

VSA MEET HANDBOOK

PART TWO

CHAMPIONSHIP MEETS

(Updated February, 2011)

Article 201 GENERAL

All championship competitions held under the authority of the Association shall be governed by the current United States Swimming rule book unless otherwise specified in this part.

Article 202 ELIGIBILITY

202.1 As stated in USA Swimming 102.2.1: In order to compete in a meet, a swimmer must be entered in compliance with the event entry requirements stated in the meet announcement.

202.2 Contestants entering the meet as Unattached must be Vermont state residents and hold an individual VSA membership. Unattached swimmers will swim as exhibition.

202.3 Eligible swimmers will be listed on a team roster. Each team must submit an official roster of all registered swimmers to their League Secretary on or before the first (1st) Tuesday after July 4th. The League Secretary will then forward all League rosters to the VSA Secretary within forty-eight (48) hours. The information in the roster will contain each registered swimmer's team, name, age, date of birth, gender, and, for recent high school graduates, the year of their graduation.

Article 203 ENTRIES

203.1 A swimmer may participate in up four (4) individual events and up to two (2) relays for the entire meet.

203.2 Entry Points:
Entry Points may be used. Individual events will count as one (1) entry point and each relay will count as four (4) entry points.

203.3 Team division designation will be assigned annually by the Championship Coordination Committee as outlined in Article 105.1 of the Bylaws. The number of divisions shall be determined by the Meet Director.

203.4 Each team is entitled to enter one swimmer in each event. In the case that the entered swimmer does not meet the time standard for the event, the entered time should be the qualifying standard and not "no time."

Article 204 ADMINISTRATIVE CONDUCT OF CHAMPIONSHIP MEETS

The administrative rules for conduct of championships are specified herein.

204.1 Computerization:
Entry lists, heat sheets and final results shall be compiled by computer.

204.2 Entries:

- .1. As described in USA Swimming, 207.10.1, the method and procedure for submission of entries shall be stated in the meet invitation.
- .2. As outlined in USA Swimming Rule 207.10.5, only swimmers and relay teams entered using the procedures stated in the meet information shall be eligible to compete. Submitted times may be updated up to the entry deadline. No corrections or changes of events entered or additional entries will be accepted after the entry deadline. Typographical or transcription errors which can be readily verified by entry data may be corrected if attested to by the swimmer, coach, or the swimmer's representative prior to the final printing of the meet program.

204.3 Credentials:
Deck credentials may be provided for participating coaches and officials. Credentials for coaches and representatives will be issued to those persons listed on the submitted team roster forms and according to the following schedule:

- .1. All teams -- provided up to three (3) deck passes.
- .2. Unattached swimmers -- provided one (1) deck pass.

204.4 Meetings:
There will be two (2) meetings held immediately prior to the Championship Meet to inform participants of the conduct of the Meet. No rule changes may be made at these meetings.

- .1. A mandatory officials meeting will be held each day prior to the competition. This meeting will be administered by the Meet Referee and will be held away from the pool area.
- .2. A general information meeting for coaches and team representatives will be held on the evening prior to the first day of competition. This meeting

will be administered by the Meet Director and may be a virtual meeting conducted via email or other method. It is the obligation of every team to attend this meeting or acquaint itself with the information distributed.

- 204.5 Seeding:
All events will be pre-seeded with the exception of those events in Lunch Sessions, which will be deck seeded. Positive check-in will be required for Lunch Sessions.
- 204.6 Heat Sheets:
Heat sheets for each session shall be made available to coaches and/or team representatives no less than one hour prior to the beginning of that session with the exception of Lunch Sessions. Heat sheets for those sessions will be made available as soon as positive check-in procedures are finalized
- 204.7 Warm-up Schedule:
Each team will be issued a schedule of warm-up times, lanes, and warm-up procedures for each session. The procedure, which must be adhered to, will be distributed to all coaches and/or team representatives no less than four days prior to the first day of competition.
- 204.8 Scratch Procedures:
In accordance with USA Swimming, 102.3, each swimmer shall become informed of the meet starting time and shall report to the proper meet authorities promptly on call. Meet announcements and advance information shall specify check-in and scratch procedures for individual and relay events and outline any penalties for violation of those procedures.
- 204.9 Qualifying Swimmers:
Swimmers must achieve qualifying time or better in order to receive points for their team in that event. They will receive the place award regardless of time.
- 204.10 Scoring:
Individual points:
19-17-16-15-14-13-11-10-9-8-7-6-5-4-3-2-1

Relay points:
38-32-28-24-20-16-12-10-8-6-4-2
- 204.12 Protests:
.1. There shall be an Eligibility Protest Jury composed of three persons in attendance including the appointed Coaches' Representative, the Meet Referee, and the Meet Director. The Coaches' representative will be appointed by the Vice-President of Events or designee prior to the start

of the meet. The jury shall consider protests pertaining to the eligibility of any swimmer to compete or to represent a VSA team.

- .2. All Eligibility protests made prior to or during the championship shall be submitted to the Eligibility Jury on the protest form as provided by the VSA.
- .3. Eligibility protests shall be submitted in writing by an official team representative and/or coach to the Meet Referee to be heard by the Eligibility Jury, and a decision shall be rendered in writing, when possible before the start of the events of the session in which the swimmer competes, but no later than the start of the following session. In the event that an eligibility protest is lodged in the last session of the meet, the Jury will render a decision within thirty (30) minutes of the conclusion of the last session.
- .4. Until the Eligibility Jury renders a decision in a protest of eligibility, the swimmer will be permitted to compete under protest. No announcement will be made to this effect; however, the results of any race conducted under protest may not be announced or posted, nor points scored, nor awards given until the Jury has rendered a decision.
- .5. Equal opportunities shall be given to both the party lodging any protest and the party/parties charged to be heard by the Eligibility Jury.
- .6. The Eligibility Jury cannot adjudicate judgment decisions by deck officials, which can only be considered by the Meet Referee under Section 102.11.1 of the USA Swimming Technical Rules.
- .7. The decision of the Eligibility Jury is final.
- .8. All posted results will have post times written on them. Two (2) sets will be posted on the pool deck. It is the responsibility of the coaches to submit questions or concerns about these posted times in writing to the Head Referee within one (1) hour of the posted time. If the session ends before the one (1) hour has elapsed, the written concern may be submitted within the first thirty (30) minutes of the following session. Protest on the final session must be submitted within thirty (30) minutes after the final results are posted.

204.13 Final Results:

Coaches and team representatives registered at the Championship Meet(s) will receive a hard copy of the final results once results have been finalized. A copy shall also be emailed to all officers of the Association, coaches and team representatives within forty-eight hours of completion of the final results. Final results will also be posted on the VSA website.

Article 205 ENTRY BLANKS AND INFORMATION BOOKLET

205.1 The entry files and information packet shall be prepared, produced, and distributed under the joint direction of the Vice President of Events and the President.

205.2 Entry file and information packet shall be obtained from the VSA web site at least twenty-one (21) days prior to the meet entry deadline. The VSA contact list used shall be maintained by the Secretary and updated with the assistance of the Vice-President of Events.

205.3 The meet information packet shall contain:

- Qualifying times
- Schedule and order of events
- A list of meet administrators
- Announcement of governing rules
- Schedule of meetings
- Entry procedures and information
- Guide for coaches
- Meet operations and procedures
- Directions to the pool
- Lodging information

Forms to be included in the packet:

Official Entry Forms
Team Registration Forms
Application to Officials
Membership Application Form

Article 206 LIST OF EVENTS

The order of events, to be included in the meet information provided and as outlined in Article 205.3, may follow this format:

Session 1 -- Saturday morning

Event #	Event Name
1	Girls 8 & under Freestyle
2	Boys 8 & under Freestyle

- 3 Girls 9-10 25 Freestyle
- 4 Boys 9-10 25 Freestyle
- 5 Girls 8 & under 25 Breaststroke
- 6 Boys 8 & under 25 Breaststroke
- 7 Girls 9-10 25 Breaststroke
- 8 Boys 9-10 25 Breaststroke
- 9 Girls 8 & under 100 IM
- 10 Boys 8 & under 100 IM
- 11 Girls 9-10 100 IM
- 12 Boys 9-10 100 IM
- 13 Girls 8 & under 100 Medley Relay
- 14 Boys 8 & under 100 Medley Relay
- 15 Girls 10 & under 100 Medley Relay
- 16 Boys 10 & under 100 Medley Relay

Saturday Lunch Session

- | Event # | Event Name |
|---------|----------------------------|
| 17 | Girls Senior 500 Freestyle |
| 18 | Boys Senior 500 Freestyle |

Session 2 -- Saturday Afternoon

- | Event # | Event Name |
|---------|--------------------------------|
| 19 | Girls 12 & under 100 Butterfly |
| 20 | Boys 12 & under 100 Butterfly |
| 21 | Girls 13-14 100 Butterfly |
| 22 | Boys 13-14 100 Butterfly |
| 23 | Girls 15-18 100 Butterfly |
| 24 | Boys 15-18 100 Butterfly |
| 25 | Girls 11-12 100 IM |
| 26 | Boys 11-12 100 IM |
| 27 | Girls 13-14 100 IM |
| 28 | Boys 13-14 100 IM |
| 29 | Girls 15-18 200 IM |
| 30 | Boys 15-18 200 IM |
| 31 | Girls 11-12 50 Freestyle |
| 32 | Boys 11-12 50 Freestyle |
| 33 | Girls 13-14 50 Freestyle |
| 34 | Boys 13-14 50 Freestyle |
| 35 | Girls 15-18 50 Freestyle |
| 36 | Boys 15-18 50 Freestyle |
| 37 | Girls 11-12 50 Breaststroke |
| 38 | Boys 11-12 50 Breaststroke |
| 39 | Girls 13-14 50 Breaststroke |

- 40 Boys 13-14 50 Breaststroke
- 41 Girls 15-18 50 Breaststroke
- 42 Boys 15-18 50 Breaststroke
- 43 Girls 12 & under 100 Backstroke
- 44 Boys 12 & under 100 Backstroke
- 45 Girls 13-14 100 Backstroke
- 46 Boys 13-14 100 Backstroke
- 47 Girls 15-18 100 Backstroke
- 48 Boys 15-18 100 Backstroke
- 49 Girls 12 & under 200 Medley Relay
- 50 Boys 12 & under 200 Medley Relay
- 51 Girls 14 & under 200 Medley Relay
- 52 Boys 14 & under 200 Medley Relay
- 53 Girls 18 & under 200 Medley Relay
- 54 Boys 18 & under 200 Medley Relay

Session 3 -- Sunday Morning

- | Event # | Event Name |
|---------|-------------------------------------|
| 55 | Girls 8 & under 25 Butterfly |
| 56 | Boys 8 & under 25 Butterfly |
| 57 | Girls 9-10 25 Butterfly |
| 58 | Boys 9-10 25 Butterfly |
| 59 | Girls 8 & under 25 Backstroke |
| 60 | Boys 8 & under 25 Backstroke |
| 61 | Girls 9-10 25 Backstroke |
| 62 | Boys 9-10 25 Backstroke |
| 63 | Girls 8 & under 50 Freestyle |
| 64 | Boys 8 & under 50 Freestyle |
| 65 | Girls 9-10 50 Freestyle |
| 66 | Boys 9-10 50 Freestyle |
| 67 | Girls 8 & under 100 Freestyle Relay |
| 68 | Boys 8 & under 100 Freestyle Relay |
| 69 | Girls 9-10 100 Freestyle Relay |
| 70 | Boys 9-10 100 Freestyle Relay |

Sunday Lunch Session

- | Event # | Event Name |
|---------|--------------------------------|
| 71 | Girls 12 & under 200 Freestyle |
| 72 | Boys 12 & under 200 Freestyle |
| 73 | Girls 13-14 200 Freestyle |
| 74 | Boys 13-14 200 Freestyle |
| 75 | Girls 15-18 200 Freestyle |
| 76 | Boys 15-18 200 Freestyle |

Session 4 -- Sunday Afternoon

Event #	Event Name
77	Girls 11-12 50 Butterfly
78	Boys 11-12 50 Butterfly
79	Girls 13-14 50 Butterfly
80	Boys 13-14 50 Butterfly
81	Girls 15-18 50 Butterfly
82	Boys 15-18 50 Butterfly
83	Girls 12 & under 100 Breaststroke
84	Boys 12 & under 100 Breaststroke
85	Girls 11-12 50 Backstroke
86	Boys 11-12 50 Backstroke
87	Girls 13-14 50 Backstroke
88	Boys 13-14 50 Backstroke
89	Girls 15-18 50 Backstroke
90	Boys 15-18 50 Backstroke
91	Girls 13-14 100 Breaststroke
92	Boys 13-14 100 Breaststroke
93	Girls 15-18 100 Breaststroke
94	Boys 15-18 100 Breaststroke
95	Girls 11-12 100 Freestyle
96	Boys 11-12 100 Freestyle
97	Girls 13-14 100 Freestyle
98	Boys 13-14 100 Freestyle
99	Girls 15-18 100 Freestyle
100	Boys 15-18 100 Freestyle
101	Girls 12 & under 200 Freestyle Relay
102	Boys 12 & under 200 Freestyle Relay
103	Girls 14 & under 200 Freestyle Relay
104	Boys 14 & under 200 Freestyle Relay
105	Girls 18 & under 200 Freestyle Relay
106	Boys 18 & under 200 Freestyle Relay

Article 207 AWARDS

207.1 Team Awards:
 All competing teams will be awarded a trophy based on their place within their division.

207.2 Individual and Relay Awards:

 .1. Medals will be awarded to the top eight (8) in individual events and the top six (6) finishing relay teams in each relay event.

- .2. Ribbons will be awarded to ninth through twenty-fourth place individual and sixth through tenth place relay events.
- .3. Where two or more swimmers tie for any place, duplicate awards shall be given to each swimmer. In such a case, no award shall be given for the place or places immediately following the tied positions.
- .4. Each member of an award-winning relay team shall receive an identical award.
- .5. Each graduating senior participating in the meet shall receive an identical recognition award.
- .6. Unattached swimmers shall place for awards but shall receive no points.

Article 208 OFFICIALS

208.1 Officials for championships will be assigned by the Vice President of Events.

208.2 For all championship meets, the following officials will be required and assigned for each session:

- 1 Referee
- 1 Starter
- 2 Chief Timers*
- 4 Stroke & Turn Judges
- 2 Marshals*
- 1 Timer per lane*
- 1 Recorder*
- 2 Timing Judge Announcers*
- Clerk of Course

* indicates officials who may be uncertified

208.3 In addition to the officials listed above, assistant referees may be assigned.

208.4 All officials should hold current United States Swimming Certification unless specified in this document.