

Irvine Swim League Deck Manual For

(Team)



This manual must remain on deck during all practices and meets throughout the season.

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Team Contact Numbers

President

Vice President

Secretary

Treasurer

Head Coach

Asst. Coach

Pool Contact Numbers

HOA

Security

Pool Maintenance

Lifeguard



Incident Form

Complete this form at the time of the incident and email to Lizzie Howard at director@irvineswimleague.org. If you need to reach Lizzie, you can text/call 949-278-0702.

Date of Incident: _____

Name of Team: _____

Name of person reporting injury: _____

Phone number of person reporting: _____

Name of person(s) involved: _____

Parents' names and phone number: _____

Extent of injuries: _____

Where it happened: _____

Describe what happened: _____

Name of witness or witnesses:

Proof of Insurance

New copy issued every year and sent directly to HOA by ISL. Please keep a copy here as well. Can be obtained from Lizzie Howard.

Order of Events

#1	5-6	Mixed 100 Medley	#32	9-10	Boys 100 IM	#63	5-6	Mixed 100 Free Relay
#2	7-8	Mixed 100 Medley	#33	11-12	Girls 100 IM	#64	7-8	Mixed 100 Free Relay
#3	9-10	Mixed 100 Medley	#34	11-12	Boys 100 IM	#65	9-10	Mixed 200 Free Relay
#4	11-12	Mixed 100 Medley	#35	13-14	Girls 100 IM	#66	11-12	Mixed 200 Free Relay
#5	13-14	Mixed 100 Medley	#36	13-14	Boys 100 IM	#67	13-14	Mixed 200 Free Relay
#6	15-18	Mixed 100 Medley	#37	15-18	Girls 100 IM	#68	15-18	Mixed 200 Free Relay
#7	5-6	Girls 25 Fly	#38	15-18	Boys 100 IM			
#8	5-6	Boys 25 Fly	#39	5-6	Girls 25 Breast			
#9	7-8	Girls 25 Fly	#40	5-6	Boys 25 Breast			
#10	7-8	Boys 25 Fly	#41	7-8	Girls 25 Breast			
#11	9-10	Girls 50 Fly	#42	7-8	Boys 25 Breast			
#12	9-10	Boys 50 Fly	#43	9-10	Girls 50 Breast			
#13	11-12	Girls 50 Fly	#44	9-10	Boys 50 Breast			
#14	11-12	Boys 50 Fly	#45	11-12	Girls 50 Breast			
#15	13-14	Girls 50 Fly	#46	11-12	Boys 50 Breast			
#16	13-14	Boys 50 Fly	#47	13-14	Girls 50 Breast			
#17	15-18	Girls 50 Fly	#48	13-14	Boys 50 Breast			
#18	15-18	Boys 50 Fly	#49	15-18	Girls 50 Breast			
#19	5-6	Girls 25 Back	#50	15-18	Boys 50 Breast			
#20	5-6	Boys 25 Back	#51	5-6	Girls 25 Free			
#21	7-8	Girls 25 Back	#52	5-6	Boys 25 Free			
#22	7-8	Boys 25 Back	#53	7-8	Girls 25 Free			
#23	9-10	Girls 50 Back	#54	7-8	Boys 25 Free			
#24	9-10	Boys 50 Back	#55	9-10	Girls 50 Free			
#25	11-12	Girls 50 Back	#56	9-10	Boys 50 Free			
#26	11-12	Boys 50 Back	#57	11-12	Girls 50 Free			
#27	13-14	Girls 50 Back	#58	11-12	Boys 50 Free			
#28	13-14	Boys 50 Back	#59	13-14	Girls 50 Free			
#29	15-18	Girls 50 Back	#60	13-14	Boys 50 Free			
#30	15-18	Boys 50 Back	#61	15-18	Girls 50 Free			
#31	9-10	Girls 100 IM	#62	15-18	Boys 50 Free			

ISL Championships Qualifying Times

Please note that the qualifying times may be changed at any time during the season prior to the Championship Meet.

