all levels is expected from all involved participants to come to reasonable and equitable solutions to disagreements or disputes as they arise.
- 33.27** Any infraction or inappropriate behavior should be submitted to the Grievance Committee. Upon recommendation from the Grievance Committee, the Board will take the appropriate action.

**33.28 TOBACCO PRODUCTS** — Smoking and use of other tobacco products is prohibited on the pool deck, in the locker rooms, in spectator seating or standing areas, and in all areas used by swimmers, during the meet or during the warm-up periods in connection with the meet.

**33.29 ALCOHOLIC BEVERAGES** — Alcoholic beverages are prohibited in all areas of the venue, including, but not limited to, pool deck, locker rooms, spectator seating or standing areas, and in all areas used by swimmers. Exceptions to this provision can be made only with the approval of the MHSL Swimming Board of Directors.

### **34 GRIEVANCE POLICY AND PROCEDURES:**

- 34.8** The Grievance Committee consists of the President Elect, the Secretary (as a non voting member), and the current season Division Vice President from each division.
- 34.9** In the event that a grievance is filed against the President Elect, he/she shall be replaced by the President for the particular grievance in question.
- 34.10** Because the Mountain High Swim League adopts a positive display of sportsmanship as one of its primary goals and because the Mountain High Swim League is operated solely by volunteer members, it is the express desire of the Executive Board that all members and participants attempt to resolve issues amongst themselves. In the event that an issue cannot be resolved without intervention, the following policy is provided as the framework for resolving issues:
- 34.10.1** Members should first try to solve a problem at team level, then a division level, then at League level. At a dual meet, the governing authority resides with the Parent Delegates of the competing teams. The Meet Referee resides over the competition.
- 34.10.2** Grievances must be presented to the President Elect, Secretary, **and** the Division Vice President of the grieving team's division in written form and only through a voting member of the League within 72 hours of alleged offense.
- 34.10.3** Upon receipt of the grievance, the Secretary shall date and keep a permanent record of the grievance.
- 34.10.4** Within 10 business days of receipt of the grievance, the Grievance Committee shall review the complaint; execute any necessary investigation and present findings and recommendation to the Executive Board.
- 34.10.5** With highest regard to the Grievance Committee recommendation, the Executive Board will review the findings and assess any penalties.

Usual penalties:

- 34.10.5.1** Written reprimand with request for immediate resolution of problem.
- 34.10.5.2** One to three point penalty assessed to team.

**34.10.5.3** Dismissal and/ or exclusion from League engagements.

**34.10.5.4** Removal as Parent Delegate or Executive Board Member.

**34.10.5.5** Other penalties as recommended by the Grievance Committee.

**34.11** All grievances, investigations, and supporting documentations should remain confidential amongst the involved parties (i.e. Grievance Committee, Executive Board, grieving team and alleged offending team).

**35.1**

## Mountain Hi Swim League 2009 Ribbon Order Form

Team Name/Division:  
Individual Ordering:  
Phone Number:

All orders are due with payment (checks made out to MHSL) no later than April 9, 2009. Orders received after this deadline will not be placed. Bring payment and order form to the April Parent Rep. Meeting or send to:

Sheila Fuselier  
7096 Cerney Circle  
Castle Rock, CO 80108

Place	Number Ordered
1 <sup>st</sup>	
2 <sup>nd</sup>	
3 <sup>rd</sup>	
4 <sup>th</sup>	
5 <sup>th</sup>	
6 <sup>th</sup>	
7 <sup>th</sup>	
8 <sup>th</sup>	
9 <sup>th</sup>	
10 <sup>th</sup>	
11 <sup>th</sup>	
12 <sup>th</sup>	
13 <sup>th</sup>	
14 <sup>th</sup>	
15 <sup>th</sup>	
16 <sup>th</sup>	
Super Swimmer	

\*League provides 1<sup>st</sup> through 3<sup>rd</sup> place ribbons for all relays and 1st through 6<sup>th</sup> place ribbons for individual events to home team for every dual meet.

Additional ribbons are \$0.145 each

Total additional ribbons \_\_\_\_\_

X .145

Ribbon total \_\_\_\_\_

Castle Rock tax 7.5% \_\_\_\_\_

Total Cost \_\_\_\_\_

All questions should be directed to the 2009 Awards Board Member:

Sheila Fuselier 303-660-1302 or Sheila@idcomm.com.

