

When viewing online, use "Ctrl + click on link" to open in new tab.



Team Procedure Manual

(Formerly the "Blue Manual")
(Revised June 8, 2018)

Section 2

Please note there was a major revision in the Bylaws on September 13, 2015 when the Board voted to separate the Bylaws into two sections: Bylaws and Rules and Regulations.

SECTION II - JEFFERSON SWIM LEAGUE BYLAWS AND RULES AND REGULATIONS

(All which have changes for current season are underlined and boldfaced)

BYLAWS

Page 1	Article I	: Purpose
	Article II	: Board
Page 2	Article II	: Board (continued)
	<u>Article III</u>	: <u>Officers</u>
Page 3	Article III	: Officers (continued)

RULES AND REGULATIONS

Page 4	Article IV	: Organization
Page 5	<u>Article IV</u>	: <u>Organization</u> (continued)
Page 6	<u>Article IV</u>	: <u>Organization</u> (continued)
	Article V	: Eligibility
Page 7	<u>Article V</u>	: <u>Eligibility (continued)</u>
Page 8	<u>Article V</u>	: <u>Eligibility</u> (continued)
Page 8	Article VI	: Conduct of Meets
Page 9	Article VI	: Conduct of Meets (continued)
Page 10	Article VI	: Conduct of Meets (continued)
Page 11	Article VI	: Conduct of Meets (continued)
Page 12	Article VI	: Conduct of Meets (continued)
Page 13	<u>Article VII</u>	: <u>Championship Meet</u>
Page 14	<u>Article VII</u>	: <u>Championship Meet</u> (continued)
Page 15	<u>Article VII</u>	: <u>Championship Meet</u> (continued)
Page 16	Article VII	: Championship Meet (continued)
Page 17	Article VIII	: Order of Events (Championship Format)
Page 18	Article VIII	: Order of Events ("IM/FR" Format)
Page 19	Article VIII	: Order of Events ("MR/LF" Format)

JEFFERSON SWIM LEAGUE BYLAWS and RULES AND REGULATIONS

(Changes for current season are **bold and underlined**)

(One-year trials are boxed and designated as such)

BYLAWS

ARTICLE I: PURPOSE

1. The purpose of this Board is to insure a summer age group swimming program in the Central Virginia area and to provide a maximum opportunity for the greatest number to participate.
2. The organization is organized exclusively for charitable, religious, educational, and scientific purposes under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. *(Added, 2014)*
3. Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. *(Added, 2014)*

ARTICLE II: BOARD

1. The members of the League Board will consist of five officers and one voting representative from each swim team appointed by that team for a 1 year term beginning on January 1. The phrase "all representatives" means the total number of representatives on the Board. *(Revised, 2014)*
2. A representative cannot have children swimming on another member team. *(Revised, 2004)*
3. A representative or officer cannot be a coach **and must be at least 21 years old.** *(Revised, 2004)*
4. No representative shall serve more than three consecutive years. *(Revised, 1997)*
5. Each representative will have one vote. The representative is considered to be the official contact for all JSL communications. If the representative is not available an alternate must be provided to JSL. *(Revised, 2004)*
6. A simple majority of Board members will constitute a quorum and a simple majority of the quorum will carry such resolutions presented except any changes in the Bylaws will require a 75% approval of all representatives. Bylaw resolutions may not be voted upon after the first reading except in the case of emergency or safety issues. A second reading at the next Board meeting is required prior to a vote being taken.

Changes to the Rules and Regulations may be approved by a simple majority of all representatives after a second reading. Single season trial programs, which may be in conflict with existing Rules and Regulations, may be approved by a simple majority of all representatives after one reading. After a single-season trial, any program in conflict with existing Rules and Regulations may only be continued by a simple majority of all representatives after a second reading. *(Revised, 2015)*

7. Officers or Team Representatives may be removed from the Board by a 75% vote of all Representatives. Grounds for removal may include, but not be limited to, failure to perform the normal assigned duties of the position, failure to regularly attend Board meetings, conviction of a "barrier crime" as defined by the state of Virginia, or any actions which violate the standards of the League. *(Adopted 2012)*
8. Members of the Jefferson Swim League (JSL) Board who also serve on the Board of Directors of the Ben Hair – Just Swim for Life Foundation (BH-JSL) may propose motions, but not vote on any motion which references that organization. *(Adopted 2013)*
9. Teams may be removed from the League or put on probation by a 75% vote of all Representatives. Grounds for probation or removal may include, but not be limited to; failure to maintain a minimum team size of 40 swimmers, failure to provide a safe and adequate pool suitable for hosting meets, or any actions which violate the standards of the League. Teams in violation of any of the above must be given a written notice in September that begins a one year probation to correct any issues which may cause them to be removed from the League. A vote for removal will be taken at the following September Board Meeting. *(Revised 2017)*
10. **Rules and Regulations** will be in accordance with current [USA Swimming Rules and Regulations](#) except as noted otherwise. **Rules and Regulation changes in conflict with USAS Rules and Regulations require a 75% approval from all Representatives.** *(Revised, 2016)*

ARTICLE III: OFFICERS

1. The Board Officers will consist of a President, Vice-President, Secretary, Treasurer, and Immediate Past President. All but the Immediate Past President must be elected in September and all will serve one-year terms beginning on January 1st. The Board Officers will comprise the Executive Committee. The President must have prior JSL Board experience. The Vice-President, Secretary, and Treasurer can be elected from the Board or from other interested individuals. If possible, the Vice-President will be President Elect and will serve as President for the following year. *(Revised, 2015)*
2. No Officer may serve in the same position more than once in three years, nor can any team provide the President more than once in three years, **nor can the President and Vice President be from the same team** except by 75% majority vote of all representatives. If any officer is unable to serve their full term he/she must notify the Executive Committee and full Board in writing as soon as possible. A new election may be held, as per Article III to fulfill the remaining term. *(Revised, 2018)*
3. Officers will not have a vote except in the case of a tie, in which case the President or in his/her absence the Vice-President, Secretary, Treasurer, or Immediate Past-President in that order will cast the tie-breaking vote. This same chain of order will also be used for other actions required of the President in his/her absence. *(Revised, 2001)*

4. The Executive Committee will meet on an "as-needed" basis to facilitate the operation of the Board. Its duties may include, but not be limited to, preparing the dual meet schedule, organizing new programs, investigating new business, administering the financial assistance fund, approving major financial transactions, and generally making recommendations to the whole Board for final approval.