<u>Age</u>	<u>Event Description</u>	<u>Qual. Time</u>	<u>Age</u>	<u>Event Description</u>	<u>Qual. Time</u>
5-6	25 yd Girls Butterfly	32.50	13-14	100 yd Girls Indiv. Medley	1:24.00
5-6	25 yd Boys Butterfly	32.50	13-14	100 yd Boys Indiv. Medley	1:22.00
7-8	25 yd Girls Butterfly	23.50	15-18	100 yd Girls Indiv. Medley	1:19.00
7-8	25 yd Boys Butterfly	23.50	15-18	100 yd Boys Indiv. Medley	1:10.00
9-10	50 yd Girls Butterfly	46.50			
9-10	50 yd Boys Butterfly	46.50	5-6	25 yd Girls Breaststroke	35.50
11-12	50 yd Girls Butterfly	42.00	5-6	25 yd Boys Breaststroke	35.50
11-12	50 yd Boys Butterfly	42.00	7-8	25 yd Girls Breaststroke	26.50
13-14	50 yd Girls Butterfly	37.50	7-8	25 yd Boys Breaststroke	26.50
13-14	50 yd Boys Butterfly	36.00	9-10	50 yd Girls Breaststroke	50.50
15-18	50 yd Girls Butterfly	35.50	9-10	50 yd Boys Breaststroke	50.50
15-18	50 yd Boys Butterfly	32.00	11-12	50 yd Girls Breaststroke	45.00
			11-12	50 yd Boys Breaststroke	45.00
5-6	25 yd Girls Backstroke	33.50	13-14	50 yd Girls Breaststroke	42.00
5-6	25 yd Boys Backstroke	33.50	13-14	50 yd Boys Breaststroke	42.00
7-8	25 yd Girls Backstroke	24.50	15-18	50 yd Girls Breaststroke	40.00
7-8	25 yd Boys Backstroke	24.50	15-18	50 yd Boys Breaststroke	37.00
9-10	50 yd Girls Backstroke	47.00			
9-10	50 yd Boys Backstroke	47.00	5-6	25 yd Girls Freestyle	26.50
11-12	50 yd Girls Backstroke	43.00	5-6	25 yd Boys Freestyle	26.50
11-12	50 yd Boys Backstroke	43.00	7-8	25 yd Girls Freestyle	19.50
13-14	50 yd Girls Backstroke	39.00	7-8	25 yd Boys Freestyle	19.50
13-14	50 yd Boys Backstroke	39.00	9-10	50 yd Girls Freestyle	39.00
15-18	50 yd Girls Backstroke	38.50	9-10	50 yd Boys Freestyle	39.00
15-18	50 yd Boys Backstroke	36.00	11-12	50 yd Girls Freestyle	35.00
			11-12	50 yd Boys Freestyle	35.00
9-10	100 yd Girls Indiv. Medley	1:38.00	13-14	50 yd Girls Freestyle	32.00
9-10	100 yd Boys Indiv. Medley	1:38.00	13-14	50 yd Boys Freestyle	30.50
11-12	100 yd Girls Indiv. Medley	1:30.00	15-18	50 yd Girls Freestyle	31.00
11-12	100 yd Boys Indiv. Medley	1:30.00			

FAQ

Excerpts from the Irvine Swim League Rules for the 2013 Season

1. Seeding and Heats

- A. Coaches will place their swimmer in events seeding the fastest swimmers in the first heat and fill out a Schedule of Events (Appendix E), identifying the number of swimmers in each event. Coaches give this form to the Official/Starter before the meet, and provide additional copies for the Ready Bench and scoring table. Official/Starter will utilize the Schedule of Events forms from both/all teams to determine the number of heats in each event.

2. The Ready Bench

- A. The host team will have a designated "Ready Bench Area" with at least one row of numbered spots representing the number of lanes. The host team will provide the Ready Bench Stager and all teams will provide a minimum of two Ready Bench Volunteers each per half. Coaches are responsible for seeding relays and taking 5-6 and 7-8 year olds to their relay places.
- B. The Ready Bench Stager will use the Schedule of Events to fill heats or combine events when possible and notify the Starter of changes.
- C. Each team will complete swimmer slips/cards for all individual and relay events PRIOR to the meet. These will be turned over to the Ready Bench Stager in order of event. Cards will have swimmers name, age group, event number, heat and lane assignment. Heat and lane assignment may be changed at the discretion of the Stager.