**35.2**

### **Mile Hi Swim League Dual Meet Scheduling Model**

Week 1	1/2	3/4	5/6
Week 2	2/3	4/5	6/1
Week 3	3/5	4/1	2/6
Week 4	4/2	3/6	1/5
Week 5	5/2	1/3	4/6

- . Assign each team a number.
- In a 6 team division with 3 prelims, there are 15 dual meets, 3 prelims and 1 championship meet
- 19 meets divided by 6 teams equals 3 home meets per team with one team volunteering for a fourth home meet.
- Home meets can be a dual meet, a prelim or a championship meet.
- Review which teams are interested in hosting a prelim and championship meet, because these teams will host only 2 dual meets.
- Review each week and decide which team is the host and which team is the guest. Circle the host team.
- An entire week can be exchanged for another if there is a conflict in scheduling.
- Assign the prelim and championship meet locations.
- You did it!!!

## 35.3

### Mile Hi Swim League All-Stars Meet Bid Form

Thank you for expressing interest in hosting the Mountain High Swim League All-Stars Meet. Please complete the following questionnaire with as much detail as possible. Please provide a detailed explanation with your answer. Should you have any questions regarding completing this questionnaire, please contact either individual listed at the bottom of this form. Please submit questions in writing via email will all individuals listed copied on the email.

Thank you again for your interest.

Question	Response
Name of Team	
Contact Name	
Contact Phone Number	
Contact email address	
Team Division	
Number of pool lanes	
Is your facility available on the following dates:  TBD; Tuesday; All-Stars Heating Meeting  TBD; Saturday; All-Stars Meet	
Does your facility have space to accommodate 450 swimmers AND families? (please provide details: amount of space, grass or concrete, chairs, fencing, etc...)	

Question	Response
<p>Will you be able to accommodate 450 swimmers and their families with your existing rest room facilities? If not, will you bring in portable facilities?</p>	
<p>Will you provide lifeguards for the meet?</p>	
<p>How will you accommodate a rain delay?</p>	
<p>How will you accommodate parking for swimmers and families (number of spaces and adjacent parking options)?</p>	
<p>Do you have starting blocks?</p>	
<p>Do you have a starting system? If so, what type?</p>	
<p>Do you have an individual who is willing to be the Meet Director working in conjunction with the League President Elect for the All-Star Meet? Will this person be present the day of the meet? Please provide name and relevant information (cell phone, home phone, years of swim experience, and email)</p>	
<p>Is this individual willing and able to coordinate volunteers from all teams to assist with?</p>	

Question	Response
<p>Volunteer duties to include:</p> <ul style="list-style-type: none"> <li>• Compile list of volunteers throughout the season</li> <li>• Attend All-Star heating meeting</li> <li>• Arrange for copies of program for coaches, volunteer positions and sales to attendees</li> <li>• Prepare team folders containing entry reports, scratch forms, protest forms...</li> <li>• Prepare map of facility and identify team areas (using signs) for teams (all 23 teams)</li> <li>• Assign warm up times and lanes</li> <li>• designate area for computer/awards with adequate space to operate</li> <li>• Set up</li> <li>• Concession sales</li> <li>• Clean up</li> <li>• Security</li> </ul> <p>(please comment on your ability to control all responsibilities)</p>	

Please submit questions in writing, via email, to the following board members. By copying all the individuals, we will be able to respond to your inquiries much faster.

President

Vice President

Secretary

League Consultant

Past President

Officials Chair

## 35.4

## Mountain Hi Swim League Season Calendar

EXAMPLE

2009 Date	Time	Meeting/Deadline	Where
January 8	6:00 pm	MHSL Board Meeting	Out of Breath Sports
February 12	6:00 pm	MHSL Board Meeting	Northridge Rec. Center
February 12	7:00 pm	MHSL Team Delegate Meeting	Northridge Rec. Center
February 24	6:30 pm	MHSL Board Meeting	Out of Breath Sports
March 5	6:30 pm	MHSL Board Meeting	Emily W-K's house
March 11	6:30 pm	MHSL Board Meeting	Northridge Rec. Center
March 11	7:00 pm	MHSL Team Delegate Meeting	Northridge Rec. Center
April 2	6:30 pm	MHSL Board Meeting	Emily W-K's house
April 30	6:00 pm	MHSL Board Meeting	Southridge Rec. Center
April 30	7:00 pm	MHSL Team Delegate Meeting	Southridge Rec. Center
May 4	7-9:30 pm	Starter/Referee Clinic (Ref's clinic will have interactive discussion; please bring your updated MHSL Meet Referee Book)	Lifetime Fitness 9250 Crown Crest Blvd Parker (E-470 & Parker Rd) 720-842-0800
May 12	7-9:30 pm	Stroke & Turn Judges Clinic	Woodlands Rec. Center 2301 N. Woodlands Blvd. Castle Rock 303-660-1036
May 13	6:30 pm	Scoring Meeting ( <b>ONLY for Division Scoring Committee</b> )	Southridge Rec. Center
May 14	6:30 pm	MHSL Board Meeting	Northridge Rec. Center 8801 S. Broadway Highlands Ranch
May 14	7:00 pm	MHSL Team Delegate Meeting - <b>Deadline for League Dues</b>	Northridge Rec. Center 8801 S. Broadway Highlands Ranch
May 15		<b>Insurance Effective for Swim Teams</b>	
May 19	7:00 pm	Scoring Clinic (Meet Manager)	Northridge Rec. Center 8801 S. Broadway Highlands Ranch
May 20	6:30 pm	Clerk of Courses Clinic	Lifetime Fitness 9250 Crown Crest Blvd Parker (E-470 & Parker Rd) 720-842-0800
May 21	7-9:30 pm	Stroke & Turn Judges Clinic	Lifetime Fitness 9250 Crown Crest Blvd Parker (E-470 & Parker Rd) 720-842-0800
May 26	7-9:30 pm	Starter/Referee Clinic (Ref's clinic will have interactive discussion; please bring your updated MHSL Meet Referee Book)	Westridge Rec. Center 9650 Foothills Canyon Blvd. Highlands Ranch

