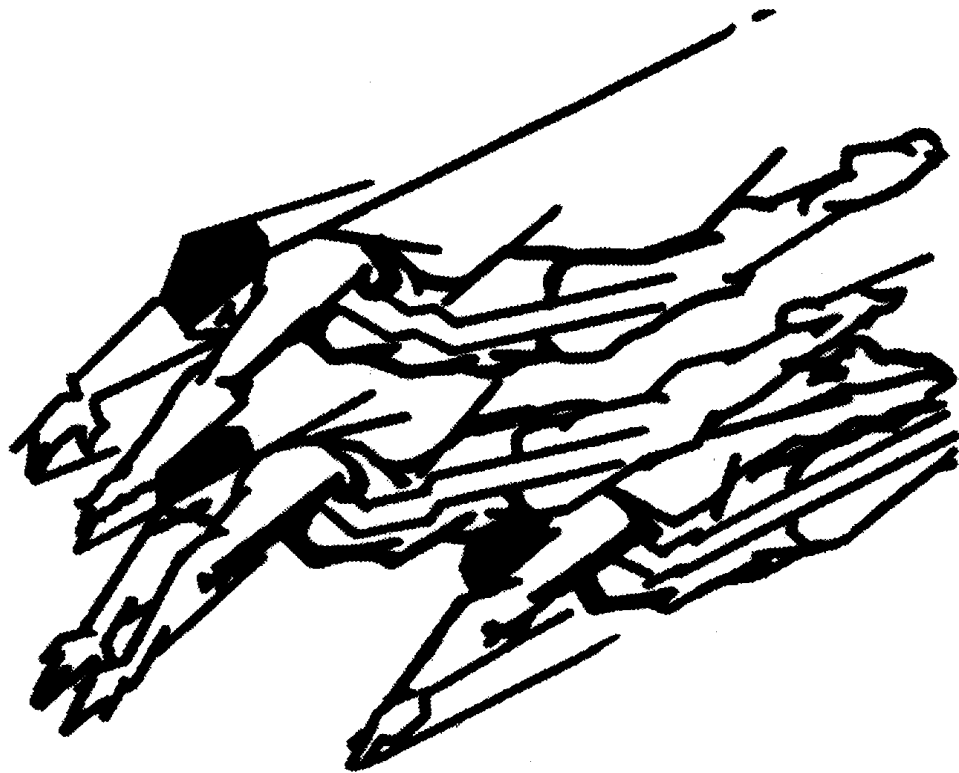


Atlanta Swim Association



2021 Rules and Regulations

Atlanta Swim Association

2021 Swim League Rule Book

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**ATLANTA SWIM ASSOCIATION
2021 SWIM LEAGUE FEE SCHEDULE**

Total cost to swim \$33.00 per swimmer

DUAL MEET OFFICIAL: The cost of a starter/referee will be \$90.00 per meet and is split by the 2 teams. In the case of inclement weather the referee will be paid the full fee (split by both teams) regardless of how many events are completed. Meets lasting longer than 3 ½ hours will result in overtime pay for the official. The official shall be paid \$5 per team for each 20 minutes the meet lasts past 3 ½ hours. For a rescheduled meet the starter/referee cost should be paid by the home team.

ENTRY FEE FOR LEAGUE CHAMPIONSHIP:

The entry fee for the League Championship meet is TBD

Late entries are allowed for the league championship meet on a lane availability basis for individual events only at a cost of \$40 per individual event and \$60 per relay, relay only swimmers are subject to a \$40 per swimmer fee. Changing of events at the league championship will be permitted at the discretion of meet management up to 48 hours prior to that team's divisional session at the late entry fee rate.

ONLINE REGISTRATION

Swimmers register for the league using our online registration process. This can be done by using one of the league approved registration providers for 2021 this includes Active Network, Swim-teams.us, and Swimtopia. Teams should build into their registration the ASA waiver and the ASA registration fee. Teams should aim to have their registration open by January 15 each season. All swimmers for each team must be registered by April 1st or will be subject to a late registration fee of \$48.00 (instead of \$33.00). Swimmers registering after June 1 will have to pay \$53.00 to swim. All fees are subject to a processing fee of \$1.50 charged by our registration provider, that fee should be built into your team's online registration. Teams that have a significant number of unpaid swimmers as of the entry deadline for the league championship may not be allowed to participate in that meet. Any unpaid fees after August 1 of that season will be billed to the team. Unpaid fees by teams after October 1 will be billed at the full late fee.

HEAT SHEET ADS: Teams may sell ads for the Atlanta Swim Association Championship heat sheet each season to earn a reduction for the dues for the following season. For each ad dollar they raise teams will receive a 50 % credit toward their championship fees for the current season. For more information on heat sheet ads please see Appendix 4 in the back of this rule book.

TEAMS WILL RECEIVE THE FOLLOWING ITEMS FOR THEIR DUES PAYMENT

- All Ribbons for scoring and exhibition heats.
- Training for Hy Tek Meet Manager and Team Manager
- Rulebooks
- Maps to all pools in the league
- League Newsletters
- Insurance (Benefit coverage for: Accidental Medical, Dental and Death and Dismemberment as well as Liability Coverage)
- Waiver/Release Program
- Enhanced league web site www.atlantaswimming.com

ATLANTA SWIM ASSOCIATION 2021 SWIM LEAGUE DATES

DUAL MEET DATES

Season Dates- INTOWN and DEKALB Teams

Tuesday, May 25	Dual Meet 1- Teams may reschedule meet with mutual agreement
Tuesday, June 1	Dual Meet 2
Tuesday, June 8	Dual Meet 3
Tuesday, June 15	Dual Meet 4
Monday, June 21	Dual Meet 5
Wed.-Sat., June 23 – 26	ASA Championship (Teams in this group will likely swim Weds. or Thurs.)

Season Dates- EAST, CENTRAL, CHEROKEE, NORTH, and WEST Teams

Thursday, May 27	Dual Meet 1- Teams may reschedule meet with mutual agreement
Thursday, June 3	Dual Meet 2
Thursday, June 10	Dual Meet 3
Thursday, June 17	Dual Meet 4
Tuesday, June 22	Dual Meet 5 - Teams may reschedule meet with mutual agreement
Wed.-Sat., June 23 – 26	ASA Championship (Teams in this group will likely swim Fri. or Sat.)

ASA Championship – Entries Due – Sunday, June 13 at 6 pm. For full info refer to pages 25-26

ASA Championship Sessions

Teams will compete in one timed final session, involving all age groups. Teams that normally swim on Tuesday will have their sessions on Wednesday or Thursday; teams that normally swim on Thursday will have their sessions on Friday and Saturday. Teams may request a different day, but this will be allowed at the discretion of ASA. There will be 2-3 sessions per day, depending on capacity limitations in place at Georgia Tech at the time.

All relay events will swim at the beginning of each session. The 6 and under individual freestyle events will swim after the end of the medley relays and the 6 and under backstroke events will swim after the end of the free relays. The order of events will be 6&un Free Relay, All Med. Relays, 6&un Free, All Free Relays, 6&un Back then the regular order of events.

GRPA State Meet – Cumming Aquatic Center

Friday, July 16 - 10 and Under Swimmers Saturday, July 17 – 11 and Over Swimmers

GRPA State Qualifying – Alpharetta, Atlanta/Sandy Springs, Forsyth County, and Johns Creek use the ASA Divisional Meet to qualify for the GRPA State Meet. Roswell, Cherokee County and the City of Tucker have qualifying meets, separate from the ASA Divisionals (details are listed below). Gwinnett and DeKalb County have separate qualifying events for the GRPA state meet, contact their Parks and Recreation Departments for more info. Info on how to qualify for state can be found at <https://asa.swimtopia.com/grpa-state-and-state-qualifying>

Cherokee County State Qualifying –

Saturday, June 26 9:00 am Cherokee Aquatic Center

Registration and meet info can be found at <https://www.playcherokee.org/35/Aquatics>. You can also contact Kim Whatley 678-880-4761 or kwhatley@cherokeeega.com

City of Roswell State Qualifying – TBD at Roswell City Pool

City of Tucker State Qualifying – Saturday, June 18-19 at Briarwood Park Pool

Atlanta Swim Association Sportsmanship

The Atlanta Swim Association has a Code of Ethics that is used as a guide for the swim league. Adherence to this code is required, and failure to comply with these standards may result in disciplinary action from the league.

All Team Representatives, Coaches, Participants, Officials, and Spectators will treat other Team Representatives, Coaches, Participants, Officials, and Spectators with respect and civility.

All Team Representatives, Coaches, Participants, Official, and Spectators will lead by example in demonstrating fair play and sportsmanship for all participants.

All Team Representatives, Coaches, Participants, Officials, and Spectators will encourage good sportsmanship by demonstrating positive support for all participants, coaches, and officials at every event, practice, and meeting.

All Team Representatives, Coaches, Participants, Officials, and Spectators shall provide support for coaches and officials working with the league to provide a positive and enjoyable experience for all.

All Team Representatives, Coaches, Participants, Officials, and Spectators will place the emotional and physical well being of their participants ahead of a personal desire to win.

All Team Representatives, Coaches, Participants, Officials, and Spectators will treat each participant as an individual, remembering the large range of emotional and physical development of members of the same age group.

All Team Representatives, Coaches, and Officials will do their best to provide a safe playing situation and environment.

All Team Representatives, Coaches, and Officials will do their best to organize practices that are fun and challenging for all participants.

All Team Representatives, Coaches, and Officials will be knowledgeable in the rules of the league and the sport, and will teach these rules to their participants and parents.

All Team Representatives and Coaches will use coaching techniques appropriate for the league and the sport of swimming.

All Team Representatives, Coaches, Participants, Officials, and Spectators must remember that the league is for children and not for adults. The Atlanta Swim Association is an introductory program for recreational swimming. Year round and intensely competitive programs are available from several local US Swimming Clubs.

Individuals not complying with these rules will be subject to suspension or dismissal from the league. A panel of League Officials, Team Representatives and Coaches will be responsible for hearing any complaints pertaining to this rule during the season and rendering any penalty if necessary.

MINIMUM EQUIPMENT AND PERSONNEL FOR IN PERSON/HYBRID MEETS

Minimum required equipment and supplies:

1. Starting blocks (provided pool meets league depth requirements)
2. Chairs behind each lane (2 deep)
3. Backstroke flags at each end
4. Lane ropes
5. Lane markers
6. P.A. System
7. Bullhorn for starter
8. Starting signal (whistle or horn)
9. Stopwatches (each team should provide their own watches)
10. Clipboards
11. Table for scoring
12. Hy Tek Meet Manager and Team Manager Software
13. Computer Equipment to run software prior to, and during meets.

Minimum personnel:

1. Two deck managers (one from each team)
2. One announcer (home team provides)
3. One starter/referee (provided by the league)
4. Two place judges (one from each team)
5. Timers (two for each lane from the team swimming in that lane)
6. One judges recorder (home team provides)
7. Two master recorders (one from each team)
8. One runner (home team provides)
9. Two computer operators (one from each team)
10. Two ribbon workers (one from each team)

Responsibilities of host team:

1. Provide all ribbons for non-exhibition events. Each team is responsible for providing their own exhibition ribbons.
2. Provide all computer equipment required for running the meet. This includes a computer (preferably laptop), laser printer, award labels and paper. If possible, the visiting team should bring backup equipment, just in case.
3. Prepare the pool for the meet by having all paperwork completed. Arrange seating for meet officials, set up pool and any other preparation necessary prior to turning over the meet to the starter/referee.
4. Provide water for ALL meet workers who cannot leave their positions (officials, place judges, timers, etc...)
5. Home team is responsible for calling or e mailing in score of meets, **the night of the meet**. If by phone, call Franke Marsden at (404) 664-3975, leave a message if there is no answer. Teams may e mail the score instead of phoning, please e mail scores to fmarsden@atlantaswimming.com. DO NOT TEXT YOUR FINAL SCORE.

JOB DESCRIPTIONS OF PERSONNEL NEEDED FOR IN PERSON/ HYBRID SWIM MEETS

1. **Announcer.** The *host team* will arrange for someone to act as announcer. Additionally they shall provide him with equipment to perform his duty. This equipment includes loudspeaker or bullhorn and an order of events. Announcing for each meet must be loud enough to be understood by participants, officials and spectators.

Example of correct commands:

- First call, event number and event description (i.e. "Event number 1, 6 & under girls free relay. Please report to the blocks")
- After a short interval repeat the above for the second call.
- At the end of second call, wait a short interval and give final call for the event.
- The announcer should follow this procedure for all remaining events.
- Try to stay 3 events ahead of the event in the water.

At all times the announcer should know what is going on. This includes the event number, number of heats per event etc. so the calls can be made without haste. This keeps the meet running smoothly. At all times the next event should be on the deck. Working closely and communicating with the deck manager is vitally important in this position. The announcer should avoid talking while the starter is giving commands the swimmers.

2. **Deck Manager.** *Each team* will provide a deck manager. They are in charge of the ready area and shall line up all swimmers on the deck for their event. He/she shall be provided with the revised heat sheet listing names of all **swimmers in all events**. He/she shall notify each swimmer to wait behind the starting block until the starter takes over control of the race. The visiting team shall provide someone to work in the ready area to identify their swimmers, as the home team will not be familiar with those swimmers. These people should be strong natured. Getting the swimmers and making sure that they are in place is difficult yet critical **to the smooth running of the** meet. Each team is responsible for making sure that their swimmers report to the ready area from the team area in time to be checked off by the deck managers.
3. **Starter Referee.** The starter referee is provided by the league to act as an impartial third party. This person is responsible for any conflicts that may arise during the course of the meet. The starter/referee will start all races and act as a stroke and turn judge during the event. If the starter/referee decides to disqualify a swimmer during an event he/she will signal by raising his/her hand and inform the place judges of the disqualification at the end of the event. They will then notify either the swimmer or their coach of the disqualification. At times the referee may be late or may be unable to show up. In this case, a person shall be appointed with the consent of both teams to act as the starter referee. Atlanta is a big city and travel can be difficult. The two teams need to work out any of these potential difficulties between each other when they occur.
4. **Place Judges.** *Each team* shall provide a place judge. The judges must in all events and, at all times command a clear view of the race and finish line. Judges shall not serve as timers in the same race. The judges are to judge the place finishes as they see them. The judges are to write the place finish on their updated copy of the meet program. The judge's recorder at the end of the race will copy that order of finish on the UK Judges Placing Form. The place judges override the times and the starter/referee breaks a tie if the place judges disagree. **In an 8 lane pool a third finish judge will be used to cover all non scoring places. The first 2 judges will be responsible for all scoring places plus one place. The third judge will be**

responsible for the remaining non-scoring places. To avoid confusion it is advised that only 6 lanes be swum in an 8 lane pool during the scoring heat. The home team should provide the third place judge when needed in an 8 or 10 lane pool.

5. **Timers.** At all meets times shall be taken on each lane. *Each team* shall provide two timers for each of their team's lanes. In a five lane pool the home team will provide two timers for the fifth lane. One of the timers will operate the watch and the other will record the times on the lane timer worksheet, only one watch per lane is needed. At all times, the timer must have a clear view of the race and finish line. The timer shall look at the starter's signal and start the watch at the instant of the starting signal. The timer shall stop the watch immediately when any part of the swimmer's body touches the solid end of the pool as defined by the USS rulebook. The second timer shall record times on the timer's worksheet and communicate these times to the master recorder who shall record them on the score sheet. **Teams using automatic timing systems for their meets should have one timer from each team timing in each lane, instead of 2 timers from the same team.**
6. **Judges Recorder.** The *home team* will supply a judge's recorder. This person will place himself/herself behind the place judges with their own copy of the UK Judges Placing Form. When the race is finished and the judges and starter/referee have ruled on the place finishes, he/she will record the places in the appropriate block on the UK Judges Placing Form. **For swimmers who have been disqualified** by the starter/referee the judge's recorder will write "DQ" in the place block for that swimmer. The judge's recorder then passes the completed UK Judges Placing Form to the master recorder. The Judges Recorder has no say in the order of finish and should not attempt to influence the place judges on the order of finish.
7. **Master Recorder.** *Each team* will provide at least one Master Recorder. The master recorder collects the UK Judges Placing Form from the Judge's Recorder when the event is complete and all places have been recorded. The master recorder will then go to each lane and record each swimmer's time in the Time Column of the UK Judges Placing Form as noted by the recording timer. With all places and times recorded, the master recorder will deliver the completed UK Judges Placing Form to the scoring table either directly or via the runner. Each team can alternate this job for each race.
8. **Runners.** The *home team* shall provide a minimum of one runner at all times during the meet. Runners will be responsible for collecting the UK Judges Placing Sheet from the Master Recorder. Taking these promptly to the scorer's table. This position can be eliminated if the scoring table is in close enough proximity that the master recorders can deliver the scoresheet without slowing the meet.
9. **Computer Operator.** One computer operator shall be provided from *each team*. They shall work together at the table provided. They will input the results from each event as reflected on the completed UK Judges Placing Form into the computer immediately after each event. A running score shall be kept at all times. Upon completion of the meet each team shall receive a copy of the final meet results. It is suggested that teams alternate this job every group of events: i.e. one operator does the short free then the other operator does the long free. The person who is not currently working on the computer should assist the computer operator with checking the input of times and places.
10. **Ribbon Writers.** Ribbon writers shall be responsible for placing the completed ribbon labels on the appropriate award and placing them into a box for the appropriate team. Ribbons should be placed in two separate boxes and given to each team at the end of the meet.

