

**East Severna Park League
2016 Rules for Competition**

I. GENERAL

- A. Except as modified by these rules, United States Swimming (USA) rules will govern the conduct of the meets. Notwithstanding the above, ESP is not affiliated in any way with USA Swimming.
- B. ESP League Representatives or their designated alternates shall insure, particularly at home meets, that there are no signs, objects, or actions, which are in bad taste or offensive to the other team. Any actions resulting in a grievance against a swimmer, parent, spectator, coach or official should be reported to the ESP League Representatives or their designated alternates before the close of the meet. The Referee has the authority to remove any person from a meet who is determined by the Referee, in his or her sole discretion, to be in violation of the League's Code of Conduct.
- C. Competing teams should report to the host pool thirty (30) minutes before the meet is scheduled to begin. They shall report immediately to their assigned areas and remain there. When directed by the Referee, swimmers may take a short warm-up swim, after which they will return to their assigned areas and hold themselves ready to report immediately when their events are called. Saturday meets shall start at 9:00 A.M., and evening meets shall start at 5:30 P.M. unless otherwise agreed to by the respective Team Representatives.
- D. Measures must be taken to insure that spectators do not interfere with officials in the performance of their duties. Official Team Representatives and coaches may consult with the Referee, if necessary, but shall refrain from consulting or contacting any official while an event is in progress, i.e., from the time swimmers report to the starter until the event has been recorded.
- E. Team Representatives and coaches shall insure that pool grounds and changing rooms used by their teams are thoroughly policed before departing.
- F. Coaches and spectators shall not be allowed in any designated official area.
- G. For the purpose of these rules, interrupted or postponed meets shall be resumed or started on the next available agreed upon date following the meet in question.
 - 1. Available date for purposes of this rule is defined as the first date that is mutually agreeable to both ESP League Representatives. Interrupted meets shall start at the event of interruption.

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2. New line-ups for interrupted meets may be submitted according to Rule IX.A. prior to the start of the make-up meet. New line-ups must be made from swimmers who were on the official roster at the time of the originally scheduled meet. If a new line-up is not submitted by the designated time, the original line-up will stand and no penalty will be assessed.
3. In the event that two teams cannot mutually agree to continue an interrupted meet, the matter shall be referred to the Rules Committee for a recommendation as to whether the meet shall be forfeited by one team or whether some other sanction is appropriate. The final decision shall be made by a majority vote of the league members not involved in the interrupted meet.
4. If by mutual agreement, the meet is discontinued, then each team's score shall be added together and each team's score shall be divided by the total score. The percentage obtained shall be multiplied by 460 and the result shall be each team's final score.

H. Inclement Weather Guidelines

1. In an effort to provide consistent guidelines regarding the delay or cancellation of either a meet in progress or a meet about to start when severe weather has been forecast; and because the Anne Arundel County Health Department, which has responsibility for regulating pools in the County, has no regulations regarding this matter, the ESP Swim League suggests the following guidelines:
 - a) Generally, meets shall be conducted at the time and place scheduled regardless of weather conditions.
 - b) When severe weather conditions are forecast, a meet shall be delayed for nearby thunder, nearby lightning or severe thundershowers passing overhead. When such a delay is called, swimmers and officials shall clear the pool water and pool deck as much as physical construction will allow. The delay shall last twenty (20) minutes from the last occurrence of thunder or lightning, five (5) minutes for a severe shower without thunder or lightning.
 - c) Depending upon the visibility distance from the pool deck, a meet may, or may not be delayed for thunder or lightning off in the distance.

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2. The meet shall be conducted in accordance with the policies and procedures of the pool and/or the pool management company responsible for the pool where the meet is being conducted.
3. The final decision on continuing or delaying a meet shall rest with the on duty Lifeguard. If the Lifeguard is not immediately available the decision will be made by the Two League Representatives and the Referee.
4. Nothing shall be construed in these rules as preventing parents from exercising their rights and obligations regarding the safety of their children.

II. COMPETITOR ELIGIBILITY

- A. The eligibility of competitors for a particular age group will be determined by their age as of June 1.
- B. For a competitor to be eligible, his/her name must be submitted to the League Secretary by 7 pm Tuesday for a Saturday meet or by 7 pm Friday for a Tuesday meet. Unlimited swimmers may be added to the official roster by 7pm on Tuesday before the first dual meet. After that time, a limit of five (5) swimmers may be added to the official roster in any one (1) week period.
- C. Competitive Age Groups
 1. The established age groups for league competition shall be: six-and-under, 7-8, 9-10, 11-12, 13-14, and 15-18.
 2. The six-and-under age group will be for exhibition swimming only. Exhibition swimming will not preclude moving up to participate officially in an older age category. These swimmers may swim in either the exhibition or the older age group but not both at the same meet.
 3. When swimmers from a lower age group are moved up for an event, those swimmers must swim in that age group for the entire meet. Swimmers who are moved up must be identified on the team's line-up sheet with a note to this effect.
 4. Six-and-under exhibition swimmers must be listed on the official roster, but will not be counted in calculations to determine if the provisions of Rule II.D.2. apply with the following exception:
 - a) If a six-and-under swims up in an official status during a dual meet, he/she will be included in the calculations to determine if the provisions of Rule II.D.2. apply for that meet.

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5. If a six-and-under swimmer is to swim up officially, this must be reported to the League Secretary for notation on the roster two (2) days before the meet.
- D. A swimmer may not compete in more than three (3) individual events and one (1) relay in a dual meet with the following exceptions:
1. If any swimmer is the only swimmer in his or her respective age group in the line-up for a particular meet, then that swimmer is eligible to participate in two (2) relays in that meet. The swimmer must be identified on the team's line-up with a note to that effect.
 2. If the official team roster for one team totals at least twice the number of swimmers for the smaller team, then swimmers from the smaller team may swim in one (1) relay and up to four (4) individual events.
- E. Handicap Rule
1. For the 2016 swim season, the handicap system will be implemented using the criteria in Appendix A.
- F. Head Coaches and Assistant Coaches
1. Head coaches, as listed on the ESP League Representatives and Coaches roster for the current season, are not eligible to swim in any ESP swim meet.
 2. Each team may have one paid assistant coach who may swim for that team provided the assistant coach meets the following requirements:
 - a) He or she must be otherwise eligible to compete in the League; and

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- b) He or she must have been a swim team participant of that team for the past two (2) seasons.
- 3. In the event the Head Coach is absent from a meet, and the assistant coach must assume the role of Head Coach for that meet, the assistant coach is not eligible to swim in that meet.
- 4. The assistant coach will not be eligible to apply for the Brent Kurrle Scholarship.
- G. To be eligible to swim in League meets, swimmers listed on the official team line ups must be listed on the official team roster.
- H. Each club will maintain an up to date roster of all of its swimmers (including six-and-unders) by sex and age group, alphabetically listed with birthdays. A copy of this official roster must be filed with the League Secretary at the June meeting. For a competitor to be eligible he/she must have on file with the team's representative a signed copy of the league release form and Code of Conduct form.
- I. If a team needs to remove a swimmer from the official team roster, that team must notify the League Secretary by 7pm Tuesday for a Saturday meet or by 7pm Friday for a Tuesday meet. Once a swimmer is removed, an ESP Board decision is required to reinstate that swimmer.

III. OFFICIALS

- A. The following officials are required for dual meets: Referee (1), Starter (1), Head timer, (1), Stroke and Turn Judges (2), Clerks of Course (2), Timers (12, 15, or 18), Recorders (4, 5, or 6), and Ribbon Writers (2), Team Representatives (2) (one for each club).
- B. The Starter may act as Stroke and Turn Judge. The Referee may never act as Stroke and Turn Judge. The Referee will sweep each heat and overrule official places within a heat in accordance with the sweep. Stroke and Turn Judges, the Referee, and the Starter must know the USA rules of their positions.
- C. In dual meets, the host team generally should furnish a Team Representative; a Stroke and Turn Judge; the Referee; the Starter; the Head Timer ; two (2) Computer Operators; the Clerk of the Course and an Assistant Clerk of Course; and half of the required Timers, Recorders, Ribbon Persons and Scorers. The away team should generally furnish a Computer Checker, a Clerk of Course, a Team Representative, a Stroke and Turn Judge, and half of the required Timers, Recorders, Ribbon Persons, and Scorers.

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- D. Each team will designate two properly instructed adults to serve as Take-off Judges for the relays. After the start of the race, relay Take-off Judges shall stand beside the take-off area of each lane. Take-off Judges should not be in the same lane as their own team.

IV. STARTS AND TURNS

- A. Starting procedures will be in accordance with the official USA Handbook, except as stated in Rule V.B. Backstroke swimmers may secure a hold on the ankles of the person stationed at the end of the pool for starts.
- B. Starts should be by gunfire. If a starting gun is not available, a whistle start will be used, in which case the starter will use a series of blows on the whistle for signaling false starts.
- C. A false start rope shall be used at all meets and be located approximately midway of the pool.
- D. All starts will take place at the deep end of the pool, except for the following:
 - 1. Backstroke events longer than one length of the pool.
 - 2. Medley Relay -- Four (4) swimmers on each team, one from each of four different competitive age groups, each to swim one (1) length of the pool in the following order: first, backstroke; second, breaststroke; third, butterfly; and fourth, freestyle. The Medley Relay shall begin at the shallow end of the pool. The third swimmer, i.e., butterfly leg, shall start in the water with the swimmer's feet placed against the pool wall. There is no disqualification as long as the starting swimmer has not lost touch with the pool wall before the preceding teammate touches the pool wall, using the prescribed stroke finish.
 - 3. Freestyle Relay -- Five (5) swimmers on each team, one from each competitive age group, each of the first four (4) to swim one (1) length of the pool and the fifth to swim two (2) lengths of the pool using any desired stroke(s). The Freestyle Relay shall begin at the deep end of the pool. The second and fourth swimmers shall start in the water with the swimmer's feet placed against the pool wall. There is no disqualification as long as the starting swimmer has not lost touch with the pool wall before the preceding teammate touches the pool wall.

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- E. Turning procedures will be in accordance with the official USA Handbook, except that on the backstroke turn, swimmers will be permitted to kick or glide on the backstroke turn as permitted by NCAA rules. Backstroke swimmers may secure a hold on the ankles of the person stationed at the end of the pool for starts.

V. DISQUALIFICATION

- A. Disqualification is covered in the rules contained in the official USA Handbook.
- B. False starts shall be judged by the Starter. The official USA Handbook "NO FALSE START" rule will not be in effect. Any contestant charged with two false starts must be disqualified and shall not swim the event.

VI. PROTESTS

- A. Protests involving turns, strokes, and other swimming technicalities
 - 1. For each meet, a Team Representative shall be designated to present protests of this type to the Referee. No other person may lodge a protest.
 - 2. Any protest of this type must be lodged with the Referee within thirty (30) minutes after the meet has been recorded.
 - 3. The Referee shall be the final authority in protests of this nature.
- B. Non-technical Protests
 - 1. Protests, arising during and after a dual meet, which cannot be satisfactorily settled by the parties involved, shall be referred within three (3) days to the Chairman of the Rules Committee in a written statement outlining the facts of the case. After consideration of these facts and other facts, which the committee may gather, the Rules Committee shall take appropriate action.

VII. SCORING

- A. Individual events in dual meets will be scored five (5) points for first place, three (3) points for second place, and one (1) point for third place. Relay events in dual meets will be scored seven (7) points for the winner and zero (0) points for the loser.
- B. Exhibition swimming will not be scored.

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VIII. ORDER OF FINISH

- A. The order of finish in any one heat of an event shall be determined using times. However, in the event of a conflict between the order of finish as determined by times and the order of finish as determined by the Referee and recorded in the Referee's sweep sheet, the Referee's sweep sheet shall determine the order of finish. The official time for a swimmer is determined as follows:
 - 1. In any race the time shall be taken by three timers stationed at or close to the finish line. All timers will have digital watches reading in the hundredths.
 - 2. If the time of two watches agree, that shall be the official time. If all three watches disagree, the time of the middle watch shall be the official time.
 - 3. If times from only two watches are available for any lane, the average of those watches shall be the official time. If the average does not result in a reading in the hundredths, it shall be rounded up, i.e., 1:16.265 shall be recorded as 1:16.27.
- B. When two or more swimmers are tied for the same place in any given event, the Referee's event sweep sheets will be used to break the tie. If the sweep sheet is incomplete or indicates a tie, then the total points for the number of places tied will be added and then divided by the number of swimmers tied, i.e., if two swimmers tie for first place, the total points for first and second places (5 + 3) are added (8) and divided by two (2). Therefore, each swimmer is awarded four (4) points. A three-way tie for first would result in three (3) points per swimmer (9/3), whereas a two-way tie for second place would result in two (2) points per swimmer (4/2).
- C. When teams have identical point totals at the completion of a meet, that meet will be called a tie.
- D. Ties in any given ESP meet event shall remain as ties, with duplicate awards presented.
- E. The meet results are considered final and complete when the host and \visiting Scorer and Team Representative sign the League Secretary's copy of the completed line-up sheet and no protests have been lodged.

IX. LINE-UPS

- A. Copies of Programs need to be made for each Official, Coach, League Representative, and Announcer, (1) Starter, (1) Head Timer (1) Referee (2)Stroke and Turn (2) Coach, (2) League Representative, (1) Announcer

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- B. Two sets of Programs will go to the Clerk of the Course; two sets will go to the Scorers.
- C. Swimmers may be added the day of the meet on an exhibition only basis. To be eligible, the additional swimmer(s) must be on the team roster and must meet all previously stated competition and eligibility rules. The swimmer(s) can swim up to 3 individual events, but not relays, only if there are open lanes available. Any additions must be submitted to the computer ops table at least 15 minutes prior to the scheduled start time.
- D. Two swimmers may be replaced by two other eligible swimmers per relay event, except that no swimmer may change from one relay event to another relay event. To be eligible, the replacement swimmer must be on the team line-up sheets and must meet all previously stated competition and eligibility rules.
- E. Two (2) relay teams may be entered per team: one (1) official and one (1) unofficial. Official relays must swim in the team's designated fast lane.

X. SEEDING

- A. Seeding will be done in accordance with USA Swimming Standards (Seeding by time) (Revised 2010).
- B. Each Team has the right to request that the meet be seeded according to original ESP guidelines as described below. Any special seeding requests must be made at time of submission of the team entry files.
 - 1. The last heat of an individual event will be the fastest heat, e.g., if there are three heats, the third heat will be the fast heat. Regardless of the number of swimmers, each team is entitled to two (2) swimmers in the fast heat. The #1 swimmer must swim in the fast heat.
 - 2. In a five-lane pool, only four lanes may be used in the fast heat except when there are only five swimmers in the event.
- C. Seeding for the post-season meets is covered in Rule XI.F.

XI. POST-SEASON MEETS

- A. There will be three post-season meets: Gold, Silver, and Bronze, which will consist of individual events.
- B. To be eligible for post-season meets, a swimmer must have swum in three (3) league dual meets in the current season and meet the following qualifications. A swimmer may only swim in the highest-level post-season meet for which

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he/she is eligible.

1. Gold – Must have swum in a time equal to or faster than the Gold qualifying time in two events or twice in one event.
 2. Silver – Must have swim in a time equal to or faster than the Silver qualifying time in two events or twice in one event, and not be eligible for the Gold meet.
 3. Bronze – Must not be eligible for either the Gold or Silver meets.
- C. A swimmer must swim in his/her own age group in all post-season meets.
- D. To be eligible automatically to swim a particular event in the Gold meet, a swimmer must have swum in that event in a time equal to or faster than the Gold qualification time for that event. To be eligible automatically to swim a particular event in the Silver meet, a swimmer must have swum that event in a time equal to or faster than the Silver qualification time for that event. A swimmer may not swim in more than three events.
- E. A swimmer who is automatically eligible to swim in only one event may swim in one or two additional events of his/her choice, except 6&U swimmers. A swimmer who is eligible to swim in only two events may swim in one additional event of his/her choice, except 6&U swimmers.
- F. Seeding for post-season meets will be done by the best time during a league meet. All times shall be corrected to a 25 yard basis. Times from a 25 meter pool will be multiplied by 0.9009. Times from the Fair Oaks pool will be multiplied by 0.8886. Times from the Oakleigh Forest pool will be multiplied by 1.3072. Meet Manager makes this conversion automatically when these non-uniform course conversion factors are used.
- G. A meeting shall be held between the last dual meet of the season and the first post-season meet for the purpose of seeding swimmers. NO entries may be added to any of the post-season meets after that meeting with the following exceptions: at the discretion of the Chairman of the Rules Committee, a swimmer may be added to a post-season meet to correct an error or oversight in seeding a swimmer. In general, swimmers seeded in this manner will be allowed to swim in heats that cause the least disruption to the Clerk of the Course, e.g., established heats with vacant lanes rather than the heat appropriate to the swimmer's seed times.
- H. The 6&U age group will contain butterfly, backstroke, breaststroke and freestyle. To be eligible to swim a stroke other than freestyle, that swimmer must have swum that stroke or strokes legally in a prior meet officially or unofficially.
- I. In addition to awards up to the 10th place, heat winner ribbons will be provided and supplied by the League.

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XII. LEAGUE COMPOSITION AND TEAM STANDINGS

- A. The ESP League is comprised of eight teams, divided into two divisions. Division I will consist of those teams who placed first through fourth the previous season. Division II will consist of the other four teams.
- B. At the end of each season, the teams will be ranked based on the total won/lost record for the season to determine division and league champions.
 - 1. In the case of a two-team tie, the winner of the dual meet between the tied teams shall be awarded the higher league standing. If the dual meet between those teams was a tie, they shall be declared tied for league standing. If the teams had a bye, total season points with handicap will be used to determine league standing.
 - 2. In the event more than two or more teams are tied, league standing shall be determined by the total season points with handicap. If two or more teams are still tied after these calculations, those teams shall be declared tied for league standing.

XIII. SCHEDULE FOR COMPETITION

- A. The schedule for competition each season shall be established prior to or at the March League meeting for:
 - 1. Regular season dual meets, and
 - 2. Post-season meets.
- B. The home team for each meet will be determined by the Team Representatives prior to the start of each season. To the extent possible, it shall be a requirement that each team shall have three home meets.

XIV. MEET LINE-UPS USING ELECTRONIC MEANS (E.g. Team Manager and Meet Manager)

- A. Software, Computer, Printer and Transfer Media Requirements.
 - 1. Each team shall have a computer capable of running the software used by the league to prepare, run and score a swim meet. For minimum computer requirements see the system requirements for the software being used.
 - 2. Each team shall have a printer (Laser Printer preferred) capable of printing swim meet results and award labels used on trophies and ribbons.

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3. Each team shall use a USB compatible storage memory stick (thumb drive) for their electronic transfer media.

B. Meet Preparation

1. **Electronic Files:** Each team shall prepare a swim meet in the league approved swim meet management software, entering swimmers in the appropriate events. Relays teams must be included in the teams' meet lineups. Failure to name specific swimmers in the relay events will be cause for disqualification for the relay event.
2. **Visiting Team Lane Choice:** The visiting team shall choose the lanes they wish to swim (Odd or Even). Failure to make a lane choice when the swim meet roster is delivered to the host team will result in defaulting to the host team choice. (This only applies if not seeding by time).
3. The visiting team shall transfer the electronic file of the swim meet entries together with the visiting team's lane choice to the host team designated IT person, either by email (preferred) or person to person hand off. The electronic meet file transfer shall be delivered to the host team no later than 7:00 pm Thursday for a Saturday meet and 7:00 pm Sunday for a Tuesday meet.
4. **Host Team:**
 - a) The host team designated IT person shall import the two teams' meet entry files into the approved league meet management software and create a seeded swim meet.
 - b) The created meet shall be delivered by email (preferred) or hand to hand to the visiting team for verification of swimmers and events entered by late Sunday for a Tuesday meet and late Thursday for a Saturday meet (unless prior arrangements have been made between the two teams). The visiting team shall review the created meet, approve or provide final corrections to the host team no later than 7:00 pm Friday for a Saturday meet and 7:00 pm Monday for a Tuesday meet.
 - c) Once the meet has been approved, the host team shall provide sufficient copies of the meet program to run the swim meet. Example: 1 for starter, 1 for referee, 1 for announcer, 4 for clerk of course, 4 for coaches, 2 for league representatives, 2 for Stroke and Turn officials, 1 for recorder's table.

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- d) The host team shall print and provide Lane/Timer sheets. The preferred method of printing Lane/Time sheets is by “Lane then Event” with “1 Event per Page per Lane”.

C. Meet Results

1. Recorder’s Table

- a) The host team IT person or designated representative shall enter times from the Lane/Timer sheets into the computer using the league approved meet management software in accordance with rule VIII.
- b) Representatives from each team shall work at the table and verify each event’s results prior to posting.
- c) Representatives from each team shall verify the printed event results for accuracy using the Lane/Timer sheets. The representatives shall initial or sign the lane timer sheets. Once the time recording sheets have been initialed or signed the results can be posted.
- d) At the conclusion of the Meet (relays) the score shall be totaled using the league approved meet management Software. If a handicap does not apply, the totaled score shall be the official result of the meet. If a handicap does apply, the handicap shall be added into the totaled score and that final total shall be the official result of the meet.

2. Official Meet Results

- a) The results of the meet from Section 2 (Meet Results) shall be signed by the designated League Representatives from each team. The Lane/Timer sheets shall be kept by the host team for a minimum of one year.
- b) Once the results are made official, the electronic files shall be transferred to each team’s electronic transfer media upon request to the host team IT representative.
- c) Immediately following the meeting, a meet results report shall be generated in HTML with scores shown and provided to the league Vice President for archiving. A “locked, read-only” meet backup file shall also be provided to the league Vice President for archiving.

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Appendix A:

Calculation of ESPL Team Handicaps

Purpose: Team Handicaps are used in the ESPL swim meets to even the playing field between swim teams of significantly different strength. By applying a handicap, each week's swim meet should provide a competitive contest regardless of the absolute strength of the teams involved.

In cases where the two opposing teams are relatively evenly matched (handicaps of the two opposing teams differ by 0.15 or less), then the handicap will be set aside and the Raw Scores will be the final Scores of the meet. This allows teams of fairly equal capability to swim the meet "Straight Up" without interference from the handicap.

How the Handicap Factors are calculated by the ESPL:

Average Raw Score For Each Team: Each team's raw meet manager scores from the last time that they swam **each** of the 7 other ESPL teams are tabulated, and the average of these 7 numbers is calculated.

Handicap Factor: Each team's Handicap Factor is calculated as follows:

Handicap Factor = (Average Raw Score for The Strongest Team) / (Average Raw Score for Each Individual Team)

Handicap Factors will be established prior to the first swim meet of the season, and will be updated once in the middle of the season after each team has completed three swim meets.

If some of the teams have not completed 3 meets in time for their data to be included in the handicap calculation prior to the 4th scheduled meet, then all of the league handicaps will remain unchanged until the required data becomes available and new handicaps are issued for ALL teams. When new mid-season handicaps are calculated, only new data from the first three meets that each team has swum will be used to update the handicap calculation.

Once issued, these new handicaps would then apply to all swim meets going forward from the time they were issued. (Scores from swim meets that have already been completed would not be recalculated.)

Handicap factors will be posted on the ESPL website and sent to computer operations when updates occur.

An Excel spreadsheet has been prepared which will allow the ESPL to easily calculate all of the Handicap Factors for each team.

Note: If a meet is called off early due to weather, and not all of the events have been

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completed, then the Raw Scores of the two teams involved will be prorated up (so that there is a combined total score of 460 points) before the data from this meet is input into the handicap spreadsheet to update the league handicaps.

Calculation of Final Swim Meet Score (Done at the Computer Operation Table):

If the competing teams' handicaps differ by 0.15 or less, then the handicap is not used and the Raw Score from the swim meet is the Final Score.

If the competing teams' handicaps differ by more than 0.15, then each team's raw Meet Manager score at the end of the swim meet is to be multiplied by that team's Handicap Factor to arrive at the final team score.

Reporting of Results:

Meet Results should be reported back to the ESPL in the following format:

<u>Team Name</u>	<u>Raw Score</u>	<u>Handicap Factor Used</u>	<u>Final Score</u>
Chase Creek	314	1.0	314
Fair Oaks	143	1.29	184

It is the intent of the ESPL to try this Handicap system on a provisional basis for the 2016 Swim Season.

Last Revised on 4/14/2016