

FUNCTIONS REQUIRED OF MCSL MEMBER CLUBS

All MCSL member clubs are expected to provide personnel to perform the following functions. The number of personnel required and the distribution of assignments among them shall be determined by each team. The size of the team and the capabilities of the personnel should be considered when making such determinations.

1. Administer team organization

Satisfactory performance of all these functions will probably require more than one person (i.e., a committee).

- Create and maintain a team roster
- Arrange B meet schedule with other clubs
- Assure that suitable individuals are trained and available to serve as officials

2. Manage meet operations

A single person should serve as the Meet Manager for each home meet, but performance of all the functions may be shared by more than one.

- Prepare meet programs, meet entry reports, and meet entry disk
- Prepare meet sheets and cards for A and B meets (coaches may do this)
- Deliver records packet to Division Automation Liaison
- Assign trained, competent officials for each meet
- For home team, serve as Meet Manager
- Assure adequacy of pool facility and equipment (required papers, starting equipment, backstroke flags, announcing system, monitoring of warmups)
- Together with the visiting Rep, assure a hospitable atmosphere and good sportsmanship (*the home team rep may serve as the Meet Manager*)

3. Represent team's interests

It is this function only that is required of "Rep," though the person(s) appointed to be the Rep (and alternates) may perform many of the other functions.

At MCSL meetings:

- Carry information from MCSL Board to team
- Represent team's views to MCSL Board and membership
- Vote on issues brought to the floor

At Meets:

- Be available to discuss all situations regarding application of rules

Since a deck official must be unbiased and the team Rep should be a team advocate, it is not appropriate that the person serving as team Rep for any particular meet also serve as a deck official for that meet. However, the home team Rep may serve as the Meet Manager.

MCSL RULES FOR COMPETITION

1. PURPOSE OF LEAGUE

- To provide organized, friendly team competition within a fair and wholesome environment at the neighborhood pool level;
- To help young people develop athletic skills; and
- To foster good sportsmanship, teamwork, and an appreciation of the relationship between effort and success.

2. GENERAL - RULES OF COMPETITION

- Applicability. These rules govern all MCSL meets.
- United States Swimming (USA Swimming) rules govern all aspects of MCSL meets that are not specifically addressed by these rules.
- Smoking. Smoking is prohibited on the deck, in the locker rooms, in spectator areas, and in all areas used by swimmers during the meet or warm-ups.
- Participation in other swim leagues. An MCSL team cannot participate as a team in meets sponsored by any other leagues during the MCSL season.

3. GENERAL - RULES OF SPORTSMANSHIP

- Team representatives and coaches shall ensure good sportsmanship throughout all meets. As an example, team representatives and coaches shall ensure that there are no signs, objects or actions that are in bad taste or offensive to either team.
- Team representatives shall ensure that spectators do not interfere with officials in the performance of their duties.
- Team representatives and coaches may consult with the referee, if necessary, but shall refrain from consulting or contacting any official from the time the swimmers report to the starter until the event has been recorded.
- Team representatives and coaches shall ensure that the pool grounds and locker rooms used by their teams are thoroughly policed before departing. Trash should be picked up and chairs, and pool equipment should be returned to their original locations.

4. GENERAL - POOL STANDARDS

- Size of pool. Pools must be 25 meters in length and have at least six competition lanes at least seven feet wide. Pool depth at any end where swimmers dive into the pool must be at least four feet (measured at a distance of one meter from the wall out to five meters). If the pool depth is shallower than four feet, swimmers must start in the water at that end.
- Backstroke flags. Backstroke flags must be set 5 meters from each end of the pool. Older pools that have their flags at 15 feet must change to 5 meters when the pool is redecked.

5. GENERAL - REQUIRED EQUIPMENT

- Each team must have:
 - A functioning electronic starter (home team usually provides at meet);
 - A minimum of 10 digital watches;
 - A computer;
 - A printer.
 - Team manager software.
- MCSL provides each team:
 - Meet manager software;
 - Meet forms. Teams must use MCSL-approved relay cards, disqualification cards, relay takeoff cards, and dual/divisional meet cover sheets for all meets.

6. GENERAL - TEAM ROSTERS

Each team representative shall maintain a roster listing all swimmers on the team with their sex, birth date, and address.

7. GENERAL - ELIGIBILITY OF A SWIMMER TO PARTICIPATE ON A TEAM

- a. Purpose. To maintain a stable environment for team competition, it is generally expected that swimmers and their families will not seek to, nor be encouraged to, change MCSL teams unless the family moves residences. The MCSL's eligibility rules are established with this expectation in mind, recognizing that an individual's opportunity to participate with a particular team must be appropriately balanced against the MCSL's legitimate interest in maintaining stability and competitive fairness within the MCSL.
- b. Membership in pool. Each swim team member must be a member of the pool for which he or she competes.
- c. Type of membership. Each swim team member's pool membership must be of the same type and on the same terms as a pool membership available to a non-swim team member.
- d. Swim team members employed at a pool. A swim team member may not compete for a pool at which he or she is employed unless he or she is also a member of that pool. If he or she competed for a different MCSL pool in the previous season, his/her parent or guardian must apply to change teams (see below) and must also be a member of the new pool.
- e. Montgomery Village. Eligibility of swimmers competing for pools in Montgomery Village shall be determined by geographical boundaries set and amended from time to time by the MCSL Rules Committee in conjunction with the team representatives of the Montgomery Village pools.
- f. Changing teams.
 - i. Change of family residence. A swimmer may change pool memberships and MCSL teams when the swimmer's family moves residences. The swimmer has up to two years from the time of the move to make this change. A swimmer may not change teams during the swim season without the permission of the MCSL Rules Committee.
 - ii. No change of family residence. If a swimmer's parent or guardian believes it is necessary for the swimmer to change MCSL teams when the family has *NOT* moved residences, the parent or guardian must apply to the MCSL Rules Committee. The application must be received by the chairman of the Rules Committee not earlier than March 15 or later than May 16 before the season for which the change is sought. The application must identify the circumstances requiring the change and must be signed by the parent or guardian. The Rules Committee chairman will notify the team representatives of both the swimmer's current MCSL team and the MCSL team the swimmer hopes to change to. The Rules Committee may deny the application if it believes the proposed change would adversely affect the MCSL's spirit of competition. The Rules Committee will approve or disapprove any applications by June 1. If the application is approved, the swimmer must become a member of the new pool before he or she can compete for that pool. If the application is denied, or if a swimmer fails to apply, the swimmer cannot compete for another MCSL team for an entire MCSL season following his or her last competition for the prior MCSL team.
 - iii. Late applications. Applications received by the Rules Committee after the May 16 deadline will also be considered; however, in these cases the Committee will also consider the lateness of the request in making its decision.

- iv. When team leaves the MCSL. If a swimmer's team chooses to withdraw from the MCSL, the swimmer may transfer to another MCSL team without applying to the Rules Committee or sitting out a season. The swimmer must become a member of the new pool before he or she can compete for that pool's MCSL team.
- v. Waiting list. A new swimmer who applies for membership in a MCSL pool and is put on the waiting list may join and swim for one other MCSL pool until membership in the waiting-list pool is obtained. Once membership in the waiting-list pool is obtained, the swimmer may join and swim for that pool's team with no loss of eligibility; however, the swimmer may not change teams during the swim season without permission of the MCSL Rules Committee.

8. GENERAL - OFFICIALS

- a. Team requirements. Each team should have at least:
 - i. two MCSL-certified referees;
 - ii. two MCSL-certified starters; and
 - iii. two MCSL-certified stroke and turn judges.If a team cannot provide an appropriate certified official, the opposing team should provide that official. If neither team can provide the official, the teams should try to secure the services of a certified official from another MCSL team or from the MCSL board. If no certified official is available, the host team should provide a person to fill the position.
- b. Duties of officials. The duties of officials are outlined in the Guide for Officials section of this handbook.
- c. Use of stopwatches. Stopwatches will not be used during a meet by any active official other than lane timers, the head timer, and the assistant head timer.
- d. Certification requirements.
 - i. MCSL certification. An individual must attend a position-specific MCSL clinic to be certified as a referee, starter, or stroke and turn judge. To maintain certification, he or she must attend an MCSL clinic in that position once every two years. A referee must also be a currently certified stroke and turn judge. Currently certified referees may maintain both their stroke and turn and referee certifications by attending the Advanced Referee Clinic.
 - ii. Record of certification. Clinic attendees must register at the clinic to be certified. Record of certification is maintained by the MCSL.
 - iii. Potomac Valley Swimming (PVS) starter and stroke and turn judges. A PVS-certified starter or stroke and turn judge may be MCSL certified based on his/her PVS certification by sending a copy of his/her current PVS certification to the MCSL Certification Chair.

9. GENERAL - AGE OF SWIMMER FOR MCSL COMPETITION

- a. Age of swimmer. A swimmer shall compete for the MCSL season at the age he or she is on June 1. Since the MCSL is an age-group, developmental league, swimmers should compete in their own age group (e.g., an 11-year-old in the 11-12 age group).
- b. Swim up rule. If a team has less than four swimmers of the correct age and sex in an age group available at a meet to swim, the team may swim a younger swimmer in an older age group ("swim up") if all of the following apply:
 - i. The younger swimmer swims in the older age group for the entire meet;
 - ii. The younger swimmer does not displace an older swimmer of the correct age from any event, including the freestyle relay; and
 - iii. The younger swimmer is not filling a position that is vacant because a swimmer in the older age group has been moved up to an even older age group.

- c. Identifying swim ups. Swimmers who are swimming up must be identified on the meet entry report. Relays that include a swim up must be entered with a yellow relay card.
- d. Times achieved by swim ups. Times achieved by swim ups will not qualify for the Coaches' Invitational Long Course, Individual All-Star, or Relay All Star meets or be eligible to set an MCSL record.
- e. Open events. Open events are open to all swimmers 18 years and younger.

10. GENERAL - OFFICIAL TIME

- a. The official time for each lane shall be determined by three lane timers with digital watches. The official time is the time of two watches that agree, or, if none agree, the middle time, and is recorded to the hundredths of a second (for example, 1:35.10). If three valid times are not available, the official time shall be calculated as follows:
 - i. Two valid times. If there are only two valid times, the official time is the average of those two times. For two times to be valid, there must have been three timers on the lane and a valid third time was not obtained. The assistant head timer and referee initial the lane/timer sheet to accept the two times that were obtained.
 - ii. One valid time. If there is only a single valid time, that time becomes the official time. For a single time to be valid, there must have been three timers on the lane and valid second and third times were not obtained. The assistant head timer and referee initial the lane/time sheet to accept the single time that was obtained.
 - iii. No valid time/referee's sweep. If there is no valid time, the order of finish may be determined by referee's sweep. The three lane timers and the back-up timer (usually the assistant head timer) must tell the head timer that no valid time was obtained.
- b. Rounding. If the digital watches used record time to the thousandths of a second or if two times must be averaged, the digits representing thousandths are dropped with no rounding (example-1:35.109 becomes 1:35.10).
- c. Electronic timing.
 - i. Dual Meets. By prior agreement of the team representatives and with approval of the MCSL Rules Committee obtained at least 48 hours in advance of the meet, the order of finish may be determined by electronic timing in accordance with USA-Swimming Rules for determining official times.
 - ii. Coaches' Invitational Long Course, All-Star Relay, and Individual All-Star meets. Electronic timing will be used in accordance with USA-Swimming Rules for determining official times.

11. DUAL MEETS

- a. Schedule. Team representatives vote to determine the MCSL calendar at the July MCSL meeting. A team's rank in its division determines its dual meet schedule. (See table, MCSL Calendar, Dual Meets in this handbook.) Any change in schedule due to weather, pool conditions, or other factors (e.g. religious reasons) must be communicated to the MCSL Automation Chair as soon as practicable.
- b. Home pool change. Any team that wants to use a pool other than its home pool for any dual meet during the season must receive approval from the MCSL Rules Committee prior to the start of the season.
- c. Meet arrangements. Approximately one week prior to the date of the meet, the home team representative should contact the visiting team representative concerning arrangements for the meet.
- d. Rosters. A swimmer must be on the team roster by noon the Friday before a Saturday meet to swim in that meet.

- e. Events. The Order of Events is on the back cover of this handbook.
- f. Officials.

- i. Minimum. The following table lists the minimum number of officials each team should provide. Names of all officials must be recorded on the "Dual Meet Cover Sheet."

Recommended Officials for Dual Meets

Position	Home Team	Visiting Team
Certified Referee	1	
Certified Starter		1
Certified Stroke & Turn	2	2
Announcer	1	
Clerk of Course, Head	1	
Clerk of Course, Assistant		1
Head Timer	1	
Assistant Head Timer		1
Timers	9	9
Scorer		1
Computer Operator	1	
Verifiers	1	1
Ribbon Writer	1	1

These positions are described in the section entitled "Guide for Officials"

- ii. Chief Judge. A Chief Judge may be used by mutual agreement of teams participating in a meet.
- g. Meet entries-number of entries per event.
 - i. Individual events. A team may enter no more than three swimmers in an event with one heat and six swimmers in the two-heat, 12 and under freestyle events.
 - ii. Relay events. A team may enter no more than two relay teams in each event.
- h. Meet entries-number of events per swimmer.
 - i. A team may enter a swimmer in a maximum of five events. A team cannot enter a swimmer in all four individual stroke events (freestyle, backstroke, breaststroke and butterfly).
 - Example 1: If a swimmer is entered in the open Medley Relay, the Freestyle Relay, and the Individual Medley, that swimmer can swim only two individual stroke events.*
 - Example 2: If a swimmer is entered in either the open Medley Relay OR the Freestyle Relay (but not both relays), that swimmer may swim the Individual Medley and three individual stroke events.*
 - ii. If a team enters a swimmer in all four individual stroke events, the

- swimmer cannot swim the butterfly event. The entry in the butterfly event is treated as an empty lane.
- iii. If a team enters a swimmer in two age groups, the swimmer shall swim in his or her correct age group. Each entry in the older age group is treated as an empty lane.
 - i. Meet entries-age of swimmer. A swimmer shall compete for the MCSL season at the age he or she is on June 1. Since the MCSL is an age-group, developmental league, teams should strive to fill events with swimmers of the appropriate age (e.g., a 15-year-old in the 15-18 age group). However, if a team has less than four swimmers of the correct age and sex in an age group available at a meet to swim, the team may swim a younger swimmer in an older age group ("swim up") subject to a number of restrictions. Please see above, General-Age of Swimmer for MCSL Competition, for the specific requirements to swim a child in an older age group.
 - j. Meet entries-exchange.
 - i. Deadline for exchange. Teams must exchange their dual meet entries and team rosters at the home pool or other location acceptable to both teams no later than noon on the day before the meet. No additions, deletions or other changes to the meet entries may be made after this meeting and before the scratch meeting the day of the meet without consent of both team representatives.
 - ii. Method of exchange
 1. In-person exchange
 - a. The home team provides the visiting team:
 - i. a paper print out by swimmer of its meet entries for all individual events, and
 - ii. a team roster.
 - b. The visiting team provides the home team:
 - i. a paper print out by swimmer of its meet entries for all individual events,
 - ii. a team roster, and
 - iii. a computer disk containing its meet entries for all individual events and the team roster.
 - c. MCSL recommends that teams review the paper copy of the entries and make any hand changes as necessary. The paper print out, with hand changes, becomes the official entry. Teams enter relay swimmers the day of the meet on an MCSL "Official Relay Entry Card."
 2. E-mail exchange.
 - a. Teams may exchange meet entries and team rosters by e-mail if both team representatives agree.
 - b. If teams choose to use e-mail, the e-mailed meet entries and roster become the official entries for the meet. A team cannot change its entries after the e-mail exchange and before the scratch meeting without the consent of both team representatives.
 - c. By agreeing to e-mail exchange, a team waives its right to protest any issues arising from the e-mail exchange.
 - k. Lane assignments. The visiting team chooses odd or even numbered lanes when the meet entries are exchanged. Lane 1 is the competition lane farthest to the right as swimmers face the pool for a 50 or 100 meter event. Swimmers from each team are limited to their own lanes as assigned.
 - l. Heats. Except for the individual freestyle events for swimmers age 12 and under, all individual events will have one heat. The individual freestyle events for swimmers 12 and under will have two heats, with the fastest three swimmers from each team swimming in the second heat.
 - m. Meet program/heat sheet and lane/timer sheets. The home team shall use

- the paper print out of meet entries, if there are hand changes, and the disk of each team's meet entries to produce the meet program and lane/timer sheets.
- n. Meet start time and other issues of punctuality. Dual meets shall start at 9 a.m. on Saturday morning, unless both team representatives agree to a different start time. Teams shall report to their assigned areas at the home pool no later than 8:30 a.m. When directed by the referee, swimmers may take a 20 minute warm-up swim after which they shall return to their team area and remain there until called to the clerk of course.
 - o. Reporting for events. Swimmers should report to the clerk of course promptly when their event is called. Progress of the meet should not be delayed for the late arrival of a swimmer.
 - p. Scratches and substitutions. Fifteen to twenty minutes before the meet begins (8:40 or 8:45 a.m.), the referee will conduct a scratch meeting. The referee, each team coach, each team representative, and the clerks of course should attend the scratch meeting. Scratches and substitutions may be made only at this meeting.
 - i. Scratches. Each team may scratch a maximum of three swimmers and substitute new swimmers in the original swimmers' events. The original swimmers, once scratched, cannot compete in any events in that meet, including the relay events.
 - ii. Substitutions.
 1. Teams may use more than one substitute swimmer to fill the scratched swimmer's events.
 2. Teams must scratch a swimmer for a substitute to swim; teams cannot add a swimmer to a lane that was empty when the meet entries were exchanged.
 3. Substitute swimmers must:
 - a. swim in the seeded place of the scratched swimmer;
 - b. if already in the meet, remain in their original events. The events added at the scratch meeting may not cause the substitute swimmers to exceed their event limits. (See above, Meet entries-number of events per swimmer);
 - c. if not already in the meet, be on the roster exchanged at noon the day before with the meet entries;
 - d. if a "swim up," not displace a swimmer in that age group. (See above, General-Age of Swimmer for MCSL Competition, swim up rule.)
 - q. Swimmer entries for relay events. Teams enter swimmers in relay events at the meet by entering each swimmer's last name and first name in the space provided for that leg of the relay on the tan MCSL "Official Relay Entry Card" and presenting the card to the clerk of course. Teams must use yellow cards for relays that include a swim up. Swimmers entered in relays must appear on the team roster as exchanged by noon the day before the meet and cannot be entered or swim in more than five events (see above, Meet entries-number of events per swimmer). Once the relay card has been presented to the clerk of course, the relay cannot be changed.
 - r. Placement of take-off judges for relays. Since dual confirmation is required to confirm an illegal take-off, two take-off judges must observe all relay exchanges. There shall be one lane take-off judge in each lane, observing take-offs for the relay team in that lane. That judge should be from the opposing team. There shall also be two side take-off judges, one on each side of the pool at the take-off end. Each judge shall observe take-offs in the lanes closest to him/her.
 - s. Order of finish. The order of finish for each event shall be the order

- determined by official times. (See above, General-Official Time.)
- t. Scoring. Individual events are scored: 6-4-3-2-1. The relay events are scored: 8-4-2-0. Points are not awarded for any event unless the event is actually swum. In the event of a tie, the points for the tied place and the next place will be added and divided between the tied swimmers. The next finisher will receive the next place down. (*Example-a tie for first in an individual event. Add the points for first and second place (6 + 4 = 10) and divide by 2 (10 divided by 2 = 5). The two tied swimmers each receive five points and the next finisher receives third place and 3 points.*) Errors in scoring that affect win/loss records, if discovered by the time of divisionals, will be corrected, as will any resulting changes in team rankings within the division.
- u. Awards. Ribbons in individual events for the first six places with duplicates for ties. For relays, ribbons for scored places with duplicates for ties.
- v. Meet results.
 - i. Sent to MCSL automation liaison. The home team must e-mail the meet results, including the score, to the automation liaison and/or directly to the MCSL automation web site by 2:00 p.m. the day of the meet.
 - ii. Kept by home team. The home team retains the following until the end of the season:
 - 1. Each team's meet entries as marked by the clerk(s) of course at the scratch meeting.
 - 2. Cover sheet signed by representatives of both teams that includes the score and the names of all meet officials.
 - 3. Relay cards.
 - 4. Lane/timer sheets.
 - 5. DQ cards.
 - 6. Printed copy of the meet results.
- w. Availability of meet results. If requested, teams must make dual meet results available to other teams for review.
- x. Postponed or interrupted meets. A postponed or interrupted meet shall be considered one continuous meet. The roster and original meet entries cannot be changed. The meet shall be rescheduled by mutual agreement of the team representatives before the next regularly scheduled meet (usually before the next Saturday).
- y. Exhibition swimming. Exhibition swimming is permitted for swimmers disqualified for false starts and for other swimmers if both teams agree. No additional heats shall be added to accommodate exhibition swims. An exhibition swimmer may not place in an event, and the time may not be included in his/her team's results. An exhibition swim does not count as a MCSL dual meet swim to qualify a swimmer for the division championship meet (divisionals) and cannot be used to seed a swimmer in divisionals.

12. DIVISION RELAY MEET (RELAY CARNIVAL)

- a. Schedule and host pool. Division relay meets shall be held within a calendar window determined at the July MCSL meeting. At the April MCSL meeting, the division team representatives choose a date and host pool. Team representatives should also choose a rain date at this time.
- b. Meet arrangements. Approximately one week before the meet, the team representatives shall meet at the host pool to discuss officials, team areas, and other meet details. Team rosters can be exchanged at this time.
- c. Rosters. Team rosters must be exchanged no later than noon the day preceding the original date of the meet. If teams exchange rosters earlier, they may add swimmers, if necessary, as long as they notify the host pool no later than noon on the day preceding the original date of the meet. A swimmer must be on the roster by this time to compete.
- d. Events. See Order of Events: Relay Meet in the body of this handbook. Any

mixed relay event must be composed of two boys and two girls. All medley relays must be swum in the following order: backstroke, breaststroke, butterfly and freestyle. See also Section 7, Relays, in USA Swimming Rules for Swimming the Strokes, below.

- e. Officials. No team should furnish more than two certified officials (referee, starter, chief judge, and stroke and turn judge). The list of officials needed to staff the meet can be found in the MCSL Meet Management Handbook. Names of all officials must be recorded on the meet cover sheet.
- f. Meet entries-number of entries per event. Each team may enter only one relay team per event.
- g. Meet entries-number of events per swimmer. In the division relay meet, a swimmer may compete in as many events as he/she qualifies for based on his/her age and sex.
- h. Meet entries-age of swimmer. A swimmer shall compete for the MCSL season at the age he or she is on June 1. Since the MCSL is an age-group, developmental league, teams should strive to fill events with swimmers of the appropriate age (e.g., a 15-year-old in the 15-18 age group). However, if a team has less than four swimmers of the correct age and sex in an age group available at a meet to swim, the team may swim a younger swimmer in an older age group ("swim up") subject to a number of restrictions. Please see above, General-Age of Swimmer for MCSL Competition, for the specific requirements to swim a child in an older age group. Relays that include a swim up must be entered on a yellow card. Relays with swim ups may place and score points, but cannot go to Relay All-Stars.
- i. Meet entries-method of entry. The official meet entry for each relay is the tan "Official Relay Entry Card." Relays that include a swim up must be entered on a yellow card. Each relay swimmer's last name and first name must be entered on this card in the space provided for that swimmer's leg of the relay. The entry becomes final when the card is given to the clerk of course. Once the card has been presented to the clerk, the swimmers in the relay cannot be changed. There is no scratch meeting at the division relay meet.
- j. Lane assignments. In the first event, the teams will be assigned the lane number corresponding to their original rank in the division, i.e., the team ranked number 1 at the start of the season will take lane 1. In subsequent events, lane assignments will rotate in increasing numeric order, i.e., the team in lane 1 in event 1 moves to lane 2 in event 2.
- k. Heats. There is one heat per event.
 - l. Meet start time and other issues of punctuality. A division may choose to swim its relay meet in the evening or on Sunday morning. Sample meet schedules are available in the MCSL Meet Management Handbook.
- m. Reporting for events. Swimmers should report to the clerk of course promptly when their event is called. Progress of the meet should not be delayed for the late arrival of a swimmer.
- n. Placement of take-off judges for relays. Since dual confirmation is required to confirm an illegal take-off, two take-off judges must observe all relay exchanges. There shall be two lane take-off judges for each lane, observing take-offs for that lane. One lane take-off judge shall be at the start end and the other, at the opposite end. In addition, there shall be four side take-off judges, two at the start end and two at the opposite end. These judges shall observe take-offs for the three lanes closest to their position.
- o. Order of finish. The order of finish for each event shall be the order determined by official times. (See above, General-Official Time.)

- p. Scoring. Points for 1st through 6th place in each event are: 14-10-8-6-4-2. For five and four team divisions the points are, respectively, 12-8-6-4-2 and 10-6-4-2. Points are not awarded for any event unless the event is actually swum. In the event of a tie, the points for the tied place and the next place will be added and divided between the tied relay teams. The next finisher will receive the next place down. (*Example-in a tie for first, add the points for first and second place (14 + 10 = 24) and divide by 2 (24 divided by 2 = 12). The two tied relay teams each receive twelve points and the next finisher receives third place.*) Errors in scoring that affect won/loss records, if discovered by the time of divisionals, will be corrected, as will any resulting changes in team rankings within the division.
- q. Awards. MCSL medals for first place, ribbons for second and third. Duplicates awarded for ties.
- r. Meet results. The division automation liaison will forward the meet results to the MCSL automation chair.
- s. Postponed or interrupted meets. A postponed or interrupted meet shall be considered one continuous meet. Swimmers cannot be added to the roster. Relay meets must be made up before the end of the calendar window set by the MCSL each season.
- t. Exhibition swimming. Exhibition swimming is permitted for relays disqualified for false starts and for other relays if both teams agree. No additional heats shall be added to accommodate exhibition swims. An exhibition relay may not place in an event nor can its time be used to seed a relay in divisionals.
- u. Relay All-Stars. Relay teams that place first in each event except the open Medley Relay (events # 8 and 9) and the graduated Freestyle Relay (events #1 and 2) are invited to Relay All-Stars unless the relay team includes a swim up. If the winning relay includes a swim up or is an exhibition swim, the second place team will be invited. Invitations for the open Medley (events #8 and 9) and Freestyle (events #1 and 2) are extended to the relay teams with the fastest time in those events over the current season, including swims at all five dual meets and the division championship (divisionals) meet.

13. DIVISION CHAMPIONSHIP MEET (DIVISIONALS)

- a. Schedule and host pool. The divisional championship meet is held on the Saturday after the last dual meet. The host pool is determined by the division team representatives at the April MCSL meeting.
- b. Meet arrangements. The organizational meeting should be held on the Sunday before the championship meet unless another time is agreeable to all teams in the division. The seeding meeting should be held in conjunction with or later than the organizational meeting, at a time and place agreed upon by a majority of the teams in the division.
- c. Rosters. To swim in divisionals, a swimmer must have swum in at least one MCSL dual ("A") meet during the current season. Therefore, the team roster for divisionals should include only those swimmers who have swum in at least one dual ("A") meet during the current season.
- d. Events. The Order of Events is on the back cover of this handbook.
- e. Officials. No team should furnish more than two certified officials (referee, starter, chief judge, and stroke and turn judge). The list of officials needed to staff the meet can be found in the MCSL Meet Management Handbook. Names of all officials must be recorded on the meet cover sheet.
- f. Meet entries-number of entries per event.
 - i. Individual events. A team may enter no more than two swimmers in any individual event.
 - ii. Relay events. A team may enter no more than one relay team in any relay event.

- g. Meet entries-number of events per swimmer.
 - i. A team may enter a swimmer in a maximum of five events. A team cannot enter a swimmer in all four individual stroke events (freestyle, backstroke, breaststroke and butterfly).
 - Example 1: If a swimmer is entered in the open Medley Relay, the Freestyle Relay, and the Individual Medley, that swimmer can swim only two individual stroke events.*
 - Example 2: If a swimmer is entered in either the open Medley Relay OR the Freestyle Relay (but not both relays), that swimmer may swim the Individual Medley and three individual stroke events.*
 - ii. If a team enters a swimmer in all four individual stroke events, the swimmer cannot swim the butterfly event. The entry in the butterfly event is treated as an empty lane.
 - iii. If a team enters a swimmer in two age groups, the swimmer shall swim in his or her correct age group. Each entry in the older age group is treated as an empty lane.
- h. Meet entries-age of swimmer. A swimmer shall compete for the MCSL season at the age he or she is on June 1. Since the MCSL is an age-group, developmental league, teams should strive to fill events with swimmers of the appropriate age (e.g., a 15-year-old in the 15-18 age group). However, if a team has less than four swimmers of the correct age and sex in an age group available at a meet to swim, the team may swim a younger swimmer in an older age group ("swim up") subject to a number of restrictions. Please see above, General-Age of Swimmer for MCSL Competition for the specific requirements to swim a child in an older age group.
- i. Meet entries-seeding times. Swimmers and relays must be entered in an event with the best time achieved during the current MCSL season. Times must be achieved in a current season MCSL dual ("A") meet or the division relay (relay carnival) meet. Times achieved as a "swim-up" in an MCSL dual ("A") meet can be used as long as the stroke and distance of the swim-up event is the same as the swimmer's divisional event. If an eligible swimmer has not swum a particular event in an MCSL meet, that swimmer must be entered with a "no time." Exhibition times, previous season times, and "B" meet times cannot be used as seeding times for divisionals.
- j. Meet entries-exchange. The coach and the team representative from each team should attend the divisional seeding meeting. Each team brings to that meeting:
 - i. a paper print out by swimmer of its meet entries for all individual events;
 - ii. a paper print out of the team roster;
 - iii. a computer disk that includes the individual entries and the team roster.
- k. Meet entries-deadline. Once the seeding meeting is completed, no additions, deletions or other changes can be made to the meet entries until the scratch meeting at the meet without the consent of all team representatives.
- l. Lane assignments. Lane assignments shall be based on seeding times.
- m. Heats. There will be two heats of every individual event and one heat of every relay event. In events with two heats, the fastest swimmers shall swim in the second heat.
- n. Meet program/heat sheet and lane/timer sheets. At the conclusion of the seeding meeting, each team should receive a copy of the heat sheet for the meet listing the lane and heat of each of the team's swimmers. The host team shall use the paper copy, if there are hand changes, and the disk of each team's meet entries to produce this heat sheet/program and the lane/timer sheets.

- o. Meet start time and other issues of punctuality. The division championship meet usually begins at 8 a.m. on the Saturday after the last dual meet, unless all team representatives agree to a different start time. Teams shall report to their assigned areas at the host pool, and, when directed by the referee, take a short warm-up swim after which they shall return to their team area and remain there until called to the clerk of course. Sample meet schedules are available in the MCSL Meet Management Handbook.
- p. Reporting for events. Swimmers should report to the clerk of course promptly when their event is called. Progress of the meet should not be delayed for the late arrival of a swimmer.
- q. Scratches and substitutions. At least fifteen to twenty minutes before the meet begins, the referee will conduct a scratch meeting. The referee, each team coach, each team representative, and the clerks of course should attend the scratch meeting. Scratches and substitutions may be made only at this meeting.
 - i. Scratches. Each team may scratch a maximum of three swimmers and substitute new swimmers in the original swimmers' events. The original swimmers, once scratched, cannot compete in any events in that meet, including the relay events.
 - ii. Substitutions.
 - 1. Teams may use more than one substitute swimmer to fill the scratched swimmer's events.
 - 2. Teams must scratch a swimmer for a substitute to swim; teams cannot add a swimmer to a lane that was empty when the meet entries were exchanged at the seeding meeting.
 - 3. Substitute swimmers must:
 - a. swim in the seeded place of the scratched swimmer;
 - b. if already in the meet, remain in their original events. The events added at the scratch meeting may not cause the substitute swimmers to exceed their event limits. (See above, Meet entries-number of events per swimmer);
 - c. if not already in the meet, have swum in at least one MCSL dual ("A") meet during the current season.
 - d. if a "swim up," not displace a swimmer in that age group. (See above, General-Age of Swimmer for MCSL Competition, swim up rule.)
- r. Swimmer entries for relay events. Teams enter swimmer in relay events at the meet by entering each swimmer's last name and first name in the space provided for that leg of the relay on the tan MCSL "Official Relay Entry Card" and presenting the card to the clerk of course. Teams must use yellow cards for relays that include a swim up. Swimmers entered in the relays must appear on the team roster as exchanged at the divisional seeding meeting, must have swum in at least one MCSL dual ("A") meet during the current season, and cannot be entered or swim in more than five events (see above, Meet entries-number of events per swimmer). Once the relay card has been presented to the clerk of course, the relay cannot be changed.
- s. Placement of take-off judges for relays. Since dual confirmation is required to confirm an illegal take-off, two take-off judges must observe all relay exchanges. There shall be one lane take-off judge in each lane, observing take-offs for the relay team in that lane. There shall also be two side take-off judges, one on each side of the pool at the take-off end. Each judge shall observe take-offs in the lanes closest to him/her.
- t. Order of finish. The order of finish for each event shall be the order determined by official times. (See above, General-Official Time.)

- u. Scoring. Points for individual events places 1st to 12th are: 16-13-12-11-10-9-7-5-4-3-2-1. For five and four team divisions the points are, respectively: 14-11-10-9-8-6-4-3-2-1 and 12-9-8-7-5-3-2-1. Points for relay events are: 28-20-16-12-8-4. For five and four team divisions the points for relays are, respectively: 24-16-12-8-4 and 20-12-8-4. Points are not awarded for any event unless the event is actually swum. In the event of a tie, the points for the tied place and the next place will be added and divided between the tied swimmers. The next finisher will receive the next place down.

Example-a tie for first in an individual event. Add the points for first and second place (16 + 13 =29) and divide by 2 (= 14.5). The two tied swimmers each receive 14.5 points and the next finisher receives third place.

- v. Awards. In individual events, MCSL medals for 1st, 2nd, and 3rd; ribbons for 4th, 5th and 6th. In relay events, MCSL medals for 1st; ribbons for 2nd and 3rd. Duplicates awarded for ties.
- w. Meet results. The division automation liaison will forward the meet results to the MCSL automation chair.
- x. Postponed or interrupted meets. A postponed or interrupted meet shall be considered one continuous meet. The roster and original meet entry report cannot be changed.
- y. Exhibition swimming. Exhibition swimming is permitted for swimmers disqualified for false starts and for other swimmers if both teams agree. No additional heats shall be added to accommodate exhibition swims. An exhibition swimmer may not place in an event, and the time may not be included in his/her team's results.

14. DIVISION CHAMPION CALCULATION

- a. Dual meet points. A team earns six points for a win; three points for a tie; and zero points for a loss.
- b. Division relay meet (relay carnival) points. Teams placing 1st through 6th earn points as follows: 10-8-6-4-2-0. For a five team division, the points are 8-6-4-2-0. For a four team division the points are 6-4-2-0. Team ties remain as ties. The points are added and divided between the tied teams.
- c. Division championship meet (divisionals) points. Teams placing 1st through 6th earn points as follows: 20-16-12-8-4-0. For a five team division, the points are 16-12-8-4-0. For a four team division the points are 12-8-4-0. Team ties remain as ties. The points are added and divided between the tied teams.
- d. Determination of final place in division. A team's final place in the division is the sum of its dual meet, relay meet and division championship meet points.
- e. Awards. Trophies will be awarded to the 1st, 2nd and 3rd place teams in each division.

15. MCSL COACHES' INVITATIONAL LONG COURSE MEET

- a. Size of pool. This meet must be held in a 50 meter pool with at least 8 lanes.
- b. Events. The order of events is the same as the order for dual meets without events 3, 4, 49 and 50 (the relay events). The distance for all events is doubled.
- c. Entries.
 - i. Invitations. Eight swimmers plus two alternates will be invited to swim in each event. Invitations are based on the swimmer's best time achieved in the corresponding short-course meter event in the first three dual meets of the current season.

ii. Number of events per swimmer. A swimmer may compete in a maximum of two events.

1. Seeding. Seeding is at the discretion of the MCSL board. All qualifying times are sorted by rank. Ties are broken by using the next best swim.

Example: Swimmer A has times of 15.10 and 15.25; swimmer B has times of 15.10 and 15.35. Swimmer A will be ranked higher than swimmer B.

2. Selection of events. If a swimmer has more than two equally ranked qualifying times, the events which have the lowest ratio of time to MCSL record will be selected and the other events dropped to give the swimmer the maximum of two entries. The times for other swimmers will be re-ranked to reflect the scratching of these events. Before this automatic scratching process, swimmers may elect to scratch from individual events they do not wish to swim by notifying the MCSL Automation Chair. Such swimmer-initiated scratches must be submitted by the deadline posted on the MCSL web site; after this deadline, swimmers may only scratch from the entire meet. Early notification is important to allow the maximum number of swimmers to compete.

3. No swims. If a swimmer fails to swim an event in which he/she is entered, he or she may be ineligible to swim subsequent events at the discretion of the meet referee and MCSL board.

- d. No swim ups. Each swimmer must compete in his or her own age group.
- e. Heats. There will be one heat of every event. Lanes will be assigned by seeding.
- f. Order of finish. The order of finish for each event shall be determined by electronic timing in accordance with USA-Swimming Rules.
- g. Awards. Medals for first through eighth place with duplicates for ties.
- h. Uniform. A swimmer shall not wear a suit or cap bearing the name, insignia, or logo of any team or pool other than the MCSL team represented by the swimmer.
- i. Interrupted meet. The MCSL board shall determine the postponement and rescheduling of the meet.

16. MCSL ALL-STAR RELAY MEET

- a. Organization of meet. This meet will be run in two sections: Section I and Section II. Section I will include teams in Division A through the middle MCSL division; Section II will include teams after the middle to the last division. When there is an even number of divisions, the sections will be divided equally. When there is an odd number of divisions, the board will determine by the flip of a coin which section has the extra division for that year. In subsequent years, the extra division will alternate between sections until the MCSL adds enough teams to move to an even number of divisions.
- b. Size of pool. This meet must be held in a 25 meter pool with at least 8 lanes. The depth at the shallow end shall not be less than 4'0".
- c. Events. The order of events is the same as the order for the division relay meet.
- d. Entries.
 - i. Invitations. Eight teams plus two alternates will be invited for each event at each section of the meet. The team with the fastest time in the event from each division will be invited first and seeded in the available lanes. If there are still positions available after these teams are seeded, the teams with the next fastest times in the section will be invited either to fill a lane or to stand as alternates. Only times swum by relay teams with no swim ups in 25 meter pools in MCSL dual, relay or divisional meets in the current season will be used for selecting entries.

ii. Swimmers. A tan MCSL "Official Relay Entry Card" containing each swimmer's first and last name will be submitted to the clerk of course prior to the event. No substitutions are permitted after the entry cards are turned into the clerk of course.

- e. No swim ups. Each swimmer must compete in his/her own age group.
- f. Heats. There will one heat of every event. Lanes will be assigned by seeding.
- g. Order of finish. The order of finish for each event shall be determined by electronic timing in accordance with USA-Swimming Rules.
- h. Awards. For each section, plaques for first place, medals for second and third, ribbons for fourth through eighth with duplicates for ties.
- i. Uniform. A swimmer shall not wear a suit or cap bearing the name, insignia, or logo of any team or pool other than the MCSL team represented by the swimmer.
- j. Interrupted meet. The MCSL board shall determine the postponement and rescheduling of the meet.

17. MCSL INDIVIDUAL ALL-STAR MEET

- a. Size of pool. This meet must be held in a 25 meter pool with at least 8 lanes.
- b. Events. The order of events is the same as the order for dual meets without events 3, 4, 49 and 50 (the relay events).
- c. Entries.
 - i. Eligibility. A swimmer must have competed in at least two MCSL 'A' meets, not including the division relay (Relay Carnival) meet, but including the Divisional Championship Meet, during the current season to be eligible to swim in the Individual All-Star meet. Requests for a waiver of this requirement must be made in writing to the Rules Committee by the day after the Division Championship (divisional) meet.
 - ii. Invitations. Sixteen swimmers plus three alternates will be invited to swim in each event. Invitations are based on the swimmer's best time achieved in the event in dual meets and the Division Championship (Divisionals) meet during the current season.
 - iii. Number of events per swimmer. A swimmer may compete in a maximum of three events.

1. Seeding. Seeding is at the discretion of the MCSL board. All qualifying times are sorted by rank. Ties are broken by using the next best swim.

Example: Swimmer A has times of 15.10 and 15.25; swimmer B has times of 15.10 and 15.35. Swimmer A will be ranked higher than swimmer B.

2. Selection of events. If a swimmer has more than three equally ranked qualifying times, the events which have the lowest ratio of time to MCSL record will be selected and the other events dropped to give the swimmer the maximum of three entries. The times for other swimmers will be re-ranked to reflect the scratching of these events. Before this automatic scratching process, swimmers may elect to scratch from individual events they do not wish to swim by notifying the MCSL Automation Chair. Such swimmer-initiated scratches must be submitted by the deadline posted on the MCSL web site; after this deadline, swimmers may only scratch from the entire meet. Early notification is important to allow the maximum number of swimmers to compete.

3. No swims. If a swimmer fails to swim an event in which he/she is entered, he or she may be ineligible to swim subsequent events at the discretion of the meet referee and MCSL board.

- d. No swim ups. Each swimmer must compete in his/her own age group.
- e. Heats. There will be two heats of every event. Lanes will be assigned by seeding, with the fastest swimmers swimming in the second heat.

- f. Order of finish. The order of finish for each event shall be determined by electronic timing in accordance with USA-Swimming Rules.
- g. Awards. Plaques for first, second and third; medals for fourth, fifth and sixth; ribbons for seventh through sixteenth; and duplicates for ties.
- h. Uniform. A swimmer shall not wear a suit or cap bearing the name, insignia, or logo of any team or pool other than the MCSL team represented by the swimmer.
- i. Interrupted meet. The MCSL board shall determine the postponement and rescheduling of the meet.

18. DISQUALIFICATIONS (DQ's)

- a. General. MCSL Rules for Swimming the Strokes in this handbook apply.
- b. Documentation. DQ cards are to follow the template provided by the MCSL. The DQ card must be signed by the disqualifying official, the referee, and the swimmer's coach or designated team representative. If a team wishes to have DQ's handled by a representative other than the coach, that representative must be identified to the referee at the start of the meet.
- c. Timeliness. The referee should give the DQ card to the head scorer before the next event begins. The DQ card then becomes part of the official record of the meet.
- d. Relay take-offs. Dual confirmation is required; that is, both the side take-off judge and the lane take-off judge must record that a particular swimmer left early for a team to be disqualified. Running starts are not permitted in relay races, swimmers must be in a forward starting position when the relay exchange takes place. The swimmer may take at most one step to bring his/her foot to the edge of the pool at the exchange.
- e. Failure to swim an event. With the exception of MCSL Invitational meets (Coaches' Invitational Long Course and Individual All Stars), a swimmer who misses an event will be disqualified from that event, but may swim his or her subsequent events; however, a swimmer may not swim an additional event because he or she missed an earlier event. At the MCSL Invitational meets, a swimmer who misses an event will be disqualified from that event and may be disqualified from subsequent events at the discretion of the meet referee and the MCSL board.
- f. The following is from the USA Swimming handbook:
 - 1. A disqualification can be made only by the official within whose jurisdiction the infraction has been committed. Except for the relay take-off judges when dual confirmation relay take-off judging, as provided in 102.15.6B, is used, the Referee, stroke, turn, or relay take-off judge upon observing an infraction, shall immediately raise one hand overhead. If the official does not do so, there shall be no disqualification unless the Program Operations Vice President has directed that the meet be conducted under FINA procedures.
 - 2. The Referee or designated official making a disqualification shall make every reasonable effort to seek out the swimmer or his/her coach and inform him/her as to the reason for the disqualification. Note that the MCSL rule overrides this (see Guide for Officials 11.j).
 - 3. Any swimmer who acts in an unsportsmanlike or unsafe manner within the swimming venue may be considered for appropriate action or penalty by the referee.
 - 4. A swimmer must start and finish the race in the same lane.
 - 5. Standing on the bottom during a freestyle race shall not disqualify a swimmer, but a swimmer must not leave the pool, or walk, or spring from the bottom. Standing on the bottom during any other stroke shall result in disqualification.

- 6. Obstructing another swimmer by swimming across or otherwise interfering shall disqualify the offender, subject to the discretion of the Referee.
- 7. Any swimmer not entered in a race who enters the pool or course in the area in which said race is being conducted before all swimmers therein have completed the race shall be barred from the next individual event in which that swimmer is entered on that day or the next meet day, whichever is first.
- 8. Dipping goggles in the water or splashing water on the competitor's face or body prior to an event shall not be considered as entering the pool unless the Referee finds that such action is interfering with the competition.
- 9. Should a foul endanger the chance of success of a swimmer(s), the Referee may allow the affected competitor(s) to reswim the event. In case of collusion to foul another swimmer, the Referee may, at his/her discretion, disqualify the swimmer for whose aid the foul was committed, as well as the swimmer doing the fouling.
- 10. No swimmer is permitted to wear or use any device or substance to help his/her speed or buoyancy during a race. Goggles may be worn, and rubdown oil applied if not considered excessive by the Referee.
- 11. Grasping lane dividers to assist forward motion is not permitted.
- 12. The time and/or place of any swimmer or relay team disqualified either during or following an event shall not be recorded in the results of that event. If awards have been made prior to the decision to disqualify they shall be returned and made to the proper recipient(s) and if points have been scored by those disqualified the event shall be rescored. Time and/or place officially recorded for a swimmer shall not be nullified for violations occurring subsequent to such performance.

19. PROTESTS AND PENALTIES

- a. Protests regarding turns, strokes, and other swimming technicalities. Protests involving judgment decisions by starters, stroke and turn judges, and relay take-off judges must be considered by the referee at the meet. Only the team representative may present these types of protests. The team representative shall lodge the protest with the referee within 30 minutes after the scoring has been completed. The referee can overrule any starter, stroke and turn judge or relay take-off judge only on a point of rule interpretation or on a judgment decision pertaining to an action that the referee has personally observed.
- b. Protests regarding other MCSL rules. Protests arising during or after the meet dealing with issues other than swimming technicalities which cannot be satisfactorily settled by the parties involved shall be referred within three days to the Chairman of the Rules Committee.
- c. Other protests.
 - i. Facilities and equipment. Protests related to facilities and equipment that the home team proposes to use should be made at least 12 hours prior to the start of the meet by contacting the Chairman of the Rules Committee.
 - ii. Illegal swimmer. Protests involving an illegal swimmer on a team roster can be made at any time during the season. An illegal swimmer is one who does not meet MCSL rules (see especially General-Eligibility of a Swimmer to Participate on a Team, above). If an illegal swimmer is found to have been entered in an event after the event has been swum, the points earned by the illegal swimmer shall be cancelled, the order of finish corrected, and the meet score adjusted accordingly.

- d. Method of protest. All protests must be submitted on the protest form available from the MCSL. If a protest does not include all requested information, the Rules Committee at its discretion may deny the protest without further consideration.
- e. Decision. After consideration of the facts provided and other facts that the Committee may gather, the Committee shall take appropriate action.

20. RECORDS

- a. Records kept. MCSL shall keep a record of the fastest time swum for each MCSL event, including events swum only at the divisional relay meets (Relay Carnival) and the Coaches' Invitational Long Course meet.
- b. Requirements and conditions.
 - i. A record time can be achieved only by a swimmer swimming in his or her own age group. Times achieved by swimmers swimming up in an older age group are not eligible.
 - ii. The lane in which the record time is achieved must have at least three timers or be equipped with an automatic timing device operated in accordance with MCSL rules.
 - iii. If one or more watches fail, back-up times shall be used in the order designated by the head timer prior to the event.
 - iv. Relay lead off splits. A record can be achieved by a swimmer who swims the first leg of a relay under the following conditions:
 - 1. The time must meet all the requirements and conditions for a record.
 - 2. Times achieved by a swimmer who swims the first leg of a relay cannot be used to qualify for the Individual All-Star Meet or the Coaches' Invitational Long Course Meet.
- c. Submitting records.
 - i. The referee, head timer, and the three timers on the lane must verify the record time by signing the lane-timer sheet or entry card.
 - ii. Within one week of the day on which the record time was swum, the host team must submit the signed lane-timer sheet or entry card to the MCSL Records Chairperson.
 - iii. Records achieved at the Coaches' Invitational Long Course, Individual All-Star, and Relay All-Star meets shall be submitted to the meet manager.
- d. Recognition. Swimmers achieving an MCSL record will receive a certificate and a patch.

GUIDE FOR OFFICIALS

1. Timers

- a. Timers should assure that their watches are functioning properly at all times during the meet by:
 - 1. Checking its accuracy at the Starter's "time check"
 - 2. Watching it occasionally during each event to make certain it is operating.
- b. Timers should look at the starting device and start their watches at the sight of the flash or smoke - not by the sound (unless a solely audible device is used). Timers should feel free at the start of a race to move to a position from which they can clearly see the starting device.
- c. Before the end of each race, Timers should position themselves at the end of the pool directly overlooking the finish line in order to observe closely the swimmer's finish.
- d. The watch should be stopped when any part of the swimmer's body touches the solid wall at the end of the pool (or the touch pad if automatic officiating equipment is being used). It is not the responsibility of the Timer to judge if the finish touch meets the requirements of the appropriate stroke finish rule.
- e. If, during any event, a Timer discovers that s/he has failed to properly start the watch or that the watch is not functioning properly, the Timer should immediately notify the Head Timer or Assistant Head Timer.
- f. The official time used will be the time of two watches that agree, or the middle time if none agree, and will be recorded to the hundredths (e.g., 1:35.79). If times from only two watches are available, the average should be recorded to the hundredth of a second (thousandths should be dropped, i.e., 1:25.435 is recorded as 1:25.43).

2. Head Timers

- a. The Head Timer shall time each event and, generally, shall time the winner except when needed for another lane. However, if a record is being contested, the Head timer will time that lane and not substitute.
- b. The Head Timer shall see that at least one Alternate Timer is available during the meet for use where needed.
- c. The Head Timer shall instruct Timers to clear their watches before the start of each event.
- d. The Head Timer shall check and approve the official time reported at each lane for each event.
- e. The Head Timer shall assure that at least three Timers are available at any lane in which a record is likely to be contested or broken.
- f. If valid times are available from less than three watches on a lane, the Head Timer shall have the Assistant Head Timer verify the validity of the available times by initialing the lane card and presenting the card to the Referee for his/her initials.
- g. The Head Timer shall prepare the proper forms for record claims when appropriate, secure confirmations from lane timers and submit the form for approval by the Referee.

3. Head Scorer

- a. The Head Scorer receives the cards/time lane sheets from the Head Timer and checks that the official time is indicated correctly (the middle of three times, two times which agree or see rule 15.f.(1) if less than three times are available).
- b. The Head Scorer reads the official times in lane order to the Computer Operator and then passes the cards/timer lane sheets to the Computer Operator.