ATLANTA SWIM ASSOCIATION - RULES FOR IN PERSON/HYBRID DUAL MEETS

1. **PROCEDURE:** The home team coach is responsible for setting up the meet. He or she is responsible for contacting the visiting team coach at least two days prior to the scheduled meet date to verify the time and date of the meet, time and place of lineup exchange, as well as any information pertinent to the meet.
2. **SCHEDULE:** Most inter-club dual meets are scheduled for either Tuesday or Thursday night. Meets are to be started promptly at 5:30 p.m. (DeKalb and Cherokee Division Meets Begin at 6:00 PM), unless otherwise mutually agreed upon by the two team representatives or coaches. Each team should receive at least 20 minutes of warm-up with use of all available competitive lanes. The home team will warm up first.
3. **SIGNED WAIVERS AND ONLINE REGISTRATION:** Swimmers must register for the league using our online registration process. This must be done before a swimmer participates in any team or league activities. This can be done by using one of the league approved registration providers (for 2021 this includes Swimtopia and Team Unify). Teams should build into their registration the ASA waiver and the ASA registration fee. Teams should aim to have their registration open by January 15 each season. All swimmers for each team must be registered by April 1st or will be subject to a late registration fee of \$48.00 (instead of \$33.00). Swimmers registering after June 1 will have to pay \$53.00 to swim. All fees are subject to a processing fee of \$1.50 charged by our registration provider.

Teams are encouraged to use electronic collection of ASA fees and have those fees directly transferred to ASA. Teams who do not do this must pay an initial roster fee within one week of the first late fee deadline. All checks must be made payable to ASA and sent to 2395 Christophers Walk, Atlanta, GA 30327. The balance of the roster fee must be paid by that team's championship meet date and must include all according late fees. Teams who do not pay their ASA fees electronically must provide ASA a pdf version of their team roster, including the date of registration of all swimmers. This roster should be e mailed to the league along with your championship meet entries. Teams that have a significant number of unpaid swimmers as of the entry deadline for the league championship may not be allowed to participate in that meet. Any unpaid fees after August 1 of that season will be billed to the team. Unpaid fees by teams after October 1 will be billed at the full late fee of \$53.00 per swimmer. Parents of swimmers competing in the Atlanta Swim Association must complete a waiver release form each season via the online registration system. Swimmers not completing this waiver process for each participant, they jeopardize their league provided swimmer's insurance coverage.

4. **COACHES BACKGROUND CHECKS AND COACHES CERTIFICATION**
 - A. All coaches ages 18 and older must have a league approved background check done. ASA advises conducting checks on coaches under age 18 with parental consent.
 - B. All checks must be done prior to first day of practice or May 15, whichever date is earlier. Coaches who do not do this prior to the deadline are subject to a league fine.
 - C. Go to <https://forms.aweber.com/form/31/2004164231.htm> and complete the form to begin the background check process.
 - D. For Coach Certification Go to <https://summerleagueswimming.com/coach-certification/> and select the "PURCHASE" button on any page. Use the code

SLS2021 at checkout to have ASA pay the course fee. The course is free to all ASA coaches.

5. PARTICIPATION:

- A. **The age control date for the league is the swimmer's age as of May 31st.**
- B. **Age Groups:** 6&Under, 7-8, 9-10, 11-12, 13-14, 15-19
- C. **19 Year Old Swimmers:** For the 2021 season swimmers age 19 are allowed to participate, regardless of whether they were enrolled in high school this year.
- D. **College Swimmers:** Swimmers who have not turned 20 prior to June 1 that current swim season may swim even if they are currently enrolled in college.
- E. **Team Membership:** A swimmer may represent only one team within the league. Only club members are eligible to swim for a member team. Club membership is determined by that club's by-laws. Each new club in the league shall provide a copy of their by-laws prior to their first year of competition. The league should be notified of any significant changes to the membership requirements of a team.
- F. **Coaches Swimming:** Coaches who are not dues paying members of the club that employs them may compete for that team. Each team is permitted to have one coach per 50 swimmers compete for that team. This number will be rounded up, i.e. a team with 101 swimmers could have 3 coaches swim. Each coach swimming under these conditions must be paid a minimum of \$600 for that season. Proof of payment may be required if the league requests it.
- G. **Non Standard Swimmers:** Teams with an open membership policy are required to submit a roster to the league of all non-standard team members over the age of 13 one week prior to the start of the season. This includes team members by definition, who do not fit the normal description of a club member or neighborhood resident. Swimmers from adjoining neighborhoods, **without ASA swim teams**, or nearby (within 5 miles of the neighborhood) are not considered non-standard swimmers. Swimmers who have been team members prior to turning 13 are not considered non-standard team members. Swimmers who join your team and live in another ASA team neighborhood, who are over the age of 13 are considered non-standard swimmers. Teams are strongly discouraged from trying to draw swimmers of any age away from another ASA neighborhood. Swimmers who come from a neighborhood or address that is more than 5 miles away from your neighborhood, who are over the age of 13 are considered non-standard swimmers.

Swimmers who fall under the category of being a non-standard member must pay their member team a minimum team registration fee of \$75 payable to their member team. This payment should come from the swimmer or their family. Teams are required to provide the league a photocopy of payment along with their non-standard team member roster. Any swimmer who joins a team during the swimmer and falls under the non-standard swimmer rule, must have their name and proof of payment submitted to the league coordinator before they are allowed to compete in a league meet.

H. Teams that violate the membership rules of the league are subject to a \$100 per meet per swimmer fine. This fine will go to a charity of ASA's choice.

I. **Dual Meet Entry Limit:** Each club may enter three swimmers for team points in each individual event where lanes are available. In a 5 lane pool, each team receives 2 entries for points with the extra lane being used for exhibition swimmers. In an 8 lane pool teams are allowed three swimmers for points in heat 1, unless teams agree to allow each team 4 entries for points in that heat.

J. **Dual Meet Entry Limit:** Each swimmer may enter two individual scoring events and two relays(one medley and one free) with the following exceptions:

Extra Event(s) Rule: A swimmer may enter a third individual scoring event to fill all legal lanes provided all other swimmers from that team in that age group are entered in at least two individual scoring events. A swimmer may not be entered in more than three individual (heat 1) scoring events unless all other swimmers in that age group are entered in three individual (heat 1) scoring events and so on. Therefore, a swimmer may enter every event in the meet provided the required numbers of swimmers have been entered in the required number of individual scoring events.

A good formula is listed below for teams to figure out if your team can enter swimmers in more than the allowed 2 heat 1 individual events and how many extra events they can be entered in without creating a rules infraction:

Take the number of scoring lanes the pool has for each team (4 & 5 lane pools have 2, 6 & 8 lane pools have 3), multiply that number by 6 (the number of individual events a swimmer can swim). This calculates how many heat 1 scoring swims are available.

Divide that number by the number of swimmers you have for that meet in a particular age group that you will enter for that meet. The number you have is the maximum number of heat 1 scoring events allowed in an age group. The remainder is the number of extra swimmers that can swim in one additional extra events above what you calculated.

Example: 5 swimmers in 11-12 boys in a 6 lane pool. 6 lanes x 3 scoring chances = 18. Divide $18/5 = 3$ with a remainder of 3. This means all swimmers in that age group can be entered in a maximum of 3 heat 1 scoring events with 3 swimmers in that age group being allowed to be entered in 4 heat 1 scoring events.

K. **Exhibition Entry Limit:** Coaches may enter swimmers in exhibition events with the following limitations: A swimmer may not be entered in more than one exhibition event unless they are only swimming exhibition events, and the maximum number of exhibition events that a swimmer can compete in is two events.

L. **Exhibition Event Limit:** Teams are only allowed to have a maximum of one exhibition heat of long free, IM, Medley Relay and Free Relay.

- M. **Swimming Up (Individual Event):** A swimmer may be entered in an older age group. However, swimmers may swim in only one age group for all individual events for the entire meet. Teams should avoid using this rule to “hide” swimmers in an age group with a large number of swimmers to allow them to place swimmers into more individual scoring events.
- N. **Swimming Up (Relay Event):** A swimmer may enter an older age group in relays, without affecting their standing for individual events. For example, an 8 year old could swim the 13-14 medley relay and still swim their individual events as an 8 year old. Each swimmer may enter only one medley and one free relay.
6. **TEAM ROSTER:** Each team must maintain a team roster starting the Monday prior to the first dual meet of the season. This roster shall contain each swimmer's name, date of birth, age, address, e mail address and phone number and all Primary Contact information included in the according fields in Team Manager.

Each team must provide their opponent an export of their team’s roster for each dual meet. This export of the team roster should be provided at the lineup exchange along with that team’s meet entries. Teams must provide the league and export of their team roster the Monday prior to their first meet.

A final copy of each team's Team Manager roster must be submitted to the league with that team's championship meet entries. Teams may e mail their rosters to fmarsden@atlantaswimming.com with their entries for the ASA Championship.

7. **LINEUP EXCHANGE:** The coaches of both teams will exchange meet rosters by 3:00 P.M. the day preceding swim meets. Each coach will provide the other with the following info, an export of their team’s Hy Tek Team Manager entries and an export of their Team Manager Roster as well as a printout or pdf export of those entries via the Meet Entry Spreadsheet including heats and lanes. **The meet entry spreadsheet WITH HEATS AND LANES INCLUDED of each team is the official record of entry for each team.** It is the responsibility of the visiting coach to get his/her entries to the home team.

Teams are permitted to e mail lineups for exchange provided they include a pdf export of their entries to provide each team with a printed record of their entries. Teams must mutually agree to exchange lineups in this fashion otherwise an in person exchange must take place. It is strongly recommended teams exchange lineups within 5 minutes to avoid one team being able to view another team’s lineup before sending their own.

8. **SUBSTITUTIONS:** Any individual event substitutions must be made with the computer operator up to **30 minutes** before the meet starts. These substitutions should be completed on the substitution form, a copy of this form can be found in the Appendix. Coaches should communicate substitutions to the computer operator as early as possible. No individual event substitutions are allowed after the 30 minute deadline for any reason. Individual event substitutions are only for swimmers who are unable to participate in the meet! Switching events of scheduled swimmers in scoring spots is not allowed. The swimmer who is substituted into an event cannot already be changed out of a scoring individual event. Swimmers may be moved from an exhibition event to fill an opening in a scoring event though. Teams may not place swimmers into open lanes in scoring events where they did not originally enter a swimmer. Relay substitutions may be made up to the event during the meet.

9. **LANE ASSIGNMENTS:** The home team is in even lanes the visitor in the odd lanes.
10. **EXHIBITION HEATS:** The scoring heat is always swum first. The exhibition heats are swum after the scoring heats and are designated as Event # Heat X (for example the first exhibition heat of the 6 & Under Girls 25 Free is event 13 Heat 2). **Teams are only allowed to have a maximum of one exhibition heat of long free, IM, Medley Relay and Free Relay.**
11. **SWAP DEADLINE:** Unless two teams mutually consent to swap lineups after the 3:00 p.m. deadline, a \$50 penalty will be assessed to the team failing to swap their lineup with the opposing team. The league coordinator must be contacted within one hour of the infraction for the penalty to be enforced at the meet. No two teams should swap lineups later than 8:00 p.m. the day before a scheduled meet.
12. **STARTER/REFEREE:** This person is supplied by the league and should arrive 15 minutes before the start of the meet. Prior to the start of the meet, the starter/referee will call a brief meeting so that the starter/referee can go over the rules with the two coaches, timers and judges. The starter/referee has final responsibility for all judgments and conduct of the meet.
13. **DUAL MEETS ARE JUDGED FINAL:** The finish judges will pick the order of finish by sight. Watches will not be consulted for places. If the finish judges cannot agree, the starter/referee will break the tie if possible. If the starter/referee cannot break the tie, a tie place will be awarded, dual ribbons will be awarded, and points will be split.
14. **USE OF ELECTRONIC TIMING EQUIPMENT:** Teams may elect to purchase or lease electronic timing for their meets. In the event that this equipment is used an experienced operator must operate it. **Teams using automatic timing systems for their meets should have one timer from each team timing in each lane, instead of 2 timers from the same team.** Teams using this equipment must use an average of 2 buttons for the official order of finish, place judges are still needed for these meets, but only serve as a backup in the event of equipment malfunctions as described below. Teams are required to have one stopwatch per lane as a backup in the event of equipment or operator error. Times from the electronic equipment should be transmitted directly to Hy Tek Meet Manager software at the end of each race.

In a heat 1 race if there is a >0.3 second differential between the two button times then the place judges will be consulted to determine the official order of finish for that lane where the differential occurred. For all other heats the timing equipment will be used to determine the order of finish.

Use of this equipment eliminates the need for Judges Recorders and Master Recorders for the meet. It is advised that the home team provide at least one runner to get backup times/places for the timing operator when needed. It is advisable for teams to still have one place judge from each team in place for a backup. If the equipment does not work during the meet, teams should return to the old system of place judges and recorders for the meet.

15. **ROPED OFF AREA:** At least one side of the pool must be completely roped off. This area should be accessible to only authorized meet personnel.

16. **SCORING**

A. Dual Meets

Individual Events: (only two swimmers per team may score points)

- 1st - 5 points
- 2nd - 3 points
- 3rd - 1 point

Relays: (only one relay per team may score points)

- 1st - 7 points
- 2nd - 3 points

Exhibition Events: Do not score points

B. Ties

Example for first place tie:

- | | | |
|-------------|-----------|----------------------------------|
| Individual: | 1st place | 5 points |
| | 2nd place | +3 points |
| | | 8 points (4 points to each team) |

The next place is awarded 3rd place points.

- | | | |
|---------|-----------|-----------------------------------|
| Relays: | 1st place | 7 points |
| | 2nd place | +3 points |
| | | 10 points (5 points to each team) |

Sweep: No team can score first, second and third place points in an individual event; nor can a team score first and second place points in a relay event. If one team takes first and second place in a relay event; or first, second and third place in an individual event the opposing team can receive second place points in the relay, or third place points in the individual event as long as they have a relay or swimmer legally complete the race. However, the team can receive both first and second place ribbons for relays; or first, second and third place ribbons for individual events.

C. **Championship Meet Scoring**

Championship Sessions Scoring

Places: 1st Place ----->-----8th->---9th----->----->----->--16th--->17th-----24th Place

Points: 32, 28, 27, 26, 25, 24, 23, 22 20, 17, 16, 15, 14, 13, 12, 11 9, 7, 6, 5, 4, 3, 2, 1

Relays events double the above scoring

1. A team may only enter 3 relays per event.
2. Top 24 will score in individual events and relays.
3. A team may only score one relay per relay event in the divisional.

17. **ATTIRE**

Per USS Rules, full body suits will not be allowed in ASA meets. The suit restrictions are as follows: Boys suits are limited to a jammer or brief design that can extend no further than the knee and cannot cover the upper torso or arms. Girl's suits may not extend below the knee and cannot extend past the shoulders in coverage. All suits must be made from a "permeable" material and cannot compress the swimmer's body and meet current FINA/USS approval standards. Technical suits are not allowed for swimmers age 12 and under.

17. **BASIC RULES FOR STROKES, TURNS AND STARTS:**

- A. No swimmer shall use an illegal stroke; turn or kick to better their performance against their competition, or in violation of basic accepted swimming techniques.

Violation will result in disqualification from that event at the discretion of the stroke and turn judge consistent with the rules.

- B. All rules herein have been adapted from the current edition of the United States Swimming Rules and Regulations Publication. With the following clarification:

False Start: If the starter charges a false start in an event, the first false start will be charged to everyone in the heat. If a second false start is charged in an event, it will be charged only to the individual(s) false starting and that (those) individual(s) will be disqualified and not permitted to swim that event. False starts in the League Championship will be charged to the individual and not the field.

- C. Coaches are not allowed to be in the water with swimmers during a race. This rule applies to all age groups and exhibition swimmers. An exception to this rule will be made in the case of a disabled swimmer.

18. STARTING BLOCKS

- A. **In pools with water depth of less than 4 feet at the start end all swimmers MUST start from in the water at the start end of the pool that the swimmer is entering the water from. Normal backstroke starts are permitted in this water depth. Swimmers are not required to start from a block or the side even if the water depth permits that entry. At any time, swimmers may start from in the water.**
- B. In pools with water depth of 4 feet or greater at the start end, all swimmers may start from starting platforms no higher than 30 inches above the water surface, or swimmers may start from the pool deck or in the water.
- C. Water depth should be measured from 1 meter to 5 meters from the end of the pool that the swimmer is entering the water. Measurements should be taken in ALL lanes on BOTH ends of the pool. The shallowest measurement in that range shall be the depth for that lane, the shallowest lane for that end of the pool will determine if blocks may or may not be used, or if swimmers MUST start in the water
- D. All teams must adhere to these standards in all dual meets and during practices.

19. RACING START PROCEDURE AND TRAINING

Racing starts should only be taught in at least six feet of water to and should only be taught under the direct supervision of a coach. No swimmer who has not been certified as proficient by his or her coach should be performing racing starts into less than six feet of water, or should not use the blocks at all and should start from in the water, unless the coach feels the swimmer is properly prepared to use a block to start. Full information on safe starting procedure can be found at <https://www.usaswimming.org/docs/default-source/coaching-resourcesdocuments/ongoing-compliance/racing-start-certification/teaching-racing-starts-safety-and-backstroke-and-forward-start-protocols.pdf?sfvrsn=8> . A checklist on the proper steps to train a swimmer for safe starts can be found in the Appendix of the ASA Rule Book.

- 20. **CANCELLATION / POSTPONEMENT OF MEETS:** Every effort must be made to swim each meet as scheduled. In the event of inclement weather, each team must show up at the pool on time. If at 5:30 the weather still precludes the meet from starting, the two team representatives, two head coaches, and starter/referee will meet and decide whether to

postpone or reschedule the meet. **Care for the safety of the swimmers and spectators should be of the utmost importance in deciding whether or not to continue competition.**

Teams should adhere to generally accepted aquatic safety policies for thunder and/or lightning. No one should be in the pool for a minimum of 30 minutes when lightning is seen or thunder is heard. The clock resets each time either lightning or thunder occurs. Teams should also take any active weather Warning (tornado, severe thunderstorm or flash flood) with the utmost seriousness and take that into consideration as to how to proceed.

IF the meet is delayed more than 30 minutes due to Inclement Weather AND half the events have been completed (43 events) AND there is a decisive winner (40 point lead or more), THEN, the meet will be called and the leader takes the win.