The Executive Committee is responsible for imposing all individual and team penalties. All monetary fines will be donated to a charity chosen by the Board. Names of swimmers who are penalized will not be made public if possible.

The Executive Committee has the authority to make timely or urgent decisions on behalf of the full Board in matters which only require a majority Board vote if convening the full Board is not practical. Any such decisions made by the Executive Committee and the facts surrounding those decisions must be immediately communicated to the full Board and can be overturned by a simple majority of the full Board. *(Revised, 2015)*
5. The Executive Committee will be responsible for the tentative summer meet schedule for the coming season to be approved by the Board no later than the March meeting. *(Revised, 2004)*
6. The Executive Committee may appoint a Parliamentarian to a one-year term. The Parliamentarian will have sole authority in rules and bylaws interpretation and may not be a voting member of the Board or a member of the Executive Committee. The Parliamentarian rulings may be overturned by a majority of the full Board. *(Revised, 2010)*

RULES AND REGULATIONS

ARTICLE IV: ORGANIZATION

1. Meetings will be held monthly (except August) from February to September, at a time, date, and place to be determined by the Executive Committee. The meeting day and/or time may be changed or additional meetings called by the President provided that adequate notice is given to all Board members and there is no conflict with any other League function. Nothing in this bylaw shall preclude the President from convening emergency meetings or conducting virtual meetings via Internet communications provided the entire Board is notified and all procedures in #2 below are followed. *(Revised, 2004)*
2. The League shall be divided into Divisions by seeding the teams. Each team's seeding for the coming season will be determined by the team's Championship finish position in the just completed season. The first place team will become team #1; the second place team will be #2, etc. Ties will be decided by the teams switching relative positions with one another for the coming season. Divisions will be decided by a majority vote of the Board, with the top Division designated as I, the next as II, and so on. Any new team(s) added to the League will be originally seeded by a majority vote of the Board and a Division(s) expanded appropriately.

Division Championships will be determined by the won-loss records of the teams in all scored meets. A second place finish in a tri-meet will be counted as one-half of a win. *(Revised, 2012)*

3. The League may purchase outright or share ownership of certain equipment (such as, but not limited to computers, software, start systems, watches, etc.) with each team. The League may purchase supplies (such as, but not limited to ribbons, forms, labels, etc.) for use by the teams.

Maintenance and repair of equipment (or replacement if beyond repair) will be the responsibility of the individual team. Repairs covered by warranty will be facilitated by the League.

If a team withdraws from the League within three years after joint purchase of any equipment, the equipment or replacements shall be returned to the League. Equipment or the replacements and supplies purchased exclusively by the League shall remain as property of the League and shall be returned at the discretion of the Board when a team withdraws. *(Revised, 2011)*

4. Teams wishing to join the league must have an anticipated roster of at least 40 swimmers and **a pool available for League meets. The pool must be at least 25 yards long and 5 lanes wide and be suitable for nighttime competition.** A request in writing must be submitted to the President no later than January 15th and the team must have a representative present at the League's February & March Board meetings. Acceptance of new teams will require a 75% approval of all representatives. Upon acceptance the new team will be required to deposit \$500 which will be refunded at the end of their second consecutive season of active participation. *(Revised, 2012)*
5. The Board may hire persons on a contract basis to perform duties as determined by the Board. Hiring and pay rate will require a majority vote of the Board. In addition, the Board may appoint unpaid consultants who will be considered as part of the Board, but have no vote and may not serve as the team representative. These consultants may include experienced individuals who have such skills as general knowledge of the operation and needs of the League, computer software, web page design and maintenance, championship seeding and organization, and any other skills deemed to benefit the League. *(Revised, 2005)*

6. The term "coach(es)" refers to all paid or unpaid persons designated by their team as a coach or who serve in a coaching capacity at any League sanctioned event such as swim meets, time trials, etc.

Only coaches on deck 18 years old and over prior to June 1st of the current season must have successfully passed a USA Swimming approved, Sterling, Pre-employ, IntelliCorp, Verifications Inc, or Virginia State Police criminal background check within the last two years. Teams may apply to the Board prior to June 1st for a waiver to use other national background checks. No coach who has been convicted of any "Barrier Crime", as defined by the state of Virginia, will be allowed in any area where swimmers are present at a JSL sanctioned event. Head Coaches must be at least 18 years old and Assistant Coaches must be at least 15 years old by June 1st of the current season.

All coaches on deck during JSL sanctioned events must have a current Safety Training for Swim Coaches (with CPR/AED and First Aid) certification **and will have successfully completed a JSL approved Athlete Protection Program within the past two years. With approval of the Executive Committee, coaches with a physical disability that prevents in-water training are only required to have the online portion of Safety Training for Swim Coaches certification.** At least one coach from each team on deck during JSL sanctioned events must have a current Lifeguarding certification. **Assistant Coaches who are 15 years old are required by federal law and JSL to have a lifeguarding certificate.**

Approved courses for the above certifications are listed on the USA Swimming web page under [USAS Coaches Safety Requirements](#). A copy of certification(s) and successful background check for each coach must be on file with the designated JSL person by 9PM two days prior to the coach being on the deck during a JSL sanctioned event. Birth dates for those coaches under 18 must be provided. Teams that are prohibited from supplying copies of background checks must provide a signed written list of coaches with successful completion dates of background checks from their personnel departments or other authorized person(s). Swimmers who are also coaches, but who are not certified, may be allowed on deck only to swim. Violations will result in a \$50.00 fine to the team per coach per sanctioned event and the offending coach will be prohibited from attending JSL sanctioned events until certified. (Revised, 2018)

7. Each team must provide the current thunder and lightning procedure and proof of liability insurance for their home meet facility via a current Certificate of Insurance delivered to the President or Treasurer no later than May 31st at 9PM or on the expiration date of the previous policy. A minimum of \$1,000,000 liability per occurrence and \$2,000,000 aggregate coverage is recommended. A \$50.00 late fee (for one or both) will be charged for teams not meeting these deadlines. A thunder and lightning procedure and current Certificate of Insurance must be on file prior to any JSL sanctioned meet being held at any such facility and the thunder and lightning procedure must be posted on jsl.org. (Revised, 2015)

8. At each monthly meeting of the Board, the Treasurer must present the following reports for approval by the Board:
 - a. the financial report which will contain an accounting of all receipts and disbursements since the last report and a photocopy of all JSL bank account statements (with the account number deleted) since the last report
 - b. the team summary report which will contain a list of all teams and their current status as to insurance certificates, membership statements, registered swimmers, fees received and due to the League, and ad sales summaries.
 - c. the championship report which will contain a summary of championship receipts and disbursements
 - d. other reports as requested by the BoardAs soon as possible after the end of each calendar year, the outgoing President and outgoing Treasurer must jointly review all financial records (including each receipt and disbursement) of that year and confirm the accuracy of those records by their signatures on the end-of-year financial statement. This jointly-signed statement must be approved by the Board by a unanimous vote of at least a quorum present no later than the following March meeting. *(Revised, 2007)*
9. For insurance purposes, incidents involving property damage, theft, or personal injury during or as a consequence of a JSL sponsored swim meet must be reported on the Jefferson Swim League incident report form to the President of the League within 48 hours of knowledge of the occurrence. *(Revised, 2015)*
10. Teams whose pools do not meet all of USA Swimming's Facilities Standards (Article 103) must petition the Board for exemption from those individual standards. Approval of exemptions shall require a 75% majority of all Representatives and approved exemptions shall be recorded in Section 4 of the JSL Team Manual. *(Adopted, 2004)*
11. The Board shall maintain a financial assistance fund in the amount of \$500.00 available on a first-come-first-served basis to defray the full cost of the JSL registration fee for up to 10 individual eligible swimmers per team. The team must waive the **full** team fee or have the **full** fee sponsored by a third party based only on financial need before JSL will consider waiving the League fee. The waiver request with the eligible swimmer's names(s) must be submitted in writing to the President by June 30th. The Executive Committee shall be solely responsible for awarding of financial assistance, but must provide a complete accounting to the full Board in a timely manner. *(Revised 2018)*

ARTICLE V: ELIGIBILITY

1. The governing day of age for the entire summer season will be the swimmer's age on June 1st. The minimum age is 5 years old. Swimmers who have swum on a college level team are not eligible regardless of age. Swimmers who are 17 and under on June 1st are eligible to swim regardless of high school or college status. Swimmers who are 18 years of age on June 1st may swim the summer swim season provided they are still in or have immediately finished high school. *(Revised, 2008)*
2. Age groups as determined by the swimmer's age on June first are as follows:
 - 8 & Unders (8&U)
 - 9 - 10 year olds (9-10)
 - 11 - 12 year olds (11-12)
 - 13 - 14 year olds (13-14)
 - 15 - 18 year olds (15-18)

(Revised, 2017)

3. All swimmers will be bona fide members of their respective teams with membership to be regulated by the individual teams. A swimmer may not compete on more than one team in a season. A swimmer may not change teams in one season after competing with their original team. *(Revised, 1996)*
4. Each team must provide their current swim team membership and eligibility requirements for the coming season to the President or Treasurer no later than May 31st at 9PM. This information will be posted on the League's Website ([JSL Teams](#)) in a timely manner. Changes in requirements not reported to the Board by the deadline will carry a \$50.00 late fee. *(Revised, 2016)*
5. There will be a non-refundable charge of **\$20.00** per swimmer (**\$19.00** to JSL and \$1.00 to BH-JSL) from the teams to help meet expenses of the League and its Championship meet. One copy of a COMPLETED JSL Registration Form for each swimmer must be received by the President, Treasurer, or Registrar of the Jefferson Swim League and an accurate Roster file containing a cl2 or hy3 file of all properly registered swimmers must be transmitted or taken to the Registrar by 9PM two days before the team's first scheduled meet. All of the initial team fees should be in the hands of the Treasurer by this same deadline. Teams using Board-approved online registration must collect all of the information required by the League's registration form (including waivers) and will no longer submit hand written registration forms.

New swimmers must be added (in the same manner, including updated Roster file) by 9PM two days before the meet in which they are to swim the first time. Swimmers failing to meet the above deadlines may not swim. The swimmer is not an eligible swimmer until all information is received in the manner described above. Corrections made to the Roster file must be brought to the attention of the Registrar via email. The President or Treasurer will forward appropriate materials to the Registrar in a timely manner. Teams are responsible for timely payment of all fees as determined by the Treasurer. The Executive Committee has the authority to refuse additional members of a team for non-payment of fees. *(Revised, 2017)*
6. Swimmers may be entered as official in only three individual events and the scheduled relay(s) except in the first week when swimmers are limited to two individual events and one relay. **No swimmer may swim officially in more than 1 age group of the same relay nor can a 5 or 6 year old swim both the 6-and-under event and the 8-and-under event in the same individual event.**

Seeding times must be the fastest official JSL time swum by the swimmer (or relay team) in the entered event during the current JSL season. Otherwise the swimmer will be entered as "no time" and seeded last. No relay split times (including lead-off splits) are considered to be official times and cannot be used for seeding purposes.

Changes (other than deletions) may not be made without approval of all competing Meet Directors once the entry data has been exchanged among the competing teams. *(Revised, 2015)*
7. Swimmers in relays may move up one or more age groups if not swimming in their own age group relay, however, no swimmer official or exhibition will be allowed to swim up in individual events. *(Revised, 2004)*
8. Official meet results must verify a swimmer's participation in at least two League meets one of which may be JSL Board approved time trial during the current season to be eligible to be entered or compete in the Championship meet. *(Revised, 2017)*

9. Swimmers found to be in violation of the above sections of Article V - Eligibility will be disqualified and deleted from any individual or relay event(s) illegally swum by that swimmer. An additional 25 points per illegal swimmer will be subtracted from the total team score for each meet illegally swum. *(Revised, 2015)*
10. Any team found swimming or attempting to swim a swimmer in place of another swimmer (that is, using the wrong name) will forfeit all of the points (individual and total relay) earned illegally by that swimmer and an additional 100 points per swimmer for each infraction. In addition, the swimmer(s) will be disqualified for the remainder of the meet and the incident brought to the attention of the Board by the Meet Director. *(Adopted, 1996)*
11. Organized practice with a coach present is not allowed in the Aquatic and Fitness Center after the first meet of the season. Teams found in violation will forfeit 100 points at that season's Championship. *(Adopted, 2004)*
12. A swimmer **without a physical** disability must be able to swim 25 meters unassisted to be eligible to swim in a JSL meet. *(Revised 2018)*

ARTICLE VI: CONDUCT OF MEETS

1. The regular season schedule will consist of the "IM/FR" or "MR/LF" formats which list the official events for the meet with each team scheduled as close to an equal number of each format and home and away meets as possible. Additional exhibition events may be added to a meet or the event order, time, date, or location of a meet may be changed by mutual agreement of the competing teams' JSL Representatives up to one week prior to the first meet of the season. After that date the event order, time, date, or location of a meet may be changed and additional exhibition heats or events may be added by mutual agreement of the Home and Visiting teams' Meet Directors, prior to the deadline for meet entries. *(Revised, 2015)*
2. Points awarded for individual events will be **7-5-4-3-2-1** with no team taking more than 2 scoring places. Points awarded for relay events will be 10-5-3 with no team taking more than 1 scoring place. No points or ribbons will be awarded to a disqualified or unofficial swimmer or relay team. Ribbons will be awarded for 1st through 16th place with heat winners for all individual and relay events. Ribbon distribution will follow the actual order of finish. *(Revised, 2016)*
3. All swimmers must meet the eligibility requirements of Article V. "Official" swimmers are those swimmers who are entered in an event by the meet entry deadline and are eligible for ribbons and points. "Exhibition" swimmers are those swimmers who were not part of their team's allowable number of entries in an event, or who are entered for time only, or who have exceeded their maximum number of allowable event entries, or who missed the meet entry deadline. Exhibition swimmers are not eligible to receive ribbons or points and are designated as "X" (exhibition) on all reports and labels, however, their times are considered official. *(Adopted, 2004)*

4. In all pools there will be a maximum of three heats of official swimmers for all events, except events #P21 and P22 and #21 through 30 (6&U, 8&U, 9-10, 11-12, 13-14, 15-18 short freestyle events) where unlimited official heats are allowed; events 41 and 42 (8&U backstroke) where five official heats are allowed; and relay events where only one official heat is allowed. Each team is only allowed to enter up to the number of official swimmers which equals their fair share of the available lanes in the official heats.

After all official entries are made, no further additional heats shall be added to accommodate exhibition swimmers. That is, exhibition swimmers may only occupy vacant lane(s) of a heat containing official swimmers. Exhibition swimmers must be seeded last in each event and designated with an "X" (exhibition) beside their name on all reports and labels. In addition, any coach entering exhibition swimmers must verify that "Exhibition" timing cards are used for these swimmers. Available lanes for exhibition swimmers will be divided equitably between the teams. *By mutual agreement of the Home and Visiting Meet Directors, additional heats of exhibition swimmers may be added prior to the start of the meet or the total number of heats may be decreased at any time before or during the meet. (Revised, 2017)*

5. All meet entries must be made using the JSL Upload Utility as instructed on the "[Meet Entries Upload Page](#)" of jsl.org no later than 9 PM two days before the scheduled meet. Optional requests by the visiting team's coach for odd or even lanes must be made at this time. In the event of communication difficulty with jsl.org, the President may devise an alternate procedure for meet entries with all teams complying. Uploads received after 9 PM will carry a \$50.00 fine. After 10 PM there will be a \$100 fine. *(Revised, 2016)*
6. At the time computerized entries are made for a meet, the coach should enter any known exhibition swimmers by checking the EXH column in TEAM Manager. The coach should also submit a list of exhibition swimmers in order of preference to the home team computer operator for various events. These exhibition swimmers do not have to be approved by the Meet Directors. They will be added to empty lanes in existing heats divided equitably between the teams up to the 3-heat maximum in each event and will be seeded last. *(Revised, 2012)*
7. Late entries may be made to empty lanes in existing heats up until the start of the meet. These late changes require the approval of the Home and Visiting Meet Directors and the swimmers will be exhibition as outlined in Article VI, #3 & #4. Changes from one event to another are not permitted under any conditions. *(Adopted, 2004)*
8. The home team is responsible for watches, CTS Starting system, and coordinating qualified officials and all volunteer positions with equal participation by each team. There must be three timers assigned to each lane. *(Revised, 2012)*
9. Each meet will start at a time approved by the Board with the pool open for practice at least one hour in advance and ending 15 minutes before the scheduled meet start unless different times are agreed upon by the Home and Visiting Meet Directors. Meets which have not begun within one hour of the scheduled start time (unless agreed upon by the Home and Visiting Meet Directors) due to inclement weather will be rescheduled as outlined below in #18.

Once all teams are on the premises, the decision to cancel the meet cannot be made prior to the one hour delay unless agreed upon by the Home and Visiting Meet Directors. The decision to cancel prior to arrival must be made by the Home Meet Director in conference with the visiting Team Meet Director(s). *(Revised, 2004)*

10. The home team must have qualified lifeguards on duty from the time the pool is opened for the visiting team and continuing for the duration of the meet. There must be sufficient lifeguards for the size of the pool and the expected size of the meet. Coaches on duty may not also function as lifeguards. All teams are encouraged to have qualified lifeguards on duty (who are not functioning as coaches) during all practices. *(Adopted, 2013)*
11. During warm-ups for each team, the team's coach shall designate lap lane(s) in which swimmers must climb (not jump) into the pool feet first and two-way traffic will be allowed with swimmers keeping to the right in the lane. Sprint lane(s) must be designated in which swimmers may dive in at reasonable intervals, swim to the other end, and get out. There will be only one-way traffic in a sprint lane. *(Revised, 2004)*
12. In the interest of fairness, no physical assistance shall be given any swimmer at the start or before the end of any race (e.g., providing ankles to simulate starting grips) unless that assistance is offered to every swimmer. *(Revised, 1992)*
13. The Meet Director has the authority to modify the rules for the swimmer with a disability using the guidelines under Article 105 of [USA Swimming Rules and Regulations](#). Additional modifications may not be made unless the swimmer swims as exhibition. *(Revised, 2005)*
14. If a coach has a problem or complaint, he/she must take it to the Referee or, in his or her absence, to the Host Meet Director. Protests against the judgment of decisions of starters, stroke, turn, place, and relay take-off judges can only be considered by the Referee and the Referee's decision shall be final. *(Revised, 2011)*
15. If, in the starter's opinion, a false start has been committed in a 12 and under event (8&U, 9-10, or 11-12), he/she shall give a signal to recall the swimmers. The false start shall be called on the individual and not on the field. Any swimmer charged with two false starts must be disqualified and shall not swim the event. Events for 13 and over swimmers (13-14 and 15-18), shall follow the rules under Article 101.1.3 of [USA Swimming Rules and Regulations](#). *(Revised, 2017)*
16. Integration of the official times will be used to determine the order of finish provided there are three valid times on every lane. Sweep judges will be used to provide secondary confirmation of the order of finish. In pools where an automatic or semi-automatic timing system is used, the order of finish will be determined using USA Swimming rule 102.24 ([USA Swimming Rules and Regulations](#)). *(Revised, 2012)*
17. No dual meet will last past 10PM except in cases of delay caused by inclement weather. Weather delayed meets will not go past 10:30PM. No further event groups (IM, Med Relay, Short Free, Fly, Breast, Back, Long Free, or Free Relay) may be called to the blocks after time has expired. However, events (e.g. 74) which are in the water when time expires may be completed through that event group (e.g. all of Long Free events) if agreed upon prior to the start of the meet and scoring will be through the last completed individual or relay event. By mutual agreement of the Home and Visiting Meet Directors and confirmed by the Referee PRIOR to the beginning of the meet, either or both of the above times may be extended 30 minutes and event groups may be completed after time expires. *(Revised, 2012)*

18. The Host Team Meet Director in conference with the Visiting Team Meet Director(s) shall be responsible for making and implementing all decisions regarding weather issues. Generally accepted electronic lightning and weather monitoring devices must be used to assist in those decisions.

In the event of thunder or lightning (including "heat" lightning) or rain hard enough to obscure the bottom of the pool as observed by lifeguard(s), Referee, or any Meet Director, the Meet Director(s) or Referee shall immediately stop the meet and clear the pool of all swimmers. In the case of thunder or lightning, everyone will also be cleared from the deck and directed to safe shelter until at least 30 minutes have passed since thunder or lightning were last observed. The meet may not be resumed until after this 30 minute period has passed as determined by the Meet Directors. Each team shall have a plan for clearing its pool area which fits its structure and safe shelter availability. The host's team's pool management policy will prevail if more strict than League policy. *(Revised, 2013)*
19. The Home Meet Director in conference with the visiting Team Meet Director(s) will decide when a meet shall be suspended due to inclement weather or other circumstances. After the completion of one-half of the scheduled official events a meet will be considered complete. Tuesday or Wednesday suspended meets will be swum on Thursday of the same week except any meet at the Louisa Pool will be swum on Friday night and any meet involving Greene Hills will be swum on Monday of the following week. By mutual agreement of the Home and Visiting Meet Directors, a meet not completing the half-way event may be considered complete or another completion date may be agreed upon. *(Revised, 2015)*
20. For all suspended meets, anything swum will not be re-swum and the score will be carried forward. The remainder of the meet may be re-seeded including the change of swimmers from exhibition to official status and the addition of new swimmers as exhibition who meet the requirements of Article V, #5, and the deletion of swimmers who cannot attend the rescheduled meet.

All changes from exhibition to official status and all additions must be approved and initialed on the timing cards by the Home and Visiting Meet Directors. A swimmer is not allowed to change from one event to another under any circumstances. *(Revised, 2015)*
21. No alcoholic beverages, illicit drugs, or tobacco products are to be consumed by coaches or swimmers during warm-ups or during the course of the meet or by officials (including all deck workers, table workers, & clerks) while on duty during the course of the meet. Violations must be reported to both the home and visiting team(s) Meet Directors at the time of the occurrence. Each violation will carry a \$50.00 team penalty. *(Revised, 2010)*
22. Alcohol may not be served or consumed on the deck during meets. Spectators consuming alcohol must be restricted to outlying areas of the pool. Smoking and use of other tobacco products is prohibited on the pool deck and in all areas used by swimmers during the meet or during warm-up periods prior to the meet. Stricter team regulations may supersede this section. *(Revised, 1992)*

23. All swimmers, coaches, parents, and officials shall conduct themselves in a sportsman-like manner prior to, during, and immediately following swim meets. Suspected violation(s) should be directed in writing to the Executive Committee in a timely manner through the team's authorized Representative. The suspected violator(s) and appropriate witness(es) shall be called before the Executive Committee for a hearing at which time guilt and punishment shall be determined by a majority of all Executive Committee members.

Theft, willful destruction of property, or attempted or intentional bodily injury will be punishable by suspension for at least the next two League meets. A written apology as directed by the Executive Committee will be required prior to the individual(s) resuming participation in the League. A 100-point penalty will be assessed against the offender's team for any of these infractions occurring during the course of a League meet. In addition, all points scored by an offending swimmer(s) will be canceled for that meet.

All Executive Committee hearings and decisions must be reported to the full Board in a timely manner. Any decision by the Executive Committee may be appealed to the full Board. A simple majority of all representatives will be required to overrule the Executive Committee. *(Revised, 2012)*

24. Both dual meets and Tri-meets may be included in the schedule and either may be scored or unscored at the discretion of the Board. In all meets ribbon distribution will follow the actual order of finish. Unscored meets will count towards a swimmer's two-meet Championship qualification requirement and all times will be considered official. All other JSL rules and procedures will be in effect.

In the first week of the season each swimmer **may be entered as official in only TWO** individual events and one relay and coaches have the option to submit the names of those swimmers who are to be seeded in the fastest heat of each event. This information must be submitted by the meet entry deadline.

The Board may schedule time trials open to all swimmers with no times in the scheduled events. The time trials must use all JSL rules and procedures. One JSL Board approved time trial may count towards the two-meet qualifying standard for Championship entry. *(Revised, 2017)*

25. Both Home and Visiting Team Meet Directors are required to notify the Executive Committee of any rules violations occurring while serving in their official positions at a dual meet. Final scores are submitted as swum and any penalties will be determined by the Executive Committee. *(Revised, 2010)*
26. Diving is not allowed for 8-and-under relays from the non-block end of any pool during a JSL sanctioned event except at the Championship at UVA's Aquatic and Fitness Center. *(Revised, 2015)*

ARTICLE VII CHAMPIONSHIP MEET

1. All rules and regulations listed above shall apply except as listed below.
2. The meet will include all events as listed under the Championship Meet Format. Each team may have up to four official entries in each individual event and one entry into each relay event. Each individual swimmer may officially enter a maximum of four events - three individual events and one relay event or two individual events and two relay events. Swimmers entered in a 6-&-Under event will not be allowed to enter that same event as an 8-&-under. *(Revised, 2018)*
3. All swimmers NOT officially entered in any events (as outlined in #2 above) may be entered as exhibition (X), first in the unlimited heats of short free, then as exhibition (X) in one other event of either butterfly, backstroke, or breaststroke. Swimmers who are official in only one event (as outlined in #2 above) may be entered as exhibition (X) in one more event of either short free, butterfly, backstroke, or breaststroke. Swimmers who are official in two or more events (as outlined in #2 above) may not be entered as exhibition in further events. Entry as an alternate shall not eliminate the swimmer as an exhibition entry into short free or into the one other event. No team may enter an exhibition swimmer who has a faster seed time than any of the team's four official entries in an event. All exhibition swimmers will swim their individual events and be eligible for points and ribbons. *(Revised, 2004)*
4. As many alternates as the coach feels necessary are allowed. However, entry as an alternate shall count as an entry towards the limit of four entries for each swimmer for the meet. No team may enter an alternate who has a faster seed time than any of the team's four official entries in an event. Alternates will be allowed to fill (in order of seed times) open positions in individual events to complete a partial heat until final seedings have been printed. Alternates will also be allowed to fill (in order of overall seed times, not necessarily from team scratched) any lane vacancy created by a swimmer being "scratched" at the seeding meeting. All alternates will be eligible for points and ribbons. No alternates may be added to any individual event after final seeding. *(Revised, 2004)*
5. Each team will be allowed to enter only ONE relay team in each event. Alternates are allowed as substitutes. The entry (seed) time must be the best (fastest) official time actually swum by a relay team during the current season in the JSL. If a swimmer is moved up to an older group in a relay; he/she may not swim the SAME relay with his/her age group. He/she may, however, swim (for example) as an 11-12 in the Medley Relay and as a 13-14 in the Freestyle Relay.

All members of each relay team must report to the Clerk-of-Course as the event is called. Final names and swimming order for relay events will be listed on the relay timer's card **prior to the end of the warm-up session for Medley Relay and by the end of the Butterfly events for Free Relay; otherwise the team will swim as exhibition**. Additionally, the Clerk will confirm the identity of each swimmer prior to the event being called to the starting blocks. *(Revised, 2013)*
6. All seeding entry times must be the best (fastest) official times swum by the swimmer in the event during the current season in the JSL. Seeding times will be entered as unconverted yard time (Y), short meter (S), or long meter (L) using the Team Manager Program. The Computerized Meet Manager will convert all times to be consistent with the Championship venue. Alternates will be entered in the same manner on a separate disc as a separate meet and will be chosen based on fastest time(s) and lane availability. *(Revised, 2013)*

7. After the final seedings, "no shows" (sickness, etc.) in individual events will NOT be replaced in the meet. That is, the lane will remain vacant. Coaches should report all "No shows" to the Clerk-of-Course at the start of the meet. If a swimmer present has to drop out of an event, the coach should report this to the Clerk-of-Course prior to the first heat of the event taking the blocks. *(Revised, 1997)*
8. The seeding is to be done by computer no later than the Saturday prior to the Championship Meet. At a deadline time determined by the Executive Committee, Coaches must submit a Commlink file via email attachment which contains all Championship entries to the Seeding Consultant. A coach (or designated person) must be available by phone until it is successfully entered into the JSL computer.

Any new swimmers added after the meet entry deadline shall swim as exhibition and will not be eligible for points or awards. If a swimmer has no recorded time in a given event, he/she should be listed as "No Time" and will be seeded last. If a swimmer is entered in more than the allowed number of events, he/she will be dropped from the last event(s) entered in error.

No later than Sunday prior to the Meet, all Coaches will be provided with a preliminary heat sheet to proof read during the JSL Board meeting. Errors will be noted and corrections made at the end of the Board meeting. No coach's errors may be corrected without the Seeding Consultant's approval. A final copy of the seeding sheet will be made and copies given to all coaches as soon as possible. At this point, changes must be approved by the Referee prior to the start of the Championship meet session. New entries shall be limited to those swimmers inadvertently left off of the original Championship entries and the swimmer entered as Exhibition on a space available basis. Timing sheets and cards will be printed by computer after the final proof read. *(Revised, 2017)*

9. Any team which fails to have Championship Entries in by the designated deadline time will be penalized 100 points for the Championship. *(Adopted, 1996)*
10. If a coach has a problem or complaint he/she must take it to the Referee.
11. All officials, starters, announcers, table workers, etc. must report promptly as assigned. Absentees must be replaced by the team responsible for that position
Teams failing to fill their assigned Championship positions by 9PM on the Monday prior to Champs will incur a 25-point penalty per vacant position to be deducted from their final team score. Teams will also incur a 25-point penalty per absentee volunteer or substitute more than 15 minutes late at the Championship. *(Revised, 2018)*
12. Warm-ups will be held at the discretion of the Board with lane assignments, times, and length assigned by the Board. Meet start times and schedules are determined by the Board. *(Revised, 2004)*
13. Refreshments will be provided to officials. A break(s) to change officials will be scheduled at the discretion of the Board. *(Revised, 2004)*
14. FREE heat sheets will be provided as needed for officials and coaches. All other full programs will be sold. *(Revised, 2004)*

Jefferson Swim League Procedure Manual - Revised June 8, 2018

15. Awards for all events will follow the actual order of finish. Trophies will be awarded for first place in 6 and under events. Medals will be awarded for first, second and third places in all other events. Ribbons will be awarded from 4th through 36th place in 12 year old and under events and from 4th through 25th place in all 13 year old and over events. Heat ribbons will be awarded. Jefferson cups will be awarded for each over-all age/sex group winner and runners up.

Team Plates will be awarded to team winner and runner-up in each division as determined by overall raw score. In addition, team plates will be awarded to the regular season champions and runners-up in each division. The JSL Sportsmanship Award will be awarded to the team in each Division with the highest sportsmanship rating.
(Revised, 2015)

16. Scoring

	<u>Individual</u>	<u>Relay</u>	<u>Relay Individual*</u>
First	= 19.0 points	29.0 points	9.50 points
Second	= 18.0 points	28.0 points	9.00 points
Third	= 17.5 points	27.5 points	8.75 points
Fourth	= 17.0 points	27.0 points	8.50 points
Fifth	= 16.5 points	26.5 points	8.25 points
Sixth	= 16.0 points	26.0 points	8.00 points
Seventh	= 15.5 points	25.5 points	7.75 points
Eighth	= 15.0 points	25.0 points	7.50 points
Ninth	= 14.5 points	24.5 points	7.25 points
Tenth	= 14.0 points	24.0 points	7.00 points
Eleventh	= 13.5 points	23.5 points	6.75 points
Twelfth	= 13.0 points	23.0 points	6.50 points
Thirteenth	= 12.5 points	22.5 points	6.25 points
Fourteenth	= 12.0 points	22.0 points	6.00 points
Fifteenth	= 11.5 points	21.5 points	5.75 points
Sixteenth	= 11.0 points	21.0 points	5.50 points
Seventeenth	= 10.5 points	20.5 points	5.25 points
Eighteenth	= 10.0 points	20.0 points	5.00 points
Nineteenth	= 9.5 points	19.5 points	4.75 points
Twentieth	= 9.0 points	19.0 points	4.50 points
Twenty-first	= 8.5 points	18.5 points	4.25 points
Twenty-second	= 8.0 points	18.0 points	4.00 points
Twenty-third	= 7.5 points	17.5 points	3.75 points
Twenty-fourth	= 7.0 points	17.0 points	3.50 points
Twenty-fifth	= 6.5 points	16.5 points	3.25 points
Twenty-sixth	= 6.0 points	16.0 points	3.00 points
Twenty-seventh	= 5.5 points	15.5 points	2.75 points
Twenty-eighth	= 5.0 points	15.0 points	2.50 points
Twenty-ninth	= 4.5 points	14.5 points	2.25 points
Thirtieth	= 4.0 points	14.0 points	2.00 points
Thirty-first	= 3.5 points	13.5 points	1.75 points
Thirty-second	= 3.0 points	13.0 points	1.50 points
Thirty-third	= 2.5 points	12.5 points	1.25 points
Thirty-fourth	= 2.0 points	12.0 points	1.00 point
Thirty-fifth	= 1.5 points	11.5 points	0.75 point
Thirty-sixth	= 1.0 point	11.0 points	0.50 point

No team will be allowed to score more than TWO places in any individual event.
*Relay Individual points will only be awarded to individual swimmers who swim less than three individual events. (Revised, 2014)

17. Protests against the judgment of decisions of starters, stroke, turn, place, and relay take-off judges can only be considered by the Referee and the Referee's decision shall be final. *(Adopted, 1997)*
18. The order of finish shall be by integration of official times as determined by following procedures in the current [USA Swimming Rules and Regulations](#), Section 102.24. *(Revised, 2012)*

ARTICLE VIII: JSL ORDER OF EVENTS

1. Championship Format

BOYS EVENTS

GIRLS EVENTS

8&U FREESTYLE RELAY Group Events

** P1 6&U 100yd/m Boys, Girls, &/or Mixed Free Relay (short course only) **

INDIVIDUAL MEDLEY Group Events

(Short Course Only)

3.....	9-10	100yd/m4
5.....	11-12	100yd/m6
7.....	13-14	100yd/m8
9.....	15-18	100yd/m10

MEDLEY RELAY Group Events

(8&U relay is NOT swum in long course pools)

11.....	8&U	100yd/m12
13.....	9-10	200yd/m14
15.....	11-12	200yd/m16
17.....	13-14	200yd/m18
19.....	15-18	200yd/m20

SHORT FREESTYLE Group Events

** P21.....	6&U	25yd/m P22 **
21.....	8&U	25yd/m22
23.....	9-10	50yd/m24
25.....	11-12	50yd/m26
27.....	13-14	50yd/m28
29.....	15-18	50yd/m30

BREASTSTROKE Group Events

31.....	8&U	25yd/m32
33.....	9-10	50yd/m34
35.....	11-12	50yd/m36
37.....	13-14	50yd/m38
39.....	15-18	50yd/m40

BACKSTROKE Group Events

** P41.....	6&U	25yd/m P42	** thru event P41 is half way in short course
41.....	8&U	25yd/m42	
43.....	9-10	50yd/m44	thru event 43 is half way in long course
45.....	11-12	50yd/m46	
47.....	13-14	50yd/m48	
49.....	15-18	50yd/m50	

BUTTERFLY Group Events

51.....	8&U	25yd/m52
53.....	9-10	50yd/m54
55.....	11-12	50yd/m56
57.....	13-14	50yd/m58
59.....	15-18	50yd/m60

LONG FREESTYLE Group Events

61.....	8&U	50yd/m62
63.....	9-10	100yd/m64
65.....	11-12	100yd/m66
67.....	13-14	100yd/m68
69.....	15-18	100yd/m70

FREESTYLE RELAY Group Events

(8&U relay is NOT swum in long course pools)

1.....	8&U	100yd/m2	(Swum at beginning in dual meets.)
73.....	9-10	200yd/m74	
75.....	11-12	200yd/m76	
77.....	13-14	200yd/m78	
79.....	15-18	200yd/m80	

** Ribbons only, no points, but records kept **

Total = 83 S.C. or 70 L.C. Events

(Revised, 2017)

2. "IM/FR" Format

BOYS EVENTS

GIRLS EVENTS

8&U FREESTYLE RELAY Group Events

(short course pools only)

** P1 6&U 100yd/m Boys, Girls, &/or Mixed Free Relay **
 1 8&U 100yd/m2

INDIVIDUAL MEDLEY Group Events

(Short Course Only)

3 9-10 100yd/m4
 5 11-12 100yd/m6
 7 13-14 100yd/m8
 9 15-18 100yd/m10

SHORT FREESTYLE Group Events

** P21 6&U 25yd/m P22 **
 21 8&U 25yd/m22
 23 9-10 50yd/m24
 25 11-12 50yd/m26
 27 13-14 50yd/m28
 29 15-18 50yd/m30

BREASTSTROKE Group Events

31 8&U 25yd/m32
 33 9-10 50yd/m34
 35 11-12 50yd/m36
 37 13-14 50yd/m38
 39 15-18 50yd/m40

thru event 39 is half way in short course

BACKSTROKE Group Events

** P41 6&U 25yd/m P42 **
 41 8&U 25yd/m42
 43 9-10 50yd/m44
 45 11-12 50yd/m46
 47 13-14 50yd/m48
 49 15-18 50yd/m50

thru event 42 is half way in long course

BUTTERFLY Group Events

51 8&U 25yd/m52
 53 9-10 50yd/m54
 55 11-12 50yd/m56
 57 13-14 50yd/m58
 59 15-18 50yd/m60

FREESTYLE RELAY Group Events

73 9-10 200yd/m74
 75 11-12 200yd/m76
 77 13-14 200yd/m78
 79 15-18 200yd/m80

** Ribbons only, no points, but records kept **

Total = 63 S.C. or 52 L.C. Events

(Revised, 2017)

3. "MR/LF" Format

BOYS EVENTS

GIRLS EVENTS

8&U FREESTYLE RELAY Group Events

(short course pools only)

** P1 **6&U** 100yd/m Boys, Girls, &/or Mixed Free Relay (short course only) **

MEDLEY RELAY Group Events

(8&U relay is NOT swum in long course pools)

11.....	<u>8&U</u>	100yd/m	12
13.....	<u>9-10</u>	200yd/m	14
15.....	<u>11-12</u>	200yd/m	16
17.....	<u>13-14</u>	200yd/m	18
19.....	<u>15-18</u>	200yd/m	20

SHORT FREESTYLE Group Events

** P21	<u>6&U</u>	25yd/m	P22	**
21.....	<u>8&U</u>	25yd/m	22	
23.....	<u>9-10</u>	50yd/m	24	
25.....	<u>11-12</u>	50yd/m	26	
27.....	<u>13-14</u>	50yd/m	28	
29.....	<u>15-18</u>	50yd/m	30	

BREASTSTROKE Group Events

31.....	<u>8&U</u>	25yd/m	32
33.....	<u>9-10</u>	50yd/m	34
35.....	<u>11-12</u>	50yd/m	36
37.....	<u>13-14</u>	50yd/m	38
39.....	<u>15-18</u>	50yd/m	40

thru event 40 is half way in short course

BACKSTROKE Group Events

** P41	<u>6&U</u>	25yd/m	P42	**
41.....	<u>8&U</u>	25yd/m	42	
43.....	<u>9-10</u>	50yd/m	44	
45.....	<u>11-12</u>	50yd/m	46	
47.....	<u>13-14</u>	50yd/m	48	
49.....	<u>15-18</u>	50yd/m	50	

** thru event P41 is half way in long course

BUTTERFLY Group Events

51.....	<u>8&U</u>	25yd/m	52
53.....	<u>9-10</u>	50yd/m	54
55.....	<u>11-12</u>	50yd/m	56
57.....	<u>13-14</u>	50yd/m	58
59.....	<u>15-18</u>	50yd/m	60

LONG FREESTYLE Group Events

61.....	<u>8&U</u>	50yd/m	62
63.....	<u>9-10</u>	100yd/m	64
65.....	<u>11-12</u>	100yd/m	66
67.....	<u>13-14</u>	100yd/m	68
69.....	<u>15-18</u>	100yd/m	70

** Ribbons only, no points, but records kept **

Total = 65 S.C. or 62 L.C. Events

(Revised, 2017)