<b>2009 Date</b>	<b>Time</b>	<b>Meeting/Deadline</b>	<b>Where</b>
May 27	7:00 pm	Coaches Clinic (Team Manager assistance will be offered at the end of Clinic for anyone who needs it).	Northridge Rec. Center 8801 S. Broadway Highlands Ranch
May 30		Intra Squad/Fun Meet	
June 6		Dual Meet	
June 9	7-9:30 pm	Stroke & Turn Judges Clinic	Northridge Rec. Center 8801 S. Broadway Highlands Ranch
June 11	6:30 pm	MHSL Board Meeting	Northridge Rec. Center 8801 S. Broadway Highlands Ranch
June 11	7:00 pm	MHSL Team Delegate Meeting - Last Delegate meeting to submit Registration, Roster and Payments	Northridge Rec. Center 8801 S. Broadway Highlands Ranch
June 13		Dual Meet	
June 20		Dual Meet	
June 27		Dual Meet	
July 1		<b>Deadline to Register Swimmers</b>	
July 7	6:30 pm	MHSL Board Meeting	Northridge Rec. Center 8801 S. Broadway Highlands Ranch
July 7	7:00 pm	MHSL Team Delegate/Prelim Heating Meeting	Northridge Rec. Center 8801 S. Broadway Highlands Ranch
July 11		Dual Meet	
July 13		League Championship Prelims	
July 14		League Championship Prelims	
July 15		League Championship Prelims	
July 18		League Championship Prelims	
July 21	7:00 pm	All-Stars Heating Meeting (Coaches only)	Northridge Rec. Center 8801 S. Broadway Highlands Ranch
July 25		All-Stars Meet	
August 13	6:30 pm	MHSL Board Meeting	Northridge Rec. Center 8801 S. Broadway Highlands Ranch
August 13	7:00 pm	MHSL Team Delegate Meeting	Northridge Rec. Center 8801 S. Broadway Highlands Ranch
September 10	6:30 pm	MHSL Board Meeting	Northridge Rec. Center 8801 S. Broadway Highlands Ranch
September 10	7:00 pm	MHSL Team Delegate Meeting	Northridge Rec. Center 8801 S. Broadway Highlands Ranch

## 35.5

## Mountain Hi Swim League New Team Questionnaire

Question	Response
Name of Team	
Contact Name	
Contact Phone Number	
Contact email address	
Expected age of youngest swimmer	
Expected age of oldest swimmer	
Number of households in community (households eligible to participate in team)	
Expected number of swimmers	
How will you promote swimmer registration?	
Number of lanes indoor?	
Number of lanes outdoor?	
Depth of shallow end (specify indoor or outdoor or both)	
Do you have lane lines in your pool(s) (specify if more than one pool)	
Do you have swimmer lanes on the floor and "T"s on the walls of your pool?	
MHSL requires parent volunteers (parents of swimmers on the team) is this a problem?	
MHSL requires a Parent Team Delegate (Representative) to participate in League activities, is this a problem?	
What time will you reserve (and what days) for practice time?	

Question	Response
MHSL teams are required to host dual meets during the season (June and July), is this a problem?	
Is the team to be sponsored by a homeowners association? If no, what association is the team associated with?	
How many individuals is your facility (where dual meets will be held) capable of handling?	
Do you have starting blocks?	
Do you have a team PC?	
Do you have a starting system?	

Please submit questions in writing, via email, to all of the following individuals. By copying all the individuals, we will be able to respond to your inquiries much faster.

Doug Dwyre, President: [dtje@aol.com](mailto:dtje@aol.com)

Joel Schneyer, Vice President: [mercantilejds@comcast.net](mailto:mercantilejds@comcast.net)

Emily White-Keating, Secretary: [emilyewk@gmail.com](mailto:emilyewk@gmail.com)

Jim Cotsworth, League Consultant: [obsports@aol.com](mailto:obsports@aol.com)

Linda Eaton, Officials Chair: [Linda\\_Eaton@msn.com](mailto:Linda_Eaton@msn.com)

**35.6**

**Mountain Hi Swim League  
Deck Entry Form**

Swimmer's Legal Name (including middle initial):

\_\_\_\_\_

MHSL Age (as of June 1). \_\_\_\_\_ Birth Date (mm/dd/yyyy) \_\_\_\_\_

Team Name and Abbreviation \_\_\_\_\_

Event Number	Event Name	Time
--------------	------------	------

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Mountain Hi Swim League  
Deck Entry Form**

Swimmer's Legal Name (including middle initial):

\_\_\_\_\_

MHSL Age (as of June 1). \_\_\_\_\_ Birth Date (mm/dd/yyyy) \_\_\_\_\_

Team Name and Abbreviation \_\_\_\_\_

Event Number	Event Name	Time
--------------	------------	------

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

35.7

## Mile Hi Swim League Protest Form

Meet: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Team: \_\_\_\_\_ Coach: \_\_\_\_\_

Swimmer: \_\_\_\_\_ Event: \_\_\_\_\_ Heat: \_\_\_\_\_ Lane: \_\_\_\_\_

DQ: \_\_\_\_\_

Stroke Judge: \_\_\_\_\_

**Protest Description:****Protest Committee Decision:**

Disqualification Upheld: \_\_\_\_\_

Disqualification Overturned: \_\_\_\_\_

**Remarks:**

The written protest shall be submitted to the Meet Referee within 30 minutes of notification of the infraction. The Protest Committee has the right to question the coach and Stroke & Turn Judge involved, if they choose. Every effort will be made to reach a decision within 30 minutes of receiving the written protest.

35.8

### Mile Hi Swim League Swimmer/Event Scratch Form

Swimmer Name: \_\_\_\_\_ Age Group: \_\_\_\_\_

Team Name: \_\_\_\_\_

Event # \_\_\_\_\_ Event# \_\_\_\_\_

Event# \_\_\_\_\_ Event# \_\_\_\_\_

Event# \_\_\_\_\_

Swimmer Name: \_\_\_\_\_ Age Group: \_\_\_\_\_

Team Name: \_\_\_\_\_

Event # \_\_\_\_\_ Event# \_\_\_\_\_

Event# \_\_\_\_\_ Event# \_\_\_\_\_

Event# \_\_\_\_\_

Swimmer Name: \_\_\_\_\_ Age Group: \_\_\_\_\_

Team Name: \_\_\_\_\_

Event # \_\_\_\_\_ Event# \_\_\_\_\_

Event# \_\_\_\_\_ Event# \_\_\_\_\_

Event# \_\_\_\_\_

Swimmer Name: \_\_\_\_\_ Age Group: \_\_\_\_\_

Team Name: \_\_\_\_\_

Event # \_\_\_\_\_ Event# \_\_\_\_\_

Event# \_\_\_\_\_ Event# \_\_\_\_\_

Event# \_\_\_\_\_

Swimmer Name: \_\_\_\_\_ Age Group: \_\_\_\_\_

Team Name: \_\_\_\_\_

Event # \_\_\_\_\_ Event# \_\_\_\_\_

Event# \_\_\_\_\_ Event# \_\_\_\_\_

Event# \_\_\_\_\_

35.9

## Mountain Hi Swim League Order of Finish Form

Event # \_\_\_\_\_

Heat # \_\_\_\_\_

Place #                      Lane #

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_

6 \_\_\_\_\_

7 \_\_\_\_\_

8 \_\_\_\_\_

Event # \_\_\_\_\_

Heat # \_\_\_\_\_

Place #                      Lane #

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_

6 \_\_\_\_\_

7 \_\_\_\_\_

8 \_\_\_\_\_

Event # \_\_\_\_\_

Heat # \_\_\_\_\_

Place #                      Lane #

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_

6 \_\_\_\_\_

7 \_\_\_\_\_

8 \_\_\_\_\_

Event # \_\_\_\_\_

Heat # \_\_\_\_\_

Place #                      Lane #

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_

6 \_\_\_\_\_

7 \_\_\_\_\_

8 \_\_\_\_\_

**35.10**

**Mountain Hi Swim League  
Pre-Season Checklist**

(still to come)

**35.11**  
**Mountain Hi Swim League**  
**Team Requirements**

(Still to come)

**35.12**

**Mountain Hi Swim League  
Officer Rotation**

(Still to come)