IF the meet is delayed more than 30 minutes due to Inclement Weather AND less than half the events have been completed (less than 43 events) OR if there is no decisive lead (less than a 40 point spread), THEN, one Parent Rep and one Coach from each team should:

Agree to continue the delay for an additional 15 minutes, OR

Agree to reschedule (if there is sufficient time remaining in the season), OR

Agree to a tie and both teams will be credited with a win.

If the meet is at or past Event 66 (end of 15-18 boys breastroke) and a team is ahead by 30 points or more and the meet can't continue due to inclement weather that the meet will be called and the leader wins the meet.

NOTE: If no agreement can be reached, then the Parent Rep of the leading team makes the decision to either reschedule or take the tie. The option to continue the delay must be agreed to by both teams.

If a meet is to be rescheduled, teams should make all efforts possible to swim the meet within a week of the postponed meet. The home team should notify the league office of a rescheduled meet and the need, if any, for a replacement starter/referee. A rescheduled meet will require each team to repeat the original procedures for a dual meet, including the exchange of revised lineups for each team. Teams may change their lineups to deal with the rescheduled date. The postponed meet does not impact the participation of swimmers in the rescheduled meet.

21. RESCORING OF CLOSE MEETS

Meets decided by 10 or fewer points should be rescored and audited by each team prior to announcing the score. Teams should carefully review all heat 1 races to ensure the times and places were correctly recorded and scored. Teams may mutually agree to waive this review. If teams announce the score, that score is final. Any calculation or data recording/input errors, caught after the announcement of the score that change the outcome of the meet will result in the meet being declared a tie with both teams being credited with a win.

22. PROTESTS, PENALTIES, AND INFRACTIONS FOR CHEATING

A. Interference with the smooth operation of a dual meet in the discretion of the starter will result in the following penalties: (all infractions should be reported to league coordinator):

First Offense	10 points
Second Offense	25 points and ejection of offending party
Third Offense	100 points

- B. Lineup or participation infractions, not caught prior to the meet, should be immediately reported by the deck manager, computer table, and to the starter/referee before the start of the next event. The following are the penalties for lineup or participation infractions:
- | | |
|---------------------|--|
| First Offense | Forfeit all points in event |
| Subsequent Offenses | Forfeit all points in event plus 10 more points. |
- D. All protests must be submitted in writing to league office along with a copy of the meet results including a backup of the meet on diskette within 48 hours of the conclusion of the meet (Sat. and Sun. excluded). A \$20 fee that is refundable must accompany all protests if the protest is upheld.
- E. All coaches must attend the coaches meeting or face a \$50 fine, to be paid by the team. Coaches may only miss the meeting if they provide the league coordinator with sufficient advance notice of their reason for missing the meeting.
- F. Failure to swap lineup by 3:00 p.m. (unless coaches agree to a later time) deadline will result in \$50 penalty for offending team. Infraction must be reported to league coordinator within one hour of infraction to be enforced.
- G. Protests will be decided by a panel of team representatives that have not competed against either team involved in the protested meet. This panel will decide all protests within one week of the filing of the protest. Decisions of the panel are final.
- H. Teams that violate the membership rules of the league are subject to a \$100 per meet per swimmer fine. This fine will go to a charity of ASA's choice or the choice of the team filing the protest.
- I. DON'T CHEAT!

ASA In Person/Hybrid Dual Meet Procedure for Hy Tek Meet Manager

STEP 1: Lineup Swap (by 3:00 p.m. day prior to meet).

The HOME TEAM should contact the visitor two days prior to the meet to arrange the lineup swap and go over any details of the meet. Each team should complete their lineup using Team Manager to assign swimmers to their lanes (home team in the even lanes visitors in the odd lanes). In a five-lane pool lane 5 is the exhibition lane in the first (scoring) heat and can be used by either team. In a five lane pool, in heat 1 only, the swimmer in lane 5 should be checked off as Exh. in the Run Menu for that event. For all subsequent heats in that event, lane 5 does not need to be checked off as Exh.

The lineup swap should take place by 3:00 p.m. the day preceding the meet, unless both teams mutually agree to a later time. For the swap teams will exchange 3 pieces of info: the export of the meet entry file, the export of the full team roster, printouts (or PDF files) of the entries in the Meet Entry Spreadsheet format INCLUDING HEAT AND LANE ASSIGNMENTS. When exporting your team's entries be sure to include the heat and lane assignments for your team as well as your relays. Each team's Meet Entry Spreadsheet Report (either printout or PDF or MS Excel file) at the time of the swap is the official record of entry for the meet. Ideally the swap should take place in person in order to go over details of the upcoming meet. Teams are permitted to e mail lineups for exchange provided they include a PDF export of their entries to provide each team with a printed record of their entries. Teams must mutually agree to exchange lineups in this fashion otherwise an in person exchange must take place. It is recommended that teams exchange lineups within 5 minutes to avoid one team being able to view another team's lineup before sending their own lineup. At this swap the two coaches should work together to plan for consolidating exhibition heats. Check the other team's entries for errors so you can work out any problems the day before the meet and avoid lineup infractions during the meet. Always check each other's entries to make sure there are no rule infractions in the lineup. If you discover any mistakes please work this out as soon as possible, prior to the meet.

STEP 2: Entry and Exhibition Heat Consolidation (by 10:00 p.m. night before meet.)

The home team is responsible for taking the entry files of both teams importing the entries and rosters for each team and then consolidating the entries for the meet into Meet Manager. This should be done no later than 10:00 p.m. the night before the meet. During the consolidation the home team should make every effort possible to minimize the number of exhibition heats by moving swimmers into all available lanes in the exhibition heats, regardless of team affiliation. In the exhibition heats teams do not need to adhere to the odd-even lane assignments if heats can be saved as a result.

Once the lineups have been merged and a final meet lineup is completed the home team must e mail a copy of the backup of the meet to the visiting team. This should be done as soon as possible. If the home team is unable to consolidate the exhibition heats by 10:00 p.m. or a mutually agreed upon deadline by both teams, then exhibition swimmers should be left in their originally assigned lanes and no consolidation of exhibition heats should take place. Every effort possible should be made to complete the consolidation by the agreed upon deadline though in an effort to minimize the number of exhibition heats.

STEP 3: Report Completion Prior To The Meet

The HOME TEAM should generate the following reports:

The following can be done the night before the meet.

A Meet Program that can be sold during the meet for spectators (I suggest a 3 column).

Lane/Timer Report (Continuous Format sorted by Lane Then Event) should be printed for each lane for the timers (home and visitor).

Another Lane/Timer Report (UK Judges Placing Sheet Format) should also be completed for the Judges Recorder. Teams can print updates for the events with substitutions the day of the meet. These forms should be cut in half to allow the Judges recorder to work with one race at a time and keep the flow of information moving.

Teams should have the following supplies on hand to make their job easier: a stapler, laser labels, paper, shade, a Surge Protector, and a flash drive.

STEP 4: Pre-Meet Meeting and Substitutions (Up to 30 minutes prior to meet start)

Once the visitor arrives at the pool for the meet they should communicate all legal substitutions (according to ASA Rule #6) as soon as possible. Substitutions should be completed using the substitution form found in the Appendix of this rule book. Substitutions can take place up to 30 minutes prior to the meet start. Substitutions should be made in the computer as soon as possible so the remaining forms can be printed. Teams are encouraged to communicate via phone or e mail the afternoon of the meet to exchange all substitutions they figure out after that morning's practice.

Once all substitutions have been made the home team should print the following forms:

At least 7 copies of the updated meet program (3 column format). One copy for the Starter, once copy for each place judge, one copy for each coach and one copy for each Deck Manager should be printed.

Print the pages of the Lane Timer Report (UK Format) that were affected by the substitutions. Only print the pages of the events that were affected, this will save time and paper. If time permits additional copies can be printed for the place judges as well. It is strongly suggested that these revised forms should be printed on colored paper so they are easily distinguishable from outdated information.

STEP 5: Meet Operation

The meet should begin with a welcome to the visiting team followed by instructions such as quiet for all starts, no smoking on the deck, etc...The announcer should make multiple calls for swimmers to report for their event and stay at least three events ahead of what is in the water.

The first three events should be called to the Deck Manager. It is the responsibility of each team to get their swimmers to the Deck Manager in a timely fashion during the meet. Swimmers should report three events prior to their event.

At this point the Deck Manager (Updated Meet Program in hand) is responsible for the swimmers reaching the starting blocks in their proper lanes according to the updated Meet Program. The Starter/Referee then takes over and instructs the swimmers on the event and starts the race.

At the conclusion of the race the Place Judges (one from each team) record the order of finish on their Meet Program and the timers record the time for their lane on the Lane Timer Sheet for their lane. In an 8 lane pool a third finish judge will be used to cover all non-scoring places. The first 2 judges will be responsible for all scoring places plus one place. The third judge will be responsible for the remaining non-scoring places. To avoid confusion it is advised that only 6 lanes be swum in an 8 lane pool during the coring heat. The Judges Recorder (from the home team) records the Place Judge's official order of finish on their copy of the UK Judge's Placing Sheet in the Place column next to the swimmer's name. Once places from the race have been recorded then the Judge's Recorder gives the form to the Master Recorder. The Master Recorder

(one from each team) then goes from lane to lane recording the times for each lane in the Time column for the race listed on the sheet. Once the times have been recorded the Master Recorder or a runner should take the completed form to the computer operator.

During the meet one computer should be used to tabulate results and score the meet. Each team should provide a computer operator for the meet. Teams should alternate entering times every group of events (i.e. Medley Relays, Short Freestyle, Backstroke). Attention should be paid to correct results in the event that the Place Judges differ with the times for the event. Corrections should be made via the Judge's Decision feature. After each event has been completed (all heats have been entered) the computer operator will "Score the Event" and print two copies of results from each event (one for each team). Coaches and Team Reps should have access to the results and completed UK Judges forms (with times and places recorded) throughout the meet.

Award labels (provided by the home team) should be printed every 5 to 10 events during the meet and given to the ribbon workers. Labels should be printed sorted by Team/Event and should be Award Type by Heat, and then given to each team. Labels are placed on the corresponding ribbons and given to each team. Please remember that ribbons are only given to first and second place relays and that each team is responsible for providing their own exhibition ribbons.

STEP 6: Post Meet

At the conclusion of the meet a Report for the Results and the Scores should be completed for each team and the score of the meet should be announced. The score of the meet should be phoned to the coordinator's office (404) 664-3975. Teams may e mail the score to frankem355@aol.com instead of phoning. DO NOT TEXT THE SCORE. A backup of the meet should be made for both teams; the visitor should bring their own flash drive for this purpose.

ASA RULES GOVERNING VIRTUAL MEETS ONLY

MINIMUM EQUIPMENT AND PERSONNEL

Minimum required equipment and supplies:

1. Starting blocks (provided pool meets league depth requirements)
2. Chairs behind each lane (2 deep)
3. Backstroke flags at each end
4. Lane ropes
5. Lane markers
6. P.A. System
7. Bullhorn for starter
8. Starting signal (whistle or horn)
9. Stopwatches (each team should provide their own watches)
10. Clipboards
11. Table for scoring
12. Hy Tek Meet Manager and Team Manager Software
13. Computer Equipment to run software prior to, and during meets.

Suggested Minimum personnel:

1. One deck manager
2. One starter/referee (provided by the teams or league)
3. One place judge
4. Timers (one for each lane)
5. One head/backup timer
6. One computer operators (can complete job pos meet, does not need to be present)
7. One ribbon workers (can complete job pos meet, does not need to be present)

Responsibilities of host team:

1. Provide all ribbons for all events. Each team is responsible for providing their own exhibition ribbons.
2. Provide all computer equipment required for running the meet. This includes a computer (preferably laptop), laser printer, award labels and paper. If possible, the visiting team should bring backup equipment, just in case.
3. Prepare the pool for the meet by having all paperwork completed. Arrange seating for meet officials, set up pool and any other preparation necessary prior to turning over the meet to the starter/referee.
4. Provide water for ALL meet workers who cannot leave their positions (officials, place judges, timers, etc...)
5. Each team is responsible for calling or e mailing (fmarsdsen@atlantaswimming.com) in score of meets, **the night of the meet**. If by phone, call Franke Marsden at (404) 664-3975, leave a message if there is no answer. Teams may e mail the score instead of phoning, please e mail scores to fmarsden@atlantaswimming.com. DO NOT TEXT YOUR FINAL SCORE.

JOB DESCRIPTIONS OF PERSONNEL NEEDED FOR VIRTUAL SWIM MEETS

1. **Announcer.** The *host team* will arrange for someone to act as announcer. Additionally they shall provide him with equipment to perform his duty. This equipment includes loudspeaker or bullhorn and an order of events. Announcing for each meet must be loud enough to be understood by participants, officials and spectators.

Example of correct commands:

- First call, event number and event description (i.e. "Event number 1, 6 & under girls free relay. Please report to the blocks")
- After a short interval repeat the above for the second call.
- At the end of second call, wait a short interval and give final call for the event.
- The announcer should follow this procedure for all remaining events.
- Try to stay 3 events ahead of the event in the water.

At all times the announcer should know what is going on. This includes the event number, number of heats per event etc. so the calls can be made without haste. This keeps the meet running smoothly. At all times the next event should be on the deck. Working closely and communicating with the deck manager is vitally important in this position. The announcer should avoid talking while the starter is giving commands the swimmers.

2. **Deck Manager.** The *home team* will provide a deck manager. They are in charge of the ready area and shall line up all swimmers on the deck for their event. He/she shall be provided with the revised heat sheet listing names of all **swimmers in all events**. He/she shall notify each swimmer to wait behind the starting block until the starter takes over control of the race. The visiting team shall provide someone to work in the ready area to identify their swimmers, as the home team will not be familiar with those swimmers. These people should be strong natured. Getting the swimmers and making sure that they are in place is difficult yet critical **to the smooth running of the** meet. Each team is responsible for making sure that their swimmers report to the ready area from the team area in time to be checked off by the deck managers.
3. **Starter Referee.** The starter referee is provided by the league or each team to act as an impartial third party. This person is responsible for any conflicts that may arise during the course of the meet. The starter/referee will start all races and act as a stroke and turn judge during the event. If the starter/referee decides to disqualify a swimmer during an event he/she will signal by raising his/her hand and inform the place judges of the disqualification at the end of the event. They should note any disqualification on their own copy of the heat sheet, including the reason for disqualification so this info can be included in the results. They will then notify either the swimmer or their coach of the disqualification. At times the referee may be late or may be unable to show up. In this case, a person shall be appointed with the consent of both teams to act as the starter referee. Atlanta is a big city and travel can be difficult. The two teams need to work out any of these potential difficulties between each other when they occur. **For virtual meets only, teams may elect to self officiate their portion of the meet. Please keep in mind that ALL HEATS are eligible to score points, so all heats must be officiated accordingly and swimmers outside of heat 1 should be disqualified for stroke infractions.**
4. **Place Judges.** **The home team shall provide a place judge. The judges must in all events and, at all times command a clear view of the race and finish line. Judges shall not serve as timers in the same race. The judges are to judge the place finishes as they see them. The judges are**

to write the place finish on their updated copy of the meet program. **Place judges will serve as a backup to the timers in the event that they have a malfunction in their lane and do not record a time for their swimmer, AND the backup timer did not record a time for that lane either.** In the event this happens, teams should provide the best estimate possible for the time for that swimmer or mark them as exhibition in the final results they exchange with the other team if an accurate estimate cannot be found.

5. **Lane Timers.** At all meets times shall be taken on each lane. *The home team* shall provide one timer for each of their team's lanes. The timers will operate the watch will record the times on the lane timer worksheet, only one watch per lane is needed. At all times, the timer must have a clear view of the race and finish line. The timer shall look at the starter's signal and start the watch at the instant of the starting signal. The timer shall stop the watch immediately when any part of the swimmer's body touches the solid end of the pool as defined by the USS rulebook. Once the race is completed the timer shall record times on the timer's worksheet. **Teams using automatic timing systems only need one timer in each lane**
6. **Head/Backup Timer** – One person should locate themselves close to the finish end of the pool with a clear view of all timers. They should have two stopwatches and should start them both at the beginning of each race. If a lane timer's watch does not start at the beginning of a race, they should immediately notify the Head Timer and the Head Timer can stop their watch at the end of that race for that lane. They can then communicate that time to that lane timer to record on their timer worksheet. If no lane timers have a malfunction in their lane, the Head timer should stop their watches for the first and second place swimmer, just in case the lane timers are not able to stop their watches for those swimmers and a backup time is needed.
7. **Computer Operator.** One computer operator shall be provided from *each team*. They shall input the results from each event as reflected on the completed Lane Timer Sheets into the computer after the virtual meet session is completed. They shall also record any DQ's, including the reason for the DQ and any exhibition designations for swimmers without an official time due to a timer malfunction. Upon completion of the meet each team shall export their final meet results from Meet Manager and send those files to their opponent. The computer operator should not Score the events until both teams entries and results have been imported into the computer. Due care should be taken to ensure results are correctly input into the computer for the correct event and that all disqualifications are recorded as well.
8. **Ribbon Writers.** Ribbon writers shall be responsible for placing the completed ribbon labels on the appropriate award and placing them into a box for the appropriate team. Ribbons can be completed as teams finish each virtual meet session. They do not need to wait until the meet results for the two teams are compiled and the meet is scored to complete this task.

ATLANTA SWIM ASSOCIATION - RULES FOR VIRTUAL DUAL MEETS

1. **PROCEDURE:** The home team coach is responsible for setting up the meet. He or she is responsible for contacting the visiting team coach at least two days prior to the scheduled meet date to verify the time and date of the meet, time and place of Results exchange, as well as any information pertinent to the meet.
2. **SCHEDULE:** Each week teams will conduct virtual meets completing their events at their own pool with a limited number of swimmers and meet workers in an effort to stay within social distancing and crowd guidelines specified by local health officials. The target date for completing the meet and exchange of results will be Sunday of each week. If teams agree to an earlier deadline, that is up to the teams, but must be mutually agreed upon. Otherwise the default date for completion of competition and exchange of results will be Sunday by 3 pm.
3. Swimmers must register for the league using our online registration process. This must be done before a swimmer participates in any team or league activities. This can be done by using one of the league approved registration providers (for 2021 this includes Swimtopia and Team Unify). Teams should build into their registration the ASA waiver and the ASA registration fee. Teams should aim to have their registration open by January 15 each season. All swimmers for each team must be registered by April 1st or will be subject to a late registration fee of \$48.00 (instead of \$33.00). Swimmers registering after June 1 will have to pay \$53.00 to swim. All fees are subject to a processing fee of \$1.50 charged by our registration provider.