3. Meet Lane Assignments

- A. In a DUAL meet, the host team will swim in the odd numbered lanes and the visiting team will swim in the even numbered lanes.
- B. In the case of a TRI-meet in a 6 lane pool, the host team will swim in lanes 1 & 4, the first visiting team will swim in lanes 2 & 5 and the second visiting team will swim in lanes 3 & 6.
- C. In the case of a TRI-meet in a 8 lane pool, the host team will swim in lanes 2 & 5, the first visiting team will swim in lanes 4, 6 & 8 and the second visiting team will swim in lanes 1, 3 & 7.

4. Number of Events

- A. One swimmer shall not swim more than two individual events and two relays or three individual events and one relay.

5. Starts

- A. Flyover starts for ages 9 & up are mandatory for all age groups. All swimmers in individual events shall start at the deep end of the pool. Racing starts are prohibited in water less than five feet deep. Failure to observe this rule will result in no less than a monetary penalty and referral to the Judicial Committee.

6. Relays

- A. Relay teams shall consist of any combination of four swimmers provided there is at least one male and one female swimmer per relay team. The stroke order for Medley Relays shall be back, breast, butterfly, free.
- B. A team may put up as many relay teams as it has lanes in the meet. Unofficial relays must be designated before the event.

7. Individual Medleys

- A. Individual Medley events will be held for both young men and women ages 9-18. The stroke order shall be butterfly, backstroke, breaststroke, freestyle.

8. Schedule of Events

- A. Order of events is Medley Relay, Butterfly, Backstroke, Individual Medley, Breaststroke, Freestyle, Freestyle Relay. A break will be taken between Individual Medley and Breaststroke.

9. Coaches Entering Water

- A. Coaches may enter the water to help encourage swimmers only during the first two (2) regular season meets.

10. Officiating

- A. Meets shall be governed by the rules contained in the current USA Swimming Official Swimming handbook except as modified by the document called "ISL Officials Handbook". Starters and Judges shall be league approved officials. Coaches may NOT officiate ISL meets.

11. Pre-Meet Meeting

- A. A meeting will be held prior to the start of the meet to turn-in each team's Schedule of Events, inform the other team of any swimmers with special needs, etc. The meet officials, coaches, presidents and/or designees from each team will attend.

12. Place of Finish

- A. In all meets the place of finish will be determined at the scoring table by using the times entered on the lane slips (Appendix C) and the Judge's slip (Appendix D). Should a discrepancy exist the Judge has the final decision regarding swimmer placement. Judge's decision shall be final and may be contested by formal protest in written form according to ISL Rules.

13. Awards

- A. Ribbons will be presented for first through sixth place. Participation ribbons will be presented to all others. Each team shall be responsible for their swimmers' ribbons along with Time Improvements and Team Record ribbons. In case of a tri-meet, ribbons shall be awarded up to ninth place. The League will provide the 7th, 8th, and 9th place ribbons.

14. Timers

- A. There will be three timers per lane (one who acts as lane writer), plus two backup timers. The lane writer will verify the event name and number, swimmer's name, and age group. The middle time or the duplicate time will be the official time. If there are only two times posted on the swimmer's card, the sorter will average the times. There shall be at least two teams represented per lane.

15. Host Team Duties

- A. Host team provides beverages (sodas, juice, coffee, or water) for volunteers and coaches. The host team shall only be obligated for providing head table seating for 5 members of each visiting team.

16. Alcohol Prohibited

- A. There will be no alcohol consumed before or during a meet.

17. Protests

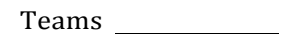
- A. Protest Forms and Evaluation Forms will be at the scoring table.

18. Restrictions on Acceptable Swimsuits

- A. ISL Swimmers shall be limited to one swimsuit at meets, which shall be constructed of a woven/knit textile material, permeable to water and air, constructed so as not to aid in buoyancy, and shall not contain zippers or other fastening systems. In addition, the suit shall be constructed so that the style/shape for males shall not extend above the waist or below the top of the kneecap and for females shall not extend beyond the shoulders or below the top of the kneecap, and it shall not cover the neck.