Teams are encouraged to use electronic collection of ASA fees and have those fees directly transferred to ASA. Teams who do not do this must pay an initial roster fee within one week of the first late fee deadline. All checks must be made payable to ASA and sent to 2395 Christophers Walk, Atlanta, GA 30327. The balance of the roster fee must be paid by that team's championship meet date and must include all according late fees. Teams who do not pay their ASA fees electronically must provide ASA a pdf version of their team roster, including the date of registration of all swimmers. This roster should be e mailed to the league along with your championship meet entries. Teams that have a significant number of unpaid swimmers as of the entry deadline for the league championship may not be allowed to participate in that meet. Any unpaid fees after August 1 of that season will be billed to the team. Unpaid fees by teams after October 1 will be billed at the full late fee of \$53.00 per swimmer. Parents of swimmers competing in the Atlanta Swim Association must complete a waiver release form each season via the online registration system. Swimmers not completing this waiver process for each participant, they jeopardize their league provided swimmer's insurance coverage.

4. **COACHES BACKGROUND CHECKS AND COACHES CERTIFICATION**
 - A. All coaches ages 18 and older must have a league approved background check done. ASA advises conducting checks on coaches under age 18 with parental consent.
 - B. All checks must be done prior to first day of practice or May 15, whichever date is earlier. Coaches who do not do this prior to the deadline are subject to a league fine.
 - C. Go to <https://forms.aweber.com/form/31/2004164231.htm> and complete the form to begin the background check process.

- D. For Coach Certification Go to <https://summerleagueswimming.com/coach-certification/> and select the "PURCHASE" button on any page. Use the code SLS2021 at checkout to have ASA pay the course fee. The course is free to all ASA coaches.

5. PARTICIPATION:

- A. **The age control date for the league is the swimmer's age as of May 31st.**
- B. **Age Groups:** 6&Under, 7-8, 9-10, 11-12, 13-14, 15-19
- C. **19 Year Old Swimmers:** For the 2021 season swimmers age 19 are allowed to participate, regardless of whether they were enrolled in high school this year.
- D. **College Swimmers:** Swimmers who have not turned 20 prior to June 1 that current swim season may swim even if they are currently enrolled in college.
- E. **Team Membership:** A swimmer may represent only one team within the league. Only club members are eligible to swim for a member team. Club membership is determined by that club's by-laws. Each new club in the league shall provide a copy of their by-laws prior to their first year of competition. The league should be notified of any significant changes to the membership requirements of a team.
- F. **Coaches Swimming:** Coaches who are not dues paying members of the club that employs them may compete for that team. Each team is permitted to have one coach per 50 swimmers compete for that team. This number will be rounded up, i.e. a team with 101 swimmers could have 3 coaches swim. Each coach swimming under these conditions must be paid a minimum of \$600 for that season. Proof of payment may be required if the league requests it.
- G. **Non Standard Swimmers:** Teams with an open membership policy are required to submit a roster to the league of all non-standard team members over the age of 13 one week prior to the start of the season. This includes team members by definition, who do not fit the normal description of a club member or neighborhood resident. Swimmers from adjoining neighborhoods, **without ASA swim teams**, or nearby (within 5 miles of the neighborhood) are not considered non-standard swimmers. Swimmers who have been team members prior to turning 13 are not considered non-standard team members. Swimmers who join your team and live in another ASA team neighborhood, who are over the age of 13 are considered non-standard swimmers. Teams are strongly discouraged from trying to draw swimmers of any age away from another ASA neighborhood. Swimmers who come from a neighborhood or address that is more than 5 miles away from your neighborhood, who are over the age of 13 are considered non-standard swimmers.

Swimmers who fall under the category of being a non-standard member must pay their member team a minimum team registration fee of \$75 payable to their member team. This payment should come from the swimmer or their family. Teams are required to provide the league a photocopy of payment along with their non-standard team member roster. Any swimmer who joins a team during the swimmer and falls under the non-standard swimmer rule, must have their

name and proof of payment submitted to the league coordinator before they are allowed to compete in a league meet.

- H. Teams that violate the membership rules of the league are subject to a \$100 per meet per swimmer fine. This fine will go to a charity of ASA's choice.

I. **Dual Meet Entry Limit:** Each club may enter an unlimited number of swimmers for team points in each individual event.

- J. **Dual Meet Entry Limit:** Each swimmer may enter two individual scoring events and two relays (one medley and one free) with the following exceptions:

Extra Event(s) Rule: A swimmer may enter a third individual scoring event to fill all legal lanes provided all other swimmers from that team in that age group are entered in at least two individual scoring events. A swimmer may not be entered in more than three individual (heat 1) scoring events unless all other swimmers in that age group are entered in three individual (heat 1) scoring events and so on. Therefore, a swimmer may enter every event in the meet provided the required numbers of swimmers have been entered in the required number of individual scoring events.

A good formula is listed below for teams to figure out if your team can enter swimmers in more than the allowed 2 heat 1 individual events and how many extra events they can be entered in without creating a rules infraction:

Take the number of scoring lanes the pool has for each team (4 & 5 lane pools have 2, 6 & 8 lane pools have 3), multiply that number by 6 (the number of individual events a swimmer can swim). This calculates how many heat 1 scoring swims are available.

Divide that number by the number of swimmers you have for that meet in a particular age group that you will enter for that meet. The number you have is the maximum number of heat 1 scoring events allowed in an age group. The remainder is the number of extra swimmers that can swim in one additional extra events above what you calculated.

Example: 5 swimmers in 11-12 boys in a 6 lane pool. 6 lanes x 3 scoring chances = 18. Divide $18/5 = 3$ with a remainder of 3. This means all swimmers in that age group can be entered in a maximum of 3 heat 1 scoring events with 3 swimmers in that age group being allowed to be entered in 4 heat 1 scoring events.

- M. **Extra Event Limit:** Teams are only allowed to have a maximum of two heats of long free, IM, Medley Relay and Free Relay.

- O. **Swimming Up (Individual Event):** A swimmer may be entered in an older age group. However, swimmers may swim in only one age group for all individual events for the entire meet. Teams should avoid using this rule to "hide" swimmers in an age group with a large number of swimmers to allow them to place swimmers into more individual scoring events.

- P. **Swimming Up (Relay Event):** A swimmer may enter an older age group in relays, without affecting their standing for individual events. For example, an 8 year old could swim the 13-14 medley relay and still swim their individual events as an 8 year old. Each swimmer may enter only one medley and one free relay.
6. **TEAM ROSTER:** Each team must maintain a team roster starting the Monday prior to the first dual meet of the season. This roster shall contain each swimmer's name, date of birth, age, address, e mail address and phone number and all Primary Contact information included in the according fields in Team Manager.

Each team must provide their opponent an export of their team's roster for each dual meet. This export of the team roster should be provided at the lineup exchange along with that team's meet entries. Teams must provide the league and export of their team roster the Monday prior to their first meet.

A final copy of each team's Team Manager roster must be submitted to the league with by the end of their last meet of the season. Teams may e mail their rosters to fmarsden@atlantaswimming.com.

7. **LINEUP/RESULTS EXCHANGE:** The coaches of both teams will exchange and export of their meet entries and results from Meet Manager by the end of each week via e mail. It is advisable teams communicate via phone and exchange files electronically at the same time. Each coach will provide the other with the following info, an export of their team's Hy Tek Meet Manager entries (including heat and lane) and an export of their Meet Manager Results as well as a printout or pdf export their results and their Entry List (including heats and lanes), and a full backup of their completed meet database.
8. **SUBSTITUTIONS:** Substitutions should not be needed for individual events, as swimmers in all heats can score. Teams can make substitutions as needed for each of their virtual meet sessions for relay events. Care should be given to avoid participation infractions regarding limits to the number of events swimmers may swim
9. **LANE ASSIGNMENTS:** Teams should use all available lanes in their pool for virtual meets. Meet setup in Hy Tek should be done using the number of their own pool, the number of lanes of the opponent's pool does not impact this part of meet setup.
10. **SCORING HEATS:** All heats will be eligible to score points. The fastest 3 times will score points in each event, regardless of which heat the time came from. The normal scoring limits of a maximum of 2 scoring individuals and 1 scoring relay per event will apply when the meet is scored.
11. **SWAP DEADLINE:** Teams are advised to swap meet entries and results by Sunday of each week by 3 pm. Teams may mutually agree to swap this info at an earlier or later time, but mutual agreement is needed to do so.
12. **STARTER/REFEREE:** This person is supplied by the league or the team and should arrive 15 minutes before the start of the meet. Prior to the start of the meet, the starter/referee will call a brief meeting so that the starter/referee can go over the rules with the two coaches, timers and judges. The starter/referee has final responsibility for all

judgments and conduct of the meet. Teams may choose to self officiate their portion of virtual meets.

13. VIRTUAL MEET ORDER OF FINISH: Times will determine the order of finish for points in virtual meets. The fastest 3 times will score points, with each team being limited to a maximum of 2 scorers in individual event and one scorer in relay events. The finish judges will only be consulted if no time is recorded for a swimmer. If the place judge must be used for this purpose that swimmer should not be eligible to score points and should be marked as exhibition after ribbons have been completed, but before a team exports their results for merge with their opponent. The starter/referee can be consulted if the place judge is unable to complete this task.

14. RELAY RESULTS/TIMES – Teams may choose to swim their relays as part of their virtual meet sessions or may use composite times from that week’s swims. If the 4 swimmers from a relay are unable to participate during the same virtual session teams may elect to use a composite time of the 4 designated swimmers for that relay. A composite time is the sum of the 4 times of those swimmers from individual swims in that week’s virtual meet. Teams should work out this detail during their pre-meet conversation prior to that week’s meet. Please double check your math if you choose to go this route for relays.

15. USE OF ELECTRONIC TIMING EQUIPMENT: Teams may elect to purchase or lease electronic timing for their meets. In the event that this equipment is used an experienced operator must operate it. **Teams using automatic timing systems for their meets should have one timer for each lane.** The result from the button will be the official time, place judges are still needed for these meets, but only serve as a backup in the event of equipment malfunctions as described below. Teams are required to have one stopwatch per lane as a backup in the event of equipment error. Times from the electronic equipment should be transmitted directly to Hy Tek Meet Manager software at the end of each race.

It is advisable for teams to still have one place judge from each team in place for a backup. If the equipment does not work during the meet, teams should return to the old system of place judges and recorders for the meet.

16. ROPED OFF AREA: At least one side of the pool must be completely roped off. This area should be accessible to only authorized meet personnel.

17. SCORING

A. Dual Meets

Individual Events: (only two swimmers per team may score points)

- 1st - 5 points
- 2nd - 3 points
- 3rd - 1 point

Relays: (only one relay per team may score points)

- 1st - 7 points
- 2nd - 3 points

Exhibition Events: Do not score points

B. Ties

Example for first place tie:

Individual:	1st place	5 points
	2nd place	+3 points
		8 points (4 points to each team)

The next place is awarded 3rd place points.

Relays:	1st place	7 points
	2nd place	+3 points
		10 points (5 points to each team)

Sweep: No team can score first, second and third place points in an individual event; nor can a team score first and second place points in a relay event. If one team takes first and second place in a relay event; or first, second and third place in an individual event the opposing team can receive second place points in the relay, or third place points in the individual event as long as they have a relay or swimmer legally complete the race. However, the team can receive both first and second place ribbons for relays; or first, second and third place ribbons for individual events.

18. ATTIRE

Per USS Rules, full body suits will not be allowed in ASA meets. The suit restrictions are as follows: Boys suits are limited to a jammer or brief design that can extend no further than the knee and cannot cover the upper torso or arms. Girl's suits may not extend below the knee and cannot extend past the shoulders in coverage. All suits must be made from a "permeable" material and cannot compress the swimmer's body and meet current FINA/USS approval standards. Technical suits are not allowed for swimmers age 12 and under.

19. BASIC RULES FOR STROKES, TURNS AND STARTS:

J. No swimmer shall use an illegal stroke; turn or kick to better their performance against their competition, or in violation of basic accepted swimming techniques. Violation will result in disqualification from that event at the discretion of the stroke and turn judge consistent with the rules.

K. All rules herein have been adapted from the current edition of the United States Swimming Rules and Regulations Publication. With the following clarification:

False Start: If the starter charges a false start in an event, the first false start will be charged to everyone in the heat. If a second false start is charged in an event, it will be charged only to the individual(s) false starting and that (those) individual(s) will be disqualified and not permitted to swim that event. False starts in the League Championship will be charged to the individual and not the field.

L. Coaches are not allowed to be in the water with swimmers during a race. This rule applies to all age groups and exhibition swimmers. An exception to this rule will be made in the case of a disabled swimmer.

20. STARTING BLOCKS

A. **In pools with water depth of less than 4 feet at the start end all swimmers MUST start from in the water at the start end of the pool that the swimmer is entering the water from. Normal backstroke starts are permitted in this water depth. Swimmers are not required to start from a block or the side even if the water depth permits that entry. At any time, swimmers may start from in the water.**

- B. In pools with water depth of 4 feet or greater at the start end, all swimmers may start from starting platforms no higher than 30 inches above the water surface, or swimmers may start from the pool deck or in the water.
- C. Water depth should be measured from 1 meter to 5 meters from the end of the pool that the swimmer is entering the water. Measurements should be taken in ALL lanes on BOTH ends of the pool. The shallowest measurement in that range shall be the depth for that lane, the shallowest lane for that end of the pool will determine if blocks may or may not be used, or if swimmers MUST start in the water
- D. All teams must adhere to these standards in all dual meets and during practices.
- E. Teams should try to match starting environments for all virtual meets. If a team is unable to use blocks or dive at one end of their pool, their opponent should try to compete in the same manner.

19. RACING START PROCEDURE AND TRAINING

Racing starts should only be taught in at least six feet of water to and should only be taught under the direct supervision of a coach. No swimmer who has not been certified as proficient by his or her coach should be performing racing starts into less than six feet of water, or should not use the blocks at all and should start from in the water, unless the coach feels the swimmer is properly prepared to use a block to start. Full information on safe starting procedure can be found at <https://www.usaswimming.org/docs/default-source/coaching-resourcesdocuments/ongoing-compliance/racing-start-certification/teaching-racing-starts-safety-and-backstroke-and-forward-start-protocols.pdf?sfvrsn=8> . A checklist on the proper steps to train a swimmer for safe starts can be found in the Appendix of the ASA Rule Book.

- 20. CANCELLATION / POSTPONEMENT OF MEETS:** Every effort must be made to swim each meet as scheduled. In the event of inclement weather, each team must show up at the pool on time. If at 5:30 the weather still precludes the meet from starting, the two team representatives, two head coaches, and starter/referee will meet and decide whether to postpone or reschedule the meet. **Care for the safety of the swimmers and spectators should be of the utmost importance in deciding whether or not to continue competition.**

Teams should adhere to generally accepted aquatic safety policies for thunder and/or lightning. No one should be in the pool for a minimum of 30 minutes when lightning is seen or thunder is heard. The clock resets each time either lightning or thunder occurs. Teams should also take any active weather Warning (tornado, severe thunderstorm or flash flood) with the utmost seriousness and take that into consideration as to how to proceed.

IF the meet is delayed more than 30 minutes due to Inclement Weather AND half the events have been completed (43 events) AND there is a decisive winner (40 point lead or more), THEN, the meet will be called and the leader takes the win.

IF the meet is delayed more than 30 minutes due to Inclement Weather AND less than half the events have been completed (less than 43 events) OR if there is no decisive lead (less than a 40 point spread), THEN, one Parent Rep and one Coach from each team should:

- Agree to continue the delay for an additional 15 minutes, OR
- Agree to reschedule (if there is sufficient time remaining in the season), OR

Agree to a tie and both teams will be credited with a win.

If the meet is at or past Event 66 (end of 15-18 boys breastroke) and a team is ahead by 30 points or more and the meet can't continue due to inclement weather that the meet will be called and the leader wins the meet.

NOTE: If no agreement can be reached, then the Parent Rep of the leading team makes the decision to either reschedule or take the tie. The option to continue the delay must be agreed to by both teams.

If a meet is to be rescheduled, teams should make all efforts possible to swim the meet within a week of the postponed meet. The home team should notify the league office of a rescheduled meet and the need, if any, for a replacement starter/referee. A rescheduled meet will require each team to repeat the original procedures for a dual meet, including the exchange of revised lineups for each team. Teams may change their lineups to deal with the rescheduled date. The postponed meet does not impact the participation of swimmers in the rescheduled meet.

21. RESCORING OF CLOSE MEETS

Meets decided by 10 or fewer points should be rescored and audited by each team prior to announcing the score. Teams should carefully review all heat 1 races to ensure the times and places were correctly recorded and scored. Teams may mutually agree to waive this review. If teams announce the score, that score is final. Any calculation or data recording/input errors, caught after the announcement of the score that change the outcome of the meet will result in the meet being declared a tie with both teams being credited with a win.

22. PROTESTS, PENALTIES, AND INFRACTIONS FOR CHEATING

A. Interference with the smooth operation of a dual meet in the discretion of the starter will result in the following penalties: (all infractions should be reported to league coordinator):

First Offense	10 points
Second Offense	25 points and ejection of offending party
Third Offense	100 points

B. Lineup or participation infractions, not caught prior to the meet, should be immediately reported by the deck manager, computer table, and to the starter/referee before the start of the next event. The following are the penalties for lineup or participation infractions:

First Offense	Forfeit all points in event
Subsequent Offenses	Forfeit all points in event plus 10 more points.

C. All protests must be submitted in writing to league office along with a copy of the meet results including a backup of the meet on diskette within 48 hours of the conclusion of the meet (Sat. and Sun. excluded). A \$20 fee that is refundable must accompany all protests if the protest is upheld.

D. All coaches must attend the coaches meeting or face a \$50 fine, to be paid by the team. Coaches may only miss the meeting if they provide the league coordinator with sufficient advance notice of their reason for missing the meeting.

E. Failure to swap lineup by 3:00 p.m. (unless coaches agree to a later time) deadline will result in \$50 penalty for offending team. Infraction must be reported to league coordinator within one hour of infraction to be enforced.

- F. Protests will be decided by a panel of team representatives that have not competed against either team involved in the protested meet. This panel will decide all protests within one week of the filing of the protest. Decisions of the panel are final.
- G. Teams that violate the membership rules of the league are subject to a \$100 per meet per swimmer fine. This fine will go to a charity of ASA's choice or the choice of the team filing the protest.
- H. DON'T CHEAT!

ASA **VIRTUAL** Dual Meet Procedure Using Hy Tek Meet Manager

STEP 1: Pre Meet Conversation and Meet Entry/Lineup Completion

The HOME TEAM should contact the visitor several days prior to the meet file exchange deadline to arrange the result swap and go over any details of the meet including the use of starting blocks, alternate order of events, and the use of composite times for relays.

Each team should complete their lineup using their Team Management software (Team Manager, Swimtopia, or Team Unify) to assign swimmers to their lanes and heats. Teams should enter swimmers in all lanes available for their pool. The meet should be set up in Meet Manager for each team, using the league template meet. Each team should set their meet up to use all available lanes for their pool.

Teams may complete their swimming portion of the meet on their own schedule provided competition is done by the agreed upon deadline and that entries and results are exchanged by that deadline. Teams may agree to swim a different format or order of events, provided both teams are in full agreement to these altered formats.

STEP 2: Meet Entry Import and Form Completion

Once teams have completed their entries in their team management software, they should export those entries for import into Meet Manager. Once entries are in meet manager teams may complete needed paperwork including.

- An Entry List (including heat and lane), this report can be shared with swimmers and families to let them know which events their swimmers will be competing in as well as the heat and lane they will swim in. This will allow families to put that swimmers Event/Heat/Lane on their swimmer's arm prior to their swims.
- A meet program to allow everyone to see the entire meet and when events will be swum as well as the place judge and starter referee to record their info.
- Lane/Timer Report (Continuous Format sorted by Lane Then Event) should be printed for each lane for the timers to record their times after each swim.
- There is no need for UK Judges placing forms as that info can be collected for use after each swimming session is completed.
- The filter options on each report screen will allow you to print reports for only those events that will be swum during that practice session or day.

Teams can make and print updates for the events as needed.

STEP 3: Meet Operation

Teams can swim their events at any point during the week to fit their practice and pool schedule. Every effort possible should be made to maintain social distancing in the area behind the blocks and on the pool deck. Teams should strongly consider marking spots on the deck for where swimmers, timers, coaches and any other meet workers should be during competition. Additionally, if possible, non-competitors should consider wearing masks. Times can be input into Hy Tek at the discretion of each team, either during competition or post meet.

If a team chooses, they can input the times after each day of competition, or once all competition is completed. Teams can complete ribbon labels for events on the same schedule. **Events should NOT be scored until results for the two teams have been merged together, otherwise it will not be possible to score the meet. The status of each event should remain as DONE.**

Coaches and/or parent helpers can make sure swimmers get to the correct heat and lane. Care and consideration should be given to not crowd the area behind the blocks to maintain social distancing safeguards.

Each event will start and be swum to completion. Timers will record the times for the swimmer once that event is done. Timers should check the name of each swimmer in their lane before or after each swim and make corrections on their lane timer sheet to ensure accurate results and ribbons. Place judges will record their order of finish on a meet program as a backup in the event that a timer or backup timer does not record a time. The starter/referee should note all disqualifications on their heat sheet including the reason for the DQ. If a time is not recorded for a swimmer, that swimmer should be checked as exhibition AFTER ribbons have been completed. The completed lane timer sheets, place judge and starter referee heat sheet should then be given to the Hy Tek operator to input results for each event.

STEP 3: Meet File and Result Exchange

The entry and result swap should take place by 3:00 p.m. Sunday, the end of that week's scheduled virtual meet, unless both teams mutually agree to a later or earlier time. For the swap teams will exchange 5 pieces of info:

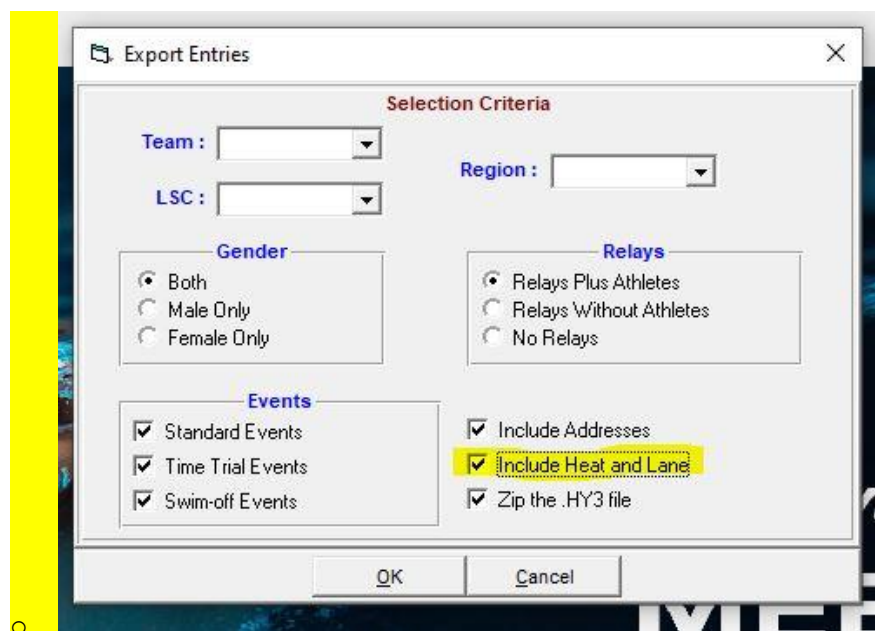
- The export of the Meet Manager merge entry file including heats and lanes.
- The export of the Meet Manager merge results file, including all times for swimmers as well as disqualifications.
- A pdf version of the Entry List including heats and lanes.
- A pdf version of the Results report, including all results and disqualifications.
- A full backup of that team's Meet Manager database. (File – Backup)

Teams will electronically exchange these files via e mail. It is recommended that teams exchange lineups within 5 minutes to avoid one team being able to view another team's lineup before sending their own lineup. It is strongly advised teams be on the phone with each other when this exchange takes place. Always check each other's entries to make sure there are no rule infractions in the lineup. If you discover any mistakes please work this out as soon as possible, prior to scoring the meet.

STEP 5: Merger of Meet Entries and Meet Scoring

Teams will take the following steps to consolidate and score the meet. Note, these steps should happen in the following sequence for this process to work best. Input results for your team's portion of the virtual meet including all times, DQ's and exhibition designations. Export a merge entries file for your team from Meet Manager, export a merge results file for your team from Meet Manager. Renumber events in your team's existing database to create a space for the other team's results to be imported. Copy the event numbers to create a destination for the opposing team's results to be imported. Import merge/entries from the other team, import/merge results from the other team. Combine results for each event to score the meet.

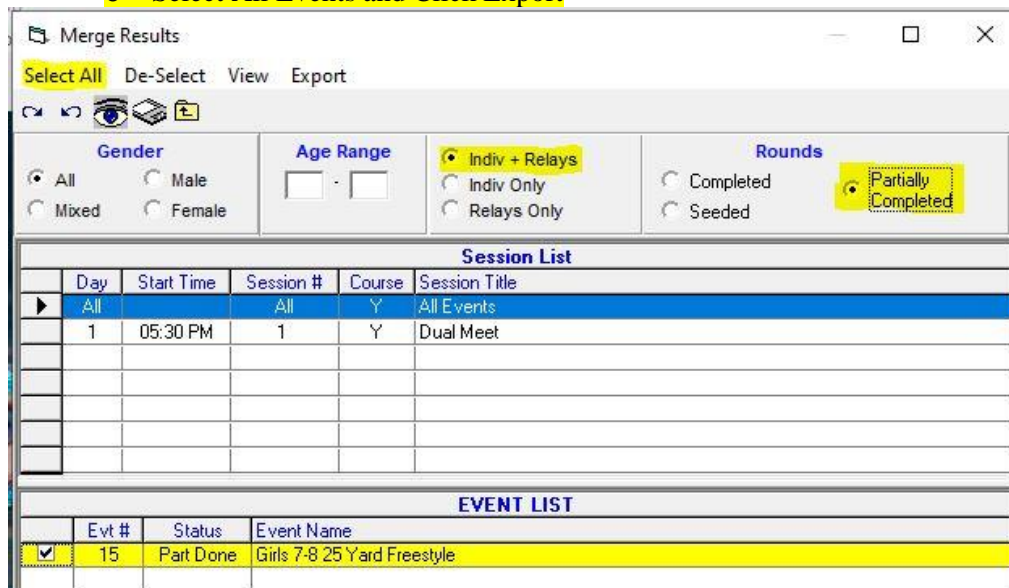
1. Export entries for each team to provide destination for results.
 - File – Export – Entries for Meet Manager Merge of Same Meet
 - Be sure to check box for Include Heat and Lane



- Save file to a location you can find on your computer. This will create a file named MeetEntries(Meet Name).zip

2. Export results for other team to score meet.

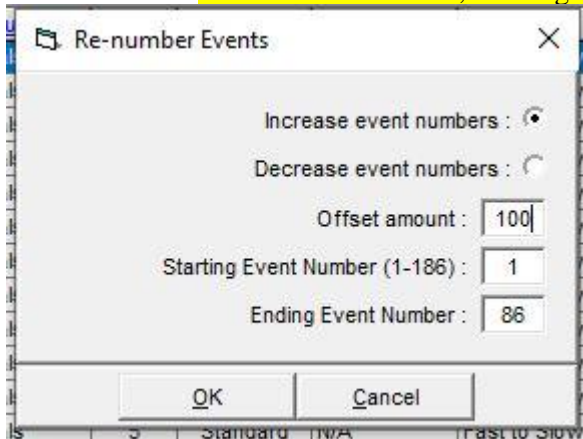
- File – Export – Results for Meet Manager Merge of Same Meet (6th Item Down) NOT Results for Swim Manager – SWIMS or NCAA
- Under Rounds Check box for Completed
- Select All Events and Click Export



- Save file to a location you can find. File will be named MergeMeetResults...zip

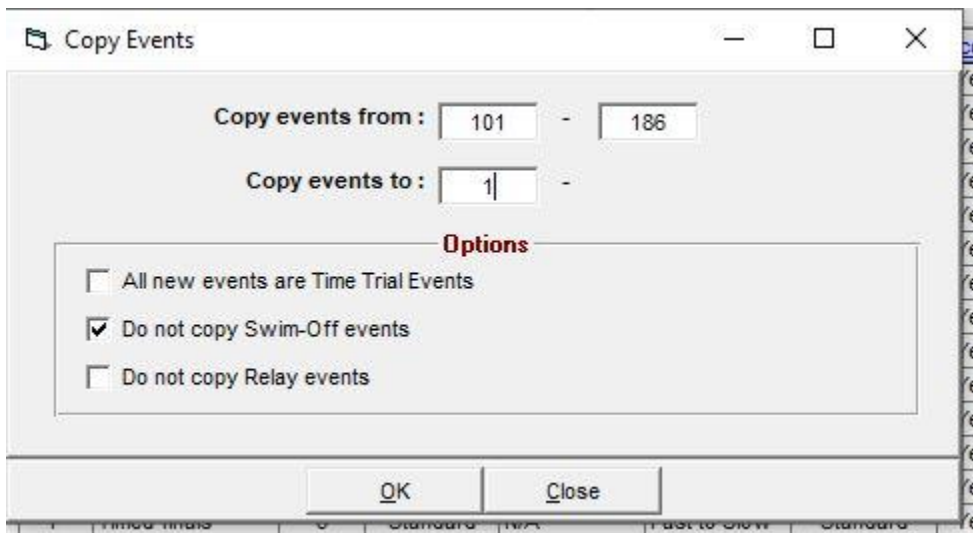
3. Renumbering events for your team's database. This will move your existing entries and results to a new location and allow you to import results from the opposing team into your team's database and ultimately merge the results.

- EXAMPLE: Existing events are 1 to 86 add 100 to each event number so new numbers are 101 to 186. Note: This is necessary if results to be merged are also in events 1 to 86, as merge results import requires matching events.



4. In your team's database with your entries and results. Click Events - Copy and copy events to add new set starting with 1. This will create event numbers as a destination for the opposing team's entries and results.

- EXAMPLE: If existing events are 101 to 186 copy events to 1, so new events are numbered 1 to 86



5. Import entries from other team.

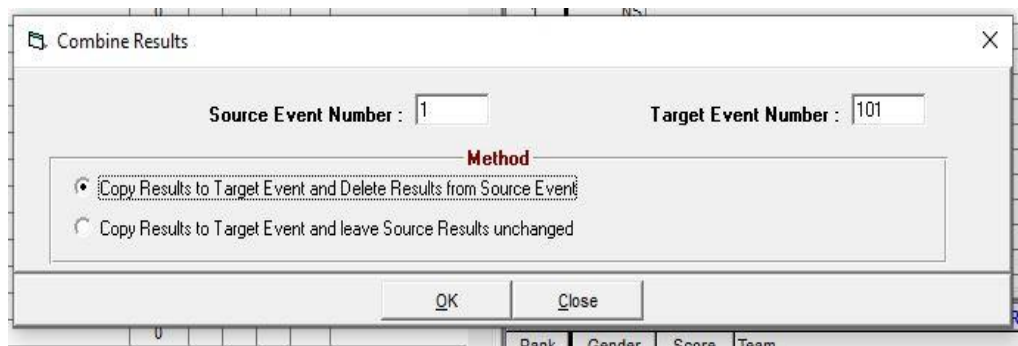
- File – Import – Merge Entries (MM to MM) (third option down)
- Select the file and follow the steps to import.
- Go to the Run Menu to see that the entries and swimmers imported.
- If you don't see the swimmers, there are one of two problems. First, instead of selecting File - Import - Merge Entries you selected File Import – Meet Entries, sometimes this selection does not import the heats and lanes for swimmers which are needed to import results in the next step. Second, the other team likely did not check the box to Include Heat and Lane. Contact them and ask them to re-export those entries.

6. Import results from other team

- File – Import – Merge Results (MM to MM) (third option down)
- Select the file and follow the steps.
- Go to the Run Menu to see that the entries and times imported.
- If you don't see the swimmers, the other team likely did not use the File – Export – Results for Meet Manager Merge of Same Meet (6th Item Down). The likely clicked on File – Export - Results for Swim Manager – SWIMS or NCAA. Either use their backup of the meet to create the file you need, or have them re-export the result file.

7. Merge the results of each team.

- In the Run Menu select Combine.
- EXAMPLE: Enter Source Event Number: 101, Target Event Number 1 to combine results from event 101 into event 1
- Choose Copy Results to Target Event and Delete Results from Source Event



- Once you Click OK it will combine the results and score the event.
- This has to be done for all 86 events

8. Once all 86 events are combined you can run a final score for the meet under Reports – Scores. Be sure to select all events and check the box for combined team scores.

STEP 6: Post Meet

The score of the meet should be phoned to the coordinator's office (404) 664-3975. Teams may e mail the score to frankem355@aol.com instead of phoning. DO NOT TEXT THE SCORE. A backup of the meet should be e mailed to each other to confirm your math and agree on the final score for the meet.

ASA ORDER OF EVENTS — DUAL MEET

MEDLEY RELAY EVENTS

1. 6 & Under Girls 100 Free Relay
2. 6 & Under Boys 100 Free Relay
3. 7-8 Girls 100 Med. Relay
4. 7-8 Boys 100 Med. Relay
5. 9-10 Girls 100 Med. Relay
6. 9-10 Boys 100 Med. Relay
7. 11-12 Girls 200 Med. Relay
8. 11-12 Boys 200 Med. Relay
9. 13-14 Girls 200 Med. Relay
10. 13-14 Boys 200 Med. Relay
11. 15-18 Girls 200 Med. Relay
12. 15-18 Boys 200 Med. Relay

FREESTYLE EVENTS

13. 6 & Under Girls 25 Freestyle
14. 6 & Under Boys 25 Freestyle
15. 7-8 Girls 25 Freestyle
16. 7-8 Boys 25 Freestyle
17. 9-10 Girls 25 Freestyle
18. 9-10 Boys 25 Freestyle
19. 11-12 Girls 50 Freestyle
20. 11-12 Boys 50 Freestyle
21. 13-14 Girls 50 Freestyle
22. 13-14 Boys 50 Freestyle
23. 15-18 Girls 50 Freestyle
24. 15-18 Boys 50 Freestyle
25. 7-8 Girls 50 Freestyle
26. 7-8 Boys 50 Freestyle
27. 9-10 Girls 50 Freestyle
28. 9-10 Boys 50 Freestyle
29. 11-12 Girls 100 Freestyle
30. 11-12 Boys 100 Freestyle
31. 13-14 Girls 100 Freestyle
32. 13-14 Boys 100 Freestyle
33. 15-18 Girls 100 Freestyle
34. 15-18 Boys 100 Freestyle

BACKSTROKE

35. 6 & under Girls 25 Backstroke
36. 6 & under Boys 25 Backstroke
37. 7-8 Girls 25 Backstroke
38. 7-8 Boys 25 Backstroke
39. 9-10 Girls 25 Backstroke
40. 9-10 Boys 25 Backstroke
41. 11-12 Girls 50 Backstroke
42. 11-12 Boys 50 Backstroke
43. 13-14 Girls 50 Backstroke
44. 13-14 Boys 50 Backstroke
45. 15-18 Girls 50 Backstroke

46. 15-18 Boys 50 Backstroke

INDIVIDUAL MEDLEY EVENTS

47. 7-8 Girls 100 Indiv. Medley
48. 7-8 Boys 100 Indiv. Medley
49. 9-10 Girls 100 Indiv. Medley
50. 9-10 Boys 100 Indiv. Medley
51. 11-12 Girls 100 Indiv. Medley
52. 11-12 Boys 100 Indiv. Medley
53. 13-14 Girls 100 Indiv. Medley
54. 13-14 Boys 100 Indiv. Medley
55. 15-18 Girls 100 Indiv. Medley
56. 15-18 Boys 100 Indiv. Medley

BREASTSTROKE EVENTS

57. 7-8 Girls 25 Breaststroke
58. 7-8 Boys 25 Breaststroke
59. 9-10 Girls 25 Breaststroke
60. 9-10 Boys 25 Breaststroke
61. 11-12 Girls 50 Breaststroke
62. 11-12 Boys 50 Breaststroke
63. 13-14 Girls 50 Breaststroke
64. 13-14 Boys 50 Breaststroke
65. 15-18 Girls 50 Breaststroke
66. 15-18 Boys 50 Breaststroke

BUTTERFLY EVENTS

67. 7-8 Girls 25 Butterfly
68. 7-8 Boys 25 Butterfly
69. 9-10 Girls 25 Butterfly
70. 9-10 Boys 25 Butterfly
71. 11-12 Girls 50 Butterfly
72. 11-12 Boys 50 Butterfly
73. 13-14 Girls 50 Butterfly
74. 13-14 Boys 50 Butterfly
75. 15-18 Girls 50 Butterfly
76. 15-18 Boys 50 Butterfly

FREESTYLE RELAY EVENTS

77. 7-8 Girls 100 Freestyle Relay
78. 7-8 Boys 100 Freestyle Relay
79. 9-10 Girls 100 Freestyle Relay
80. 9-10 Boys 100 Freestyle Relay
81. 11-12 Girls 200 Freestyle Relay
82. 11-12 Boys 200 Freestyle Relay
83. 13-14 Girls 200 Freestyle Relay
84. 13-14 Boys 200 Freestyle Relay
85. 15-18 Girls 200 Freestyle Relay
86. 15-18 Boys 200 Freestyle Relay

ASA DeKalb Swim League Dual Meet Order of Events

#	AGE/SEX	EVENT	#	AGE/SEX	EVENT
1	6 & Under Girls	100 Yard Freestyle Relay	47	7-8 Girls	25 Yard Breastroke
2	6 & Under Boys	100 Yard Freestyle Relay	48	7-8 Boys	25 Yard Breastroke
3	7-8 Girls	100 Yard Medley Relay	49	9-10 Girls	25 Yard Breastroke
4	7-8 Boys	100 Yard Medley Relay	50	9-10 Boys	25 Yard Breastroke
5	9-10 Girls	100 Yard Medley Relay	51	11-12 Girls	50 Yard Breastroke
6	9-10 Boys	100 Yard Medley Relay	52	11-12 Boys	50 Yard Breastroke
7	11-12 Girls	200 Yard Medley Relay	53	13-14 Girls	50 Yard Breastroke
8	11-12 Boys	200 Yard Medley Relay	54	13-14 Boys	50 Yard Breastroke
9	13-14 Girls	200 Yard Medley Relay	55	15-18 Girls	50 Yard Breastroke
10	13-14 Boys	200 Yard Medley Relay	56	15-18 Boys	50 Yard Breastroke
11	15-18 Girls	200h Yard Medley Relay			
12	15-18 Boys	200 Yard Medley Relay	57	7-8 Girls	25 Yard Butterfly
			58	7-8 Boys	25 Yard Butterfly
13	7-8 Girls	100 Yard I.M.	59	9-10 Girls	25 Yard Butterfly
14	7-8 Boys	100 Yard I.M.	60	9-10 Boys	25 Yard Butterfly
15	9-10 Girls	100 Yard I.M.	61	11-12 Girls	50 Yard Butterfly
16	9-10 Boys	100 Yard I.M.	62	11-12 Boys	50 Yard Butterfly
17	11-12 Girls	100 Yard I.M.	63	13-14 Girls	50 Yard Butterfly
18	11-12 Boys	100 Yard I.M.	64	13-14 Boys	50 Yard Butterfly
19	13-14 Girls	100 Yard I.M.	65	15-18 Girls	50 Yard Butterfly
20	13-14 Boys	100 Yard I.M.	66	15-18 Boys	50 Yard Butterfly
21	15-18 Girls	100 Yard I.M.			
22	15-18 Boys	100 Yard I.M.	67	7-8 Girls	100 Yard Free Relay
			68	7-8 Boys	100 Yard Free Relay
23	6 & Under Girls	25 Yard Freestyle	69	9-10 Girls	100 Yard Free Relay
24	6 & Under Boys	25 Yard Freestyle	70	9-10 Boys	100 Yard Free Relay
25	7-8 Girls	25 Yard Freestyle	71	11-12 Girls	200 Yard Free Relay
26	7-8 Boys	25 Yard Freestyle	72	11-12 Boys	200 Yard Free Relay
27	9-10 Girls	25 Yard Freestyle	73	13-14 Girls	200 Yard Free Relay
28	9-10 Boys	25 Yard Freestyle	74	13-14 Boys	200 Yard Free Relay
29	11-12 Girls	50 Yard Freestyle	75	15-18 Girls	200 Yard Free Relay
30	11-12 Boys	50 Yard Freestyle	76	15-18 Boys	200 Yard Free Relay
31	13-14 Girls	50 Yard Freestyle			
32	13-14 Boys	50 Yard Freestyle			
33	15-18 Girls	50 Yard Freestyle			
34	15-18 Boys	50 Yard Freestyle			
35	6 & Under Girls	25 Yard Backstroke			
36	6 & Under Boys	25 Yard Backstroke			
37	7-8 Girls	25 Yard Backstroke			
38	7-8 Boys	25 Yard Backstroke			
39	9-10 Girls	25 Yard Backstroke			
40	9-10 Boys	25 Yard Backstroke			
41	11-12 Girls	50 Yard Backstroke			
42	11-12 Boys	50 Yard Backstroke			
43	13-14 Girls	50 Yard Backstroke			
44	13-14 Boys	50 Yard Backstroke			
45	15-18 Girls	50 Yard Backstroke			
46	15-18 Boys	50 Yard Backstroke			

Atlanta Swim Association League Championship 2020 Records

<u>Ev#</u>	<u>Event Description</u>	<u>Time</u>	<u>Date</u>	<u>Swimmer/Team</u>
1	Girls 6&U 100 Free Relay J. Rohal, T. Dickson, C. Cohen, K. Smith	1:17.73	7/12/2001	WINDWARD WAVES
2	Boys 6&U 100 Free Relay A Mitten, L Canova, G Davies, T Meredith	1:21.14	6/29/2012	BROOKWOOD HILLS SWIM TEAM
3	Girls 7-8 100 Medley Relay K. Smith, J. Rohal, C. Cohen, T. Dickson	1:12.63	6/27/2003	WINDWARD WAVES
4	Boys 7-8 100 Medley Relay N Harrison, S King, J Marte, M Gibbs	1:14.10	6/28/2015	2015 HLHK SHARKS
5	Girls 9-10 100 Medley Relay K Smith, T Dickson, C Cohen, J Rohal	1:00.79	6/25/2005	WINDWARD WAVES
6	Boys 9-10 100 Medley Relay M Clayton, S Shah, L Weddington, E Hoppenfeld	59.85	6/29/2014	CHASTAIN PARK TIDAL WAVES
7	Girls 11-12 200 Medley Relay C Gaines, C James, I Achanti, N Johnson	1:58.29	6/29/2019	ALPHARETTA SHARKS - ALPH -GA
8	Boys 11-12 200 Medley Relay M Gumbrell, A Chen, T Rice, T Gumbrell	1:55.08	7/2/2016	GEORGETOWN DOLPHINS - GTWN
9	Girls 13-14 200 Medley Relay H Rozenboom, G Johnson, K Hart, E Hicks	1:54.00	7/1/2017	CHASTAIN PARK TIDAL WAVES - CHAS
10	Boys 13-14 200 Medley Relay J Aikins, G Ego, N Bohn, B Sasser	1:41.20	7/1/2017	POLO GCC DOLPHINS - POLO
11	Women 15-18 200 Medley Relay	1:50.38	6/29/2019	CHASTAIN PARK -CHAS
12	Men 15-18 200 Medley Relay P Bragg, A Voloschin, Q Harron, N Bragg	1:33.82	6/29/2019	THE BRANCHES - TB
13	Girls 6&U 25 Free	16.97	1986	KATIE RICHARDSON - BROOKFIELD CC
14	Boys 6&U 25 Free	16.97	6/29/2019	JORDAN COLLINS - ST. MARLO
15	Girls 7-8 25 Free	14.97	7/2/2016	PILAR KING - HLHK SHARKS
16	Boys 7-8 25 Free	13.94	6/29/2019	LUKE GERDES - GATORS
17	Girls 9-10 25 Free	13.01	6/28/2015	SADIE CLAYTON - CHAS
18	Boys 9-10 25 Free	12.86	6/27/2018	ISAIAH LEWIS - LINDMOOR WOODS
19	Girls 11-12 50 Free	24.77	7/2/2016	HAILEY GALBRAITH - LAKE FOREST
20	Boys 11-12 50 Free	23.57	6/28/2010	JACOB RUBIN - WELL-WAVES-GA
21	Girls 13-14 50 Free	24.04	6/28/2015	TATUM SMITH - HHLN -GA
22	Boys 13-14 50 Free	21.61	7/2/2016	CAM AUERBACH - SKRG
23	Women 15-18 50 Free	23.96	6/27/2018	TATUM SMITH - HAMPTON HALL-N
24	Men 15-18 50 Free	20.30	6/28/2018	LIAM BELL - AVON-GA
25	Girls 7-8 50 Free	30.50	1988	KATIE RICHARDSON - BROOKFIELD CC
26	Boys 7-8 50 Free	30.07	7/1/2012	CARSON KENNEDY - OXFORD MILL
27	Girls 9-10 50 Free	27.16	6/29/2014	HAILEY GALBRAITH - LFL -GA
28	Boys 9-10 50 Free	26.91	6/29/2014	NATHAN JIN - ALP
29	Girls 11-12 100 Free	53.50	7/2/2016	HAILEY GALBRAITH - LAKE FOREST
30	Boys 11-12 100 Free	52.52	6/29/2014	CAM AUERBACH - SKRG
31	Girls 13-14 100 Free	52.32	6/27/2018	GIGI JOHNSON - CHAS
32	Boys 13-14 100 Free	47.27	7/2/2016	CAM AUERBACH - SKRG
33	Women 15-18 100 Free	52.42	6/28/2015	KATHERINE AIKINS - GC
34	Men 15-18 100 Free	44.43	6/28/2015	KNOX AUERBACH - SKRG
35	Girls 6&U 25 Back	20.21	6/28/2015	PILAR KING - 15 HLHK SHARKS
36	Boys 6&U 25 Back	17.50	1993	SCOTT PRATHER - RIVER CHASE
37	Girls 7-8 25 Back	17.10	6/29/2014	SADIE CLAYTON - CHAS
38	Boys 7-8 25 Back	16.62	6/29/2019	LUKE GERDES - GATORS
39	Girls 9-10 25 Back	15.09	6/30/2013	RACHEL SAXON - WCW -GA
40	Boys 9-10 25 Back	15.09	6/29/2014	JUSTIN BENDER - CHAR -GA
41	Girls 11-12 50 Back	28.06	6/27/2018	JAYLA THOMPSON - SUMMER SHARKS
42	Boys 11-12 50 Back	27.31	6/29/2014	IAN GRUM - VPCA -GA
43	Girls 13-14 50 Back	27.12	6/29/2014	LAINIE BELL - AVON -DK

44	Boys 13-14 50 Back	24.61	6/27/2018	IDRIS MUHAMMAD - COOLSHARKS
45	Women 15-18 50 Back	26.59	6/29/2019	KYLA MALONEY - WV VIPERS
46	Men 15-18 50 Back	22.33	6/29/2019	IAN GRUM - VPCA -GA
47	Girls 7-8 100 IM	1:17.78	6/29/2014	SADIE CLAYTON - CHAS
48	Boys 7-8 100 IM	1:16.09	6/29/2012	CARSON KENNEDY - OXFORD MILL
49	Girls 9-10 100 IM	1:07.19	7/2/2016	SADIE CLAYTON - CHAS
50	Boys 9-10 100 IM	1:06.30	6/29/2014	NATHAN JIN - ALP
51	Girls 11-12 100 IM	1:01.18	6/27/2018	ELLA JONES - OXFORD MILL
52	Boys 11-12 100 IM	59.35	7/1/2017	AL-8 THOMAS XIAO - GATORS
53	Girls 13-14 100 IM	58.59	6/29/2014	LAINIE BELL - AVON -DK
54	Boys 13-14 100 IM	53.14	6/28/2015	LIAM BELL - AVON -DK
55	Women 15-18 100 IM	58.36	7/9/2006	LAYNE BRODIE - HANOVER WEST
56	Men 15-18 100 IM	50.01	6/29/2019	KAMAL MUHAMMAD - RAGIN' RAYS
57	Girls 7-8 25 Breast	18.74	6/28/2015	SARELL TUTT - MARLINS
58	Boys 7-8 25 Breast	19.07	7/1/2012	SAAVAN SHAH - COOLSHARKS
59	Girls 9-10 25 Breast	15.87	6/30/2017	GIANNA VARRONE - FIELDSTONE
60	Boys 9-10 25 Breast	16.03	6/28/2015	THOMAS XIAO - GATORS
61	Girls 11-12 50 Breast	31.52	7/2/2016	MIA SHAFFER - LAKE FOREST
62	Boys 11-12 50 Breast	29.63	7/1/2017	AL-8 THOMAS XIAO - GATORS
63	Girls 13-14 50 Breast	30.14	7/2/2016	ADDIE FARRINGTON - FALLS FINNS
64	Boys 13-14 50 Breast	26.37	6/28/2015	LIAM BELL - AVON -DK
65	Women 15-18 50 Breast	29.85	7/2/2016	ALLIE REITER - VERMACK
66	Men 15-18 50 Breast	24.97	6/29/2019	LIAM BELL - AVON -DK
67	Girls 7-8 25 Fly	15.73	1989	ZIBBY STOKES - BROOKWOOD HILLS
68	Boys 7-8 25 Fly	15.34	6/25/2005	BLAKE RABIN - COOL SHARKS
69	Girls 9-10 25 Fly	13.09	7/2/2016	SADIE CLAYTON - CHAS
70	Boys 9-10 25 Fly	13.75	7/2/2016	CONNOR NIXON - MALLARDS
71	Girls 11-12 50 Fly	26.43	7/1/2013	TATUM SMITH - HHLN -GA
72	Boys 11-12 50 Fly	26.52	6/29/2014	LANGSTON WEDDINGTON - CHAS
73	Girls 13-14 50 Fly	25.70	6/28/2015	TATUM SMITH - HHLN -GA
74	Boys 13-14 50 Fly	24.10	6/28/2015	MARK ROTOLO - BWSG BARRACUDAS
75	Women 15-18 50 Fly	25.27	6/27/2018	TATUM SMITH - HAMPTON HALL-N
76	Men 15-18 50 Fly	22.06	6/29/2019	CAM AUERBACH - SKRG
77	Girls 7-8 100 Free Relay	1:04.03	6/27/2003	WINDWARD WAVES
78	Boys 7-8 100 Free Relay	1:03.15	7/8/2000	KENNEDY REC CENTER
79	Girls 9-10 100 Free Relay	54.23	6/25/2005	WINDWARD WAVES
J Rohal, T Dickson, C Cohen, K Smith				
80	Boys 9-10 100 Free Relay	53.60	6/25/2014	CITY OF ALPHARETTA SHARKS
A Lu, A Grottle, N Makarishchev, A Jin				
81	Girls 11-12 200 Free Relay	1:48.40	6/27/2018	CHASTAIN PARK TIDAL WAVES - CHAS
C Masterson, L Foglesong, M Kinerman, S Clayton				
82	Boys 11-12 200 Free Relay	1:44.43	7/2/2016	OXFORD MILL STINGGRAYS - OXFORD
J Kennedy, B Spann, J Bao, J Margarite				
83	Girls 13-14 200 Free Relay	1:43.88	7/1/2017	CHASTAIN PARK TIDAL WAVES - CHAS
G Johnson, E Hicks, K Hart, H Rozenboom				
84	Boys 13-14 200 Free Relay	1:31.44	7/1/2017	POLO GCC DOLPHINS - POLO
N Bohn, G Egolf, B Sasser, J Aikins				
85	Women 15-18 200 Free Relay	1:38.84	6/29/2019	CHASTAIN PARK TIDAL WAVES - CHAS
86	Men 15-18 200 Free Relay	1:25.21	7/2/2016	CHASTAIN PARK TIDAL WAVES - CHAS
E Cox, H Merkle, C Anderson, N Stines				

Appendices

League Championship Rules

Meet Awards

League Ranking Calculations

Heat Sheet Ad Rates and Information

Starter Evaluation Form

Current US Swimming Rules

Safe Starting Procedure and Training

Dual Meet Substitution Form

Hy Tek Sample Forms

Meet Entry Report

Meet Program

UK Judges Placing Form

Lane/Timer Form

Roster of ASA Teams, Contacts and Pool Info - Visit -

<http://atlantaswimming.com/swim-leagues/atlanta-swim-association-home/teams/>

2021 Schedule

<https://asa.swimtopia.com/schedule>

ASA Best Practices for Team Safety

Appendix 1

Atlanta Swim Association Championship Rules and Regulations

Rules for this year's meet are subject to change based on requirements of Georgia Tech.

1. **Participation Requirements:** A swimmer must have participated in at least one regularly scheduled dual or virtual meet to be eligible for the championship meet.
2. **Entry Fees:** The entry fee check should be made payable to Atlanta Swim Association and should be brought to each team's divisional session. The entry fee for the meet is TBD per swimmer. Teams must submit ONE CHECK for their entry fees.
3. **Entry Format and Deadline:** Entries must be completed using Hy Tek Team Manager, Swimtopia or Team Unify. Teams do not need to include heat/lane assignments, entries will be seeded based on entry time. Entries submitted without entry times will be seeded last at NT's (no time). All entries are due no later than Sunday, June 13th at 6 pm to frankem355@aol.com.
4. **Entry File Requirements:** A Hy Tek Team Manager (or other team management product) entry file, PDF file export of the entry report, and final team roster must be included with the entries. Entry fees along with a final balance of team dues must be delivered by the first day of the league championship.
5. **Entry Limits:** Each swimmer is allowed to enter two individual events and two relays. Teams may enter and score as many swimmers as they want in any individual event.
6. **Relay Entry Limit:** For the championship, teams may only enter 3 relays in each relay event and only one relay per team per relay event can score. If a team places more than one relay in the top 20 they will receive awards for the swim, but they will not receive the points. Those points will be given to the remaining teams displaced by second relays.
7. **Swimming Up:** The rules regarding swimming up in age group in dual meet competition apply for the League Championship Meet.
8. **Late Entries and Changes** – Late entries are allowed for the league championship meet on a lane availability basis for individual events only at a cost of \$30 per individual event and \$50 per relay, relay only swimmers are subject to a \$30 per swimmer fee. Changing of events at the league championship will be permitted at the discretion of meet management up to 48 hours prior to that team's championship session at the late entry fee rate.
9. **Required Orientation Meeting:** All teams must participate in a required orientation Zoom meeting held prior to the event. Teams not represented at this meeting will be subject to a \$250 fine or removal from the meet. We strongly suggest all members of your coaching staff and team reps participate in the meeting.
10. **Masks are required for everyone in the venue at all times. Only swimmers who are getting ready to warmup, compete or warmdown may remove their masks.**
11. **Spectators will not be allowed for the meet. If conditions permit, we will revisit this requirement and allow a limited number of spectators. All sessions of the meet will be live streamed for free.**

12. **Athlete Supervision:** Each team will be provided a limited number of extra credentials for the meet to allow for meet volunteers, as well as parent supervisors to help teams oversee their athletes.
13. **Credentials:** All coaches, meet workers and team helpers must display their credentials at all times. Anyone without a credential will be asked to leave the venue.
14. **Team Arrival and Building Entry:** Each team will have a scheduled arrival time that they can enter the building. This will be based on their scheduled warmup time; their building entry time will be 30 minutes before their scheduled warmup time. Teams must enter the building as one group. Any stragglers may be collected by a coach or team representative that can escort the swimmer into the venue to your team area. There will be a meeting area outside of the Campus Recreation Center entrance where coaches and team coordinators can collect their team members before entering the venue as one group. Teams must go directly to their assigned team seating location upon building entry and remain there until their scheduled warmup time.
15. **Team Areas:** For the 2021 ASA Championship each team will have a specifically designated team area located either on the pool deck or in the spectator stands. Swimmers are required to remain in their team area unless they are going to the bullpen for their scheduled event. Swimmers should promptly return to their team area as soon as their event is completed and they have warmed down after their swim.
16. **Meet Warmups:** Scheduled warmups for each session will be offered 90 minutes prior to the start of your scheduled championship session. Feet first entries for all warmups only, except for designated one way sprint lanes. Teams failing to follow these procedures will be removed from their warmup session.
17. **Meet Bullpen and Athlete Staging:** All swimmers must go through the bullpen/staging areas to participate in any race. All swimmers should report to the bullpen on the first call. No swimmer will be paged to the bullpen. Only competitors and authorized meet workers are allowed in the bullpen.
18. **Meet Results:** Results from each session will be posted at <https://asa.swimtopia.com/championship> as soon as that session has concluded. Live results can be viewed by using the Meet Mobile ap.
19. **Scoring Divisions:** For the Championship, teams are ranked prior to the meet based on a formula that includes current season dual meet wins (2 points per win), team entry size (1 point for each 10 swimmers entered), and points scored in the previous year's championship (1 point per 50 points scored) and will be scored separately for team points. The top 3 teams in each division will receive a trophy. There will be approximately 6-10 teams per division in each meet.
20. **Scoring:** The top 24 places for the championship score.
21. **Coaches Area:** Only coaches will be allowed in the coach's area.
22. **Awards:** The top 30 swimmers will receive awards for each championship session. Medals will be provided for the top 10 individual finishers and top 3 relays in each championship session; ribbons will be provided for all other places.

23. **Parking:** Cars illegally parked will be towed immediately at the owner's expense. Please carpool whenever possible, this is a very large event. The cost of parking at Georgia Tech is \$15 per vehicle per day or at a discount by visiting <https://gatech.clickandpark.com/event>. Please refer to the parking diagram included to find the best place to park. Georgia Tech Aquatic Center (GTAC) Rules and Regulations

Venue Requirements for the Georgia Tech Campus Recreation Center and GTAC

1. There is no smoking allowed in the GTAC.
2. Glass objects are prohibited in the GTAC.
3. All teams are to set up camp in their assigned team area either on deck or upstairs, please see the facility map and seating chart to figure out where your team is seated. Please only sit in your team area.
4. The bottom rows of seats are for spectators only, no team setup is allowed in this area. This rule is not applicable for 2021 due to COVID.
5. Swimmers should report for their events when called. Swimmers should enter the pool deck either by the gate by the main scoreboard side of the pool (please see the map in the heat sheet), or via the back hallway beneath the upstairs spectator seating and report to your respective bullpens.
6. Swimmers should exit the pool deck via the double doors located by their competition pool and return to their team area.
7. The diving well is for warmup and warmdown ONLY. Horseplay in this area during the meet will result in the pool being closed. All warmups and warmdowns should be supervised by a coach. Feet first entries for all warmups only, except for designated one way sprint lanes. Teams failing to follow these procedures will be removed from their warmup session.
8. Only swimmers going to their race, coaches and credentialed meet workers are allowed on deck during the meet. Please try to keep the downstairs hallway clear during the meet.
9. Please keep all stairways and hallways clear during the meet. Team setup is not allowed in those areas for any reason. Do not stand in the stairways for spectator seating.
10. Results will be posted on the second level beneath the spectator seating area.
11. Concessions will be available for the meet and will be located on the spectator gallery level of the Campus Recreation Center.
12. Official Meet T Shirts and Heat sheets are on sale at the Fine Designs and Friend's Unlimited Swim Shop located on the second level beneath the spectator seating area.

APPENDIX 1 - AWARDS

DUAL MEET AWARDS

A. Dual Meet Ribbons

1. In individual events, swimmers will be awarded first through however many lanes a pool has place ribbons in scoring and individual events.
2. In relay events, swimmers will be awarded with first and second place ribbons only, no ribbons will be awarded for other places in relay events.
3. **The home team will provide all ribbons for heat 1 events, Each team is responsible for providing their own exhibition ribbons.**

B. Dual Meet Season Trophies: Trophies are awarded by ranking all teams in the order of the number of wins during the dual meet season.

- Teams with a 5-0 record will receive a Dual Meet Champion Trophy
- Teams with a 4-1 record will receive a Dual Meet Second Place Trophy
- Teams with a 3-2 record will receive a Dual Meet Third Place Trophy
- Teams must call in results of each meet within 24 hours of the end of the meet.

LEAGUE CHAMPIONSHIP AWARDS

- A. Team awards for the Divisional Session will be awarded for the top 3 teams in each division.
- B. **Coach of the Year: Each team is encouraged to submit a nomination letter to the league coordinator for the coach that they feel merits this award. This letter will weigh heavily in the selection of the recipient of this award. This letter must be submitted no later than the entry deadline for the League Championship entries.**
- C. Swimmers will receive medals for 1st through 10th place for individual events and 1st through 3rd place for relays during each championship session, ribbons will be provided for remaining swimmers through 30th place

ALL awards will be given out at the conclusion of each Championship meet.

EDUCATIONAL SCHOLARSHIP AWARDS

ASA is pleased to announce the creation of two \$500 scholarships to be awarded to an eligible graduating senior, male and female, planning to continue their education after high school. Our goal is to encourage our swimmers, help promote the positive benefits of swimming, the importance of community involvement and offer educational support.

Eligibility will be based on the following selection criteria:

- Must be a graduating Senior and registered in the ASA swim league
- A written Letter of Recommendation must be submitted to the league for the swimmer to be considered
- Points scored in the ASA Championship Meet (individual & relays events)

The scholarship will be based on the combination of the above criteria and will be presented at the conclusion of the ASA Championship meet. **The deadline for nomination letters is the same date as ASA Championship entries.**

APPENDIX 2
CALCULATION OF TEAM RANKINGS AND SCHEDULING

Each team is ranked according to their performance and team size during the previous year. For every dual meet win a team receives 3 ranking points, **a team is credited one ranking point for each 20 swimmers on their previous season's roster with swimmers under age 8 counting as ½ of a swimmer**, a team also receives one ranking point for every 50 points scored at the League Championship Meet. In the case of a tie the teams with the higher point total at the league championship meet will receive the higher ranking.

No team may jump more than six ranking places from one year to the next. This rule includes teams that are moved up a place due to a team falling under this requirement. Teams may however fall more than six places in the rankings from one year to the next.

Team schedules are comprised of a team swimming teams ranked no more than 6 places above or below their current ranking. However, teams in the top 9 spots are subject to swimming a team in the top 3 spots in the league. Teams will swim in their geographic division when possible. However, inter-divisional (super division) meets may be scheduled with teams in the Super Division as follows: Teams that rank in the top 2 spots in their geographic division or have more than 42 ranking points will be considered "Super Division" teams. Teams with fewer than 30 ranking points would be excluded from the Super Division unless they elect to swim with those teams. Additionally, odd numbers of teams in divisions from year to year may require inter-divisional meets.

There will be a North Super Division consisting of the North, West, East and Roswell Divisions. There will be a South Super Division consisting of the South and ASA-DeKalb Divisions. Teams in the Super Division MAY be matched with teams outside of their immediate geographic area, but still in their Super Division area. All interdivisional meet will be governed by ASA rules, event order (86 events), and will begin at 5:30 pm.

Teams with 2 home meets one season will have 3 home meets the next season. All efforts will be made to maintain a home and home situation will apply for teams swimming each other in consecutive seasons.

ATLANTA SWIM ASSOCIATION - - - STARTER EVALUATION FORM

DATE OF MEET _____ MEET: _____ VS. _____

STARTER: _____ TEAM REPRESENTATIVE: _____

		<u>Low</u>			<u>High</u>	
1	PROMPTNESS	1	2	3	4	5
2.	APPEARANCE	1	2	3	4	5
3.	ATTITUDE	1	2	3	4	5
4.	COMMAND OF MEET	1	2	3	4	5
5.	RULE KNOWLEDGE	1	2	3	4	5
6	RAPPORT	1	2	3	4	5

COMMENTS:

Please complete and send to:

Atlanta Swim Association
2395 Christopher's Walk
Atlanta, Georgia 30327
Attention: Franke Marsden

UNITED STATES SWIMMING TECHNICAL RULES (Rev. 4/1/19)

101.1 STARTS

1. Equipment — A loudspeaker start system conforming to 103.18, with or without an underwater recall device, and an electronic strobe signal visible to all manual timers for forward and backstroke starts, shall be the preferred starting device.
2. The Start
 - A. At the commencement of each heat, the Referee shall signal to the swimmers by a short series of whistles or the verbal instruction "STEP UP" to remove all clothing except for swimwear, followed by a long whistle indicating that they should take and maintain their positions on the starting platform, the deck, or in the water. In backstroke and medley relay events, at the Referee's first long whistle or the instruction "STEP IN", the swimmers shall immediately enter the water and at the second long whistle shall return without undue delay to the starting position.
 - B. When the swimmers and officials are ready, the Referee shall signal with an outstretched arm to the Starter that the swimmers are under the Starter's control.
 - C. On the Starter's command "take your mark", the swimmers shall immediately assume their starting position, in the forward start, with at least one foot at the front of the starting platform or the deck. Swimmers starting in the water must have at least one hand in contact with the wall or starting platform. When all swimmers are stationary, the Starter shall give the starting signal.
 - D. When a swimmer does not respond promptly to the command "take your mark," the Starter shall immediately release all swimmers with the command "stand up" upon which the swimmers may stand up or step off the blocks.
 - E. A swimmer shall not be disqualified for an illegal starting position at the start if the race is permitted to proceed. Enforcement of the correct starting position is the responsibility of the Starter.
3. False Starts
 - A. Any swimmer starting before the starting signal is given shall be disqualified if the Referee independently observes and confirms the Starter's observation that a violation occurred. Swimmers remaining on the starting blocks shall be relieved from their starting positions with the "stand up" command and may step off the blocks.
 - B. If the starting signal has been given before the disqualification is declared, the race shall continue without recall. If the Referee independently observes and confirms the Starter's observation that a violation occurred, the swimmer or swimmers who have false started shall be disqualified upon completion of the race.
 - C. If the recall signal is activated inadvertently, no swimmer shall be charged with a false start and the Starter shall restart the race upon signal by the Referee.
 - D. A swimmer who would otherwise be charged with a false start may be relieved of the charge if the false start was caused by the swimmer's reaction to the "stand up" command.
4. Deliberate Delay or Misconduct
 - A. The Starter shall report a swimmer to the Referee for delaying the start, for willfully disobeying an order or for any other misconduct taking place at the start, but only the Referee may disqualify a swimmer for such delay, willful disobedience or misconduct.
 - B. The Referee shall disqualify a swimmer who fails to appear at the starting platform ready to swim in time for the initial start of his/her heat.
 - C. Such disqualification shall not be charged as a false start.

101.2 BREASTSTROKE .

- 1 Start — The forward start shall be used. .
- 2 Stroke — After the start and after each turn when the swimmer leaves the wall, the body shall be kept on the breast. It is not permitted to roll onto the back at any time except at the turn after the touch of the wall where it is permissible to turn in any manner as long as the body is on the breast when leaving the wall. Throughout the race the stroke cycle must be one arm stroke and one leg kick in that order. All movements of the arms shall be simultaneous and in the same horizontal plane without alternating movement. The hands shall be pushed forward together from the breast on, under, or over the water. The elbows shall be under water except for the final stroke before the turn, during the turn and for the final stroke at the finish. The hands shall be brought back on or under the surface of the water. The hands shall not be brought back beyond the hip line, except during the first stroke after the start and each turn. During each complete cycle, some part of the swimmer's head shall break the surface of the water. After the start and after each turn, the swimmer may take one arm stroke completely back to the legs. The head must break the surface of the water before the hands turn inward at the widest part of the second stroke.

- 3 Kick — After the start and each turn, at any time prior to the first breaststroke kick a single butterfly kick is permitted. Following which, all movements of the legs shall be simultaneous and in the same horizontal plane without alternating movement. The feet must be turned outwards during the propulsive part of the kick. Scissors, alternating movements or downward butterfly kicks are not permitted except as provided herein. Breaking the surface of the water with the feet is allowed unless followed by a downward butterfly kick.
- 4 Turns and Finish — At each turn and at the finish of the race, the touch shall be made with both hands separated and simultaneously at, above, or below the water level. At the last stroke before the turn and at the finish an arm stroke not followed by a leg kick is permitted. The head may be submerged after the last arm pull prior to the touch, provided it breaks the surface of the water at some point during the last complete or incomplete cycle preceding the touch.

101.3 BUTTERFLY .

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

101.4 BACKSTROKE .

1. Start — The swimmers shall line up in the water facing the starting end, with both hands placed on the gutter or on the starting grips. Standing in or on the gutter, placing the toes above the lip of the gutter, or bending the toes over the lip of the gutter, before or after the start, is prohibited. When using a backstroke ledge at the start, the toes of both feet must be in contact with the end wall or face of the touchpad. Bending the toes over the top of the touchpad is prohibited.
2. Stroke — The swimmer shall push off on his back and continue swimming on the back throughout the race. Some part of the swimmer must break the surface of the water throughout the race, except it is permissible for the swimmer to be completely submerged during the turn and for a distance of not more than 15 meters (16.4 yards) after the start and after each turn. By that point, the head must have broken the surface of the water.
3. Turns — Upon completion of each length, some part of the swimmer must touch the wall. During the turn the shoulders may be turned past the vertical toward the breast after which an immediate continuous single arm pull or immediate continuous simultaneous double arm pull may be used to initiate the turn. The swimmer must have returned to a position on the back upon leaving the wall.
4. Finish — Upon the finish of the race, the swimmer must touch the wall while on the back. 101.5

101.5 FREESTYLE

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

101.6 INDIVIDUAL MEDLEY —

1. The swimmer shall swim the prescribed distance in the following order: the first one-fourth, butterfly; the second one-fourth, backstroke; the third one-fourth, breaststroke; and the last one-fourth, freestyle. .
2. Start — The forward start shall be used.
3. Stroke — The stroke for each one-fourth of the designated distance shall follow the prescribed rules for that stroke, except in the freestyle, the swimmer must be on the breast except when executing a turn.
4. Turns
 - a. Intermediate turns within each stroke shall conform to the turn rules for that stroke, except that in the freestyle turn, the swimmer must return to the breast before any kick or stroke.
 - b. The turns when changing from one stroke to another shall conform to the finish rules for the stroke just completed, and shall be as follows:
 - i. Butterfly to Backstroke — The swimmer must touch as described in 101.3.5. Once a legal touch has been made, the swimmer may turn in any manner, but the shoulders must be at or past the vertical toward the back when the swimmer leaves the wall.
 - ii. Backstroke to Breaststroke — The swimmer must touch the wall while on the back. Once a legal touch has been made, the swimmer may turn in any manner but the shoulders must be at or past the vertical toward the breast when the swimmer leaves the wall and the prescribed breaststroke form must be attained prior to the first arm stroke.
 - iii. Breaststroke to Freestyle — The swimmer must touch as described in 101.2.4. Once a legal touch has been made, the swimmer may turn in any manner and must return to the breast before any kick or stroke.
5. Finish — The swimmer shall have finished the race when any part of his/her person touches the wall after the prescribed distance.

101.7 RELAYS

1. Freestyle Relay — Four swimmers on each team, each to swim one-fourth of the prescribed distance using any desired stroke(s). Freestyle finish rules apply.
2. Medley Relay — Four swimmers on each team, each to swim one-fourth of the prescribed distance in the following order: first, backstroke; second, breaststroke; third, butterfly; and fourth, freestyle. Rules pertaining to each stroke used as described in 101.6 (Individual Medley) shall govern where applicable. At the end of each leg, the finish rule for each stroke applies in each case.
3. Rules Pertaining to Relay Races
 - a. A No swimmer shall swim more than one leg in any relay event.
 - b. When automatic relay take-off judging is used, each swimmer must touch the touchplate or pad in his/her lane at the end of the course to have finished his/her leg of the relay race.
 - c. In relay races a swimmer other than the first swimmer shall not start until his/her teammate has concluded his/her leg.
 - d. Any relay team member and his/her relay team shall be disqualified from a race if a team member other than the swimmer designated to swim that leg enters the pool in the area where the race is being conducted before all swimmers of all teams have finished the race.
Exception: When an in-the-water start is required or such start is approved by the Referee.
 - e. Each relay team member shall leave the water immediately upon finishing his/her leg, except the last member.
 - f. In relay races the team of a swimmer whose feet have lost touch with the starting platform (ground or deck) before his/her preceding teammate touches the wall shall be disqualified.
 - g. In relay races involving in-the-water starts, the team of a swimmer who has lost touch with the end of the course before his/her preceding teammate touches the wall shall be disqualified, unless the swimmer in default returns to the original starting point at the wall.
 - h. On relays, the second, third and fourth swimmers are prohibited from starting from the top of the adjustable back plate. A swimmer must have at least part of one foot in contact with the starting platform in front of the adjustable back plate during a relay exchange.

Racing Start Certification Checklist

All racing start training and certification should be done in at least 6 feet of water. Check that each step is satisfactorily demonstrated. Steps 1 through 5 are described with accompanying photos in the American Red Cross Safety Training for Swim Coaches Manual. Access the manual on the coaches' tab at www.usaswimming.org. (See Chapter 2: Head-first Entries and Racing Start Safety.)

Step 1-5 should be observed the coach for all swimmers with less than one year of competitive experience or who are 10 years of age or younger.

Progression: The swimmer satisfactorily demonstrated the ability to safely enter the water using:

- Step 1: The sitting position
- Step 2: The kneeling position
- Step 3: The compact position
- Step 4: The stride position
- Step 5: A shallow head-first entry

A diagram of these positions can be viewed at:

<https://www.usaswimming.org/docs/default-source/coaching-resourcesdocuments/ongoing-compliance/racing-start-certification/racing-start-certification-checklist.pdf?sfvrsn=10>

Step 6 should be completed by the coach for all swimmers, regardless of age or experience. Check either one of the boxes below depending on the age and experience of the swimmer:

For swimmers age 10 years and under and/or swimmers with less than one year of experience: The swimmer has satisfactorily completed the racing start learning progression and demonstrated the ability to safely execute a shallow racing start from a starting block.

OR

For swimmers age 11 years and older with more than one year experience: Based on prior competitive experience, the swimmer is capable of safely controlling the depth of his or her racing starts.

LAST MINUTE MEET ENTRY SUBSTITUTIONS

EVENT # _____ **HEAT #** _____

TEAM _____

IND or **RELAY** **A B C D E F** (CIRCLE ALL THAT APPLY)

TAKE OUT:
SWIMMER NAME _____ **AGE** _____

PUT IN:
SWIMMER NAME _____ **AGE** _____

IF RELAY, CHANGEORDER? _____

LAST MINUTE MEET ENTRY SUBSTITUTIONS

EVENT # _____ **HEAT #** _____

TEAM _____

IND or **RELAY** **A B C D E F** (CIRCLE ALL THAT APPLY)

TAKE OUT:
SWIMMER NAME _____ **AGE** _____

PUT IN:
SWIMMER NAME _____ **AGE** _____

IF RELAY, CHANGEORDER? _____

Meet Entries Spreadsheet

Meet Entries Report

2015 Tuxford at Glen Abbey 26-May-15 [Ageup: 6/1/2015] Yards

Female 11-12	# 7	# 19	# 29	# 41	# 51	# 61	# 71	# 81			
	200 Medley Relay	50 Free	100 Free	50 Back	100 IM	50 Breast	50 Fly	200 Free Relay			
Ashley Crosby (11)	A Back 1/3	37.20 Y 1/3									
Molly Farrell (12)	A Fly 1/3	NT 1/5									
Ametia Folmer (12)	A Brst 1/3	35.84 Y 1/1	NT 1/5								
Catherine Kitchens (11)	A Free 1/3		NT 1/3								

UK Judges Placing Form

Event 4 Girls 200 Yard Freestyle Finals

Judge's Placings

Heat 1

1st	2nd	3rd	4th	5th	6th	7th	8th		
3	4	5	6	1	2	7	8		

Lane	Comp#	School	Place	Time
1	12	Elizabeth Hill SO	5	32.00
2	83	Nikki Malgeri FR	6	33.00
3	19	Meagan McChesney SO	1	30.10
4	70	Elizabeth Durot SO	2	30.01
5	14	Alice Johnson SR	3	31.00
6	92	Carla Uribe SR	4	31.50
7	6	Kristie Day SR	7	34.00
8	86	Meghan O'Neill FR	8	40.00

Individual Meet Entries Report (By Event)

Individual Meet Entries Report

Woodward 03-Feb-04 Yards

Location: Woodward

# 1 Men 200 Medley Relay A WMS3	1/5	1:41.20Y	Benfield, Caroline	WMS3-GA 1/3	2:09.84Y
1 DuPuis, Nick			Zick, Stephanie	WMS3-GA 1/7	2:10.43Y
2 Murphy, Trevor			Reel, Jessie	WMS3-GA 1/1	2:15.03Y
3 Dash, Eliot					
4 Faux, Geoffrey					
# 1 Men 200 Medley Relay B WMS3	1/3	NT	# 5 Men 200 IM		
1 Kim, Minsoo			Brown, Jack	WMS3-GA 1/5	1:54.05Y
2 Harris, Hunter			Dash, Eliot	WMS3-GA 1/3	2:14.67Y
3 Bondurant, Will			Barrow, Brant	WMS3-GA 1/7	2:16.12Y
4 Ogburn, Charlie			Bondurant, Will	WMS3-GA 1/1	2:18.12Y
# 1 Men 200 Medley Relay C WMS3	1/7	NT	# 6 Women 200 IM		
1 Knezo, Alex			McCrackin, Miriam	WMS3-GA 1/3	2:13.18Y
2 Sebel, James			Lipsey, Lindsay	WMS3-GA 1/5	2:16.23Y
3 Byrne, Jacob			Greenburg, Julia	WMS3-GA 1/7	2:36.08Y
4 Bendeck, Victor			Dutcher, Jessie	WMS3-GA 1/1	2:47.45Y
# 2 Women 200 Medley Relay A WMS3	1/5	1:40.18Y	# 7 Men 50 Free		
1 Zick, Stephanie			Faux, Geoffrey	WMS3-GA 1/7	23.24Y
2 Zubowicz, Victoria			Green, Richmond	WMS3-GA 1/5	23.47Y
3 Hill, Elizabeth			Kilgore, Cada	WMS3-GA 1/3	23.98Y
4 McChesney, Meagan			Kim, Minsoo	WMS3-GA 1/1	24.63Y

Individual Meet Entries Report (By Name)

Individual Meet Entries Report

Woodward 03-Feb-04 Yards

Location: Woodward

WOMEN					
Bell, Katherine			WMS3-GA	# 18	Women 200 Free Relay D
# 2 Women 200 Medley Relay B				McChesney, Meagan	WMS3-GA
# 14 Women 100 Free	1/5	52.38Y		# 2 Women 200 Medley Relay A	
# 18 Women 200 Free Relay A				# 8 Women 50 Free	1/3 27.31Y
# 24 Women 400 Free Relay B				# 14 Women 100 Free	1/7 1:00.33Y
Benfield, Caroline			WMS3-GA	# 24 Women 400 Free Relay B	
# 4 Women 200 Free	1/3	2:09.84Y		McChesney, Ryan	WMS3-GA
# 16 Women 500 Free	1/3	5:51.53Y		# 8 Women 50 Free	1/5 26.47Y
# 18 Women 200 Free Relay C				# 18 Women 200 Free Relay A	
# 24 Women 400 Free Relay C				# 20 Women 100 Back	1/7 1:05.79Y
Berger, Brittany			WMS3-GA	# 24 Women 400 Free Relay A	
# 2 Women 200 Medley Relay D				McClellan, Katie	WMS3-GA
# 16 Women 500 Free	1/1	7:02.05Y		# 4 Women 200 Free	1/5 2:08.75Y
# 24 Women 400 Free Relay D				# 16 Women 500 Free	1/5 5:37.51Y
Blakely, Linda			WMS3-GA	# 18 Women 200 Free Relay C	
# 2 Women 200 Medley Relay C				# 24 Women 400 Free Relay C	
# 8 Women 50 Free	1/7	28.35Y		McCrackin, Miriam	WMS3-GA
# 18 Women 200 Free Relay C				# 2 Women 200 Medley Relay C	
# 24 Women 400 Free Relay C				# 6 Women 200 IM	1/3 2:13.18Y
Dutcher, Jessie			WMS3-GA	# 12 Women 100 Fly	1/3 1:03.45Y
# 2 Women 200 Medley Relay C				# 18 Women 200 Free Relay C	
# 6 Women 200 IM					

Lane Timer Sheet (Continuous Format by Lane)

Event 1 Boys 200 Yard Medley Relay Finals					Official Time
Lane 1	Heat 1	Westminster D	WMS3	NT	_____
Event 2 Girls 200 Yard Medley Relay Finals					Official Time
Lane 1	Heat 1	Westminster D	WMS3	NT	_____
Event 3 Boys 200 Yard Freestyle Finals					Official Time
Lane 1	Heat 1	Andrew Ray FR	WMS3	2:10.29	_____
Event 4 Girls 200 Yard Freestyle Finals					Official Time
Lane 1	Heat 1	Elizabeth Hill SO	WMS3	1:51.01	_____
Event 5 Boys 200 Yard IM Finals					Official Time
Lane 1	Heat 1	Trevor Murphy SO	WMS3	NT	_____
Event 6 Girls 200 Yard IM Finals					Official Time
Lane 1	Heat 1	Alison Reed SR	WMS3	2:30.85	_____
Event 7 Boys 50 Yard Freestyle Finals					Official Time
Lane 1	Heat 1	Chaz Walker SR	WMS3	25.49	_____

Meet Program

North Atlanta Swim Assoc Champ

Hy-Tek's MEET MANAGER 11:17 AM 4/26/2004 Page 1

**Marist. vs. Westminster - 1/24/2002
Meet Program - Dual Meet**

Event 1 Boys 200 Yard Medley Relay				Event 4 Girls 200 Yard Freestyle				Event 9 Boys 1 mtr Diving			
Lane	Team	Relay	Seed Time	Lane	Name	Yr School	Seed Time	Lane	Name	Yr School	Seed Time
Heat 1 Finals				Heat 1 Finals				Heat 1 Finals			
1	WMS3	D	NT	1	Elizabeth Hill	SO WMS3	1:51.01	1	Andrew Costas	FR MAR4	NI
2	MAR4	B	NT	2	Nikki Malgeri	FR MAR4	2:00.67	2	Eric Moorhead	JR WMS3	NI
	Brendan Wilson SO	Chris Bachner-Reimer S		3	Meagan McChesney	SO WMS3	2:16.89	3	Chad Lane	SR MAR4	NI
	Rob Stanfield SR	Casey Murphy SO		4	Elizabeth Durot	SO MAR4	1:53.96	4	Matt Simmons	SR MAR4	NI
3	WMS3	C	NT	5	Alice Johnson	SR WMS3	2:13.35	5	Will Nowack	FR WMS3	NI
4	MAR4	A	1:43.04	6	Carla Uribe	SR MAR4	2:15.39	6	Ryan A Brown	SO MAR4	NI
	Kyle Adams JR	Bill Jabr SR		7	Kristie Day	SR WMS3	2:02.14	Event 10 Girls 1 mtr Diving			
	Casey Arundel JR	David Pinelli SO		8	Meghan O'Neill	FR MAR4	2:08.10	Heat 1 Finals			
5	WMS3	A	1:49.22	Event 5 Boys 200 Yard IM				Heat 1 Finals			
6	MAR4	C	NT	Heat 1 Finals				Heat 1 Finals			
	Ryan Leibrandt SO	Andrew Breunig FR		1	Trevor Murphy	SO WMS3	NT	1	Jameson Weir	WMS3	NI
	Greg Zora FR	Andrew O'Shea FR		2	Brendan Wilson	SO MAR4	2:29.61	2	Heather Gile	JR MAR4	NI
7	WMS3	B	NT	3	Thomas Davis	FR WMS3	3:03.32	3	Elisabeth Holby	FR WMS3	NI
8	MAR4	D	NT	4	Mark Stephens	SR MAR4	1:56.76	4	Jenny Schork	JR MAR4	NI
	Alex Nevels FR	Michael Buckley FR		5	Jonathan Weatherford	JR WMS3	2:18.69	5	Elizabeth Coleman	WMS3	NI
	Philip Church FR	Ryan Browne SR		6	Nick DuPuis	FR WMS3	2:11.37	6	Ali Gray	FR WMS3	NI
Event 2 Girls 200 Yard Medley Relay				Event 6 Girls 200 Yard IM				Event 11 Boys 100 Yard Butterfly			
Lane	Team	Relay	Seed Time	Lane	Name	Yr School	Seed Time	Lane	Name	Yr School	Seed Time
Heat 1 Finals				Heat 1 Finals				Heat 1 Finals			
1	WMS3	D	NT	1	Rob Stanfield	SR MAR4	1:03.05	1	Casey Arundel	JR MAR4	55.31
2	MAR4	B	NT	2	Cada Kilgore	SO WMS3	1:13.82				
	Stephanie Uribe FR	Rachel Eddy JR									
	Meg Ingraham SR	Carla Uribe SR									

2021 Atlanta Swim Association Dual Meet Schedule

Please visit <https://asa.swimtopia.com/schedule> to view the 2021 ASA Schedule

ASA Suggested Best Practices for Safety

The following safety requirements (listed but not limited to) should be adhered to in order to ensure optimum safety in the swimming pool:

- All ASA members are required to abide by the ASA and Summer League Swimming (SLS) Rules and Regulations <https://mk0summerleagueud6ox.kinstacdn.com/wp-content/uploads/2021/03/SLS-Membership-Policy-Feb-2021-FINAL.pdf>.
- Teams should conduct background checks on all coaches and team coordinators who have regular interaction with swimmers in the interests of protecting the safety of their team members.
- Coaches should complete the Summer League Swimming Coaches Certification Course.
- All coaches should have current First Aid and CPR certifications and should re-certify on the recommended schedules by the American Red Cross. Information on getting training can be found at <https://www.redcross.org/take-a-class>
- Coaches and teams should familiarize themselves with and follow the suggested procedures for the Minor Athlete Protection Program (MAPP) <https://uscenterforsafesport.org/training-and-education/minor-athlete-abuse-prevention-policies/> to follow the guidelines established by Safe Sport.
- If one of your coaches, volunteers, or members is flagged or reported engaging in any activity endangering the welfare of a minor that incident MUST be reported to local law enforcement and proper authorities as soon as possible. This is a state law and MUST be adhered to.
- Teams should be mindful of possible concussions that may occur during the season. For full info on prevention and treatment visit <https://www.choa.org/medical-services/concussion>
- Teams should have a plan for deck evacuation in the event of inclement weather and communicate that plan with visiting teams.
- All swimming practices should be open to observation by parents.
- Two-deep Leadership: One coach and at least one other adult who is not in the water should be present at all practices and other sanctioned team activities whenever at least one athlete is present.
- Open and Observable Environment: An open and observable environment should be maintained for all interactions between adults and athletes. Private, or one-on-one situations, should be avoided unless they are open and observable.
- Athletes should not ride in a coach's vehicle without another adult present. Coaches driving swimmers/divers in ANY capacity should submit driving record to hiring club.
- A qualified life guard, or qualified educator, or qualified coach, should be on the pool deck in addition to any instructor or coach supervising the aquatic activity. Their sole responsibility for monitoring athlete safety at an aquatic activity and they must:
 - Ensure the safety of all athletes. Be alert and attentive at all times.
 - Always have a clear view of the entire pool. Visually scan above and below the water surface.
 - Do not get distracted or leave the pool area.
- The qualified life guard, or qualified educator, or qualified coach should always enter the pool area first and be the last to leave.
- The qualified life guard, or qualified educator, or qualified coach should ensure the pool is clear of unsafe hazards and has all the necessary safety equipment and is readily available each time the pool is in use. Pool deck must be kept clear of unnecessary equipment.
- There should be a designated telephone in close proximity of the pool deck designated for emergency calls. Know where record book is with parent emergency forms and phone numbers. Review emergency forms and be aware of medical issues of allergies, diabetic, asthma, heart problems and symptoms and have list of what to do if issue and review preseason
- A safety orientation for all participants should be conducted prior to initially using the pool. It should include all safety rules and regulations, including "horse play", diving restrictions, safety procedures, water depth, and any other pertinent safety information. Some examples:
 - ASA Standards of Conduct
 - During warm-ups – feet first entry, facing water, no turning as enter (splitting chin)
 - No diving without coaches' permission
 - No touching or hanging onto another person while in the water
 - Never push people in the pool, bad example, dangerous
 - No inappropriate behavior on the deck or in the locker room
 - Pool rules should be enforced at all times.