19. **Miscellaneous**

- A. Each swimmer can be entered in a maximum of 4 events per meet - 3 individual and 1 relay or 2 individual and 2 relays.
- B. All relays are mixed (must include a minimum of one boy and one girl)
- C. In order to assist the younger swimmers (5-6 and 7-8 year-olds), the ISL introduced the idea of the Soft DQ. A soft DQ is a form of administrative relief for these swimmers, which allows them to still receive awards after receiving a DQ in a race. A Soft DQ is still a technical violation of the rules, but one that will be overlooked by the officials for the prescribed period during the season. The Soft DQ is available to swimmers in the 5-6 year-old age bracket for the first four (4) swim meets, and for the 7-8 year-old age bracket for the first two (2) swim meets. After which time, the full technical rules will be re-established and enforced at all meets in preparation for our Championship meet. The advantage of the Soft DQ is that it allows the participant to complete the race, as an official swim in order to qualify for heat, place and time improvement ribbons.





Officials Handbook



Updated June 2017

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The ISL Organization

Mission:

Provide the organizational structure for a recreational developmental summer swim league for youth who live in Irvine with an emphasis on water safety, stroke instruction, and individual improvement.

Philosophy:

The Philosophy of the League is to promote neighborhood swim teams through a formal ongoing organization. To provide the type of individual competition that has, as its primary goal, the safe teaching of swimming with the proper strokes, the enhancement of each swimmers' self esteem through the improvement of their individual performance, to promote sportsmanship and to promote improved relationships between swimmers, parents and neighbors. As a secondary goal, the Irvine Swim League provides some motivation to each swimmer as a member of a team.

Importance of Judging for the ISL

Rules are an important part of any sport. They are enacted in order to insure that athletes are able to compete fairly against other participants in a competitive environment. To be effective, the rules set of any sport must be applied consistently and fairly to all those who compete. The Commissioners of Officials have worked to provide you with a consistent set of rules, and a method to fairly apply those rules, as your tools to effectively judge during our weekend competitions.

William Lippman, the US Swimming Rules Chairman in 1981, described what he considered to be an official's responsibility in interpreting the rules so as to benefit the sport and it's participants. He put into perspective the need for relying on the judgment and reasoning power of the official on deck to evaluate a situation when he said:

"...we cannot, in advance, provide a "How to Do IT" for every possible happening. Nor can we always strongly see alike on everything that can take place. If we cannot...strongly agree on an interpretation, then we should leave such adjudication for referees and juries who are at the scene. Let's not try to cover every possible situation in the swimming rules. Let's not write rules to cover these strange and rare possibilities. Leave something for the referee to decide. Let the humans present consider the facts, and come to their own decision on how to handle it. It is impossible to make rules absolute in every instance. There must be room for human judgment to adapt to the intent of the rule to the incident and to the physical factors and make the final decision. That is my philosophy. It is based too on a belief that most adults involved in our sport are fundamentally honest and are willing to exercise their judgment for the best interests of all parties involved."

The objective is fairness and consistency in officiating for all of our athletes regardless of their skill level. If we believe in the philosophy of providing each athlete with the best opportunity to excel in each and every race and don't let differences of opinion, personal agendas, and egos interfere; we will be guaranteed a successful swim season. As an ISL official it is your responsibility to fairly apply those tools in order to provide our children with an exceptional swimming experience. It's a big responsibility, thank you for taking it on.

Enforcement Changes (started 2003 season)

As an instructional league, it is the duty of the ISL to provide the training necessary for our children to succeed in the sport of swimming. At the request of the League, the judging criteria were revamped and revised before the 2003 swim season. As a result, the ISL has adopted a formalized, standard interpretation of our Technical Rules, which means beginning back in the 2003 season any violation of the technical rules by swimmers in any age group will result in a disqualification (DQ) issued by the meet officials.

“Soft DQ’s”

In 2003, in order to assist the younger swimmers (5-6 and 7-8 year-olds), the ISL introduced the idea of the Soft DQ. A soft DQ is a form of administrative relief for these swimmers, which allows them to still receive awards after receiving a DQ in a race. A Soft DQ is still a technical violation of the rules, but one that will be overlooked by the head table for the prescribed period during the season. The Soft DQ is available to swimmers in the 5-6 year-old age bracket for the first four (4) swim meets, and for the 7-8 year-old age bracket for the first two (2) swim meets. After which time, the full technical rules will be re-established and enforced at all meets in preparation for our Championship meet. The advantage of the Soft DQ is that it allows the participant to complete the race, as an official swim in order to qualify for heat, place and time improvement ribbons.

DQ Processing

Another improvement to the officiating is the establishment of a formalized procedure for handling the DQ's. The goal is to improve the information flow from the officials to the swimmers in order for the swimmers to learn about their mistakes. The head table will be responsible for sorting DQ's and distributing the information to the coaches and swimmers.

Disqualification Processing (DQ's)

If a swimmer violates a technical rule while swimming in an event, an official must issue a Disqualification (DQ) that identifies the swimmer and the violation. The official then files the DQ with the race results with the head table so that only official swims are tabulated to identify the heat and event winners. The receipt of a DQ is a notice that some part of the swimming style is not up to regulation, and it provides an opportunity for a swimmer to improve their mastery of a swimming stroke. But it is also a very important part of the communication process that the information describing the violation be delivered to the swimmer in order to assist in their training. The process identified below will insure that the swimmer receives the documentation of the DQ, as well as their time, and will be able to work on correcting the violation in the future.

Officials' Responsibilities

1. Observe violation
2. Record DQ on judging form in English (no codes) as per DQ guidelines
3. Identify and list if violation qualifies for a soft DQ (if possible.)
4. Submit finishing order and DQ's on judging form to head table, head sorter

Head Table Responsibilities

1. Home team head table sorter pulls out all DQ'd swimmer lane cards from event results
2. Sorter writes reason for DQ's on back of lane card for future review by swimmer & coaches.
3. Sorter verifies if violation qualifies for soft DQ and writes "Soft DQ" on lane card. If soft DQ, card goes back into official results for consideration for heat and place ribbons.
4. Head table sorter assigns places to lane cards at the end of the race according to times and finish order.
5. Sorter separates cards by team and provides lane cards to visiting team(s) for posting results to their team database.
6. Team data entry person posts official results and times for all official and soft DQ results into software. Hard DQ's are also noted in the entry process.
7. Place and heat ribbons are generated for all official results. Participation ribbons for all non-place winners and DQ's
8. Team's head table logs both hard and soft DQ's on ISL Disqualification Reference Sheet for use by coaching staff and swimmers for evaluation.
9. Lane cards are held for each meet until the end of the season.

Officials Use of the Judging Slips

With regards to judging slips, in addition to noting the normal finishing order for places, we suggest using the area to the left of the place column to make quick notes on any violations during the race.

DQ NOTES - You can then use the area to the left of the place column to make quick notes about violations, either hard DQ's (HDQ) or soft DQ's (SDQ).

FINISH PLACES – This area does not change; write the lane number of the finishing places as they come in.

DOCUMENT DQ's – Start your documentation of your DQ violations here as normal. If more room is needed, continue on the back

DQ NOTES

Use this area to quickly record DQ's for lanes 1-6. Use the printed numbers as lane numbers

IRVINE SWIM LEAGUE
DUAL/TRI MEET
Appendix D2

JUDGING
EVENT _____ HEAT _____

Place	Lane
1	
2	
3	
4	
5	
6	

DQ

LANE	VIOLATION

IRVINE SWIM LEAGUE
DUAL/TRI MEET
Appendix D2

JUDGING
EVENT _____ HEAT _____

Place	Lane
1	
2	
3	
4	
5	
6	

DQ

LANE	VIOLATION

FINISH PLACES

Use this area to record the finishing places as normal

IRVINE SWIM LEAGUE
DUAL/TRI MEET
Appendix D2

JUDGING
EVENT _____ HEAT _____

Place	Lane
1	
2	
3	
4	
5	
6	

DQ

LANE	VIOLATION

DOCUMENT DQ's

Use this area to document the DQ's noted in the left column

Stroke Technical Rules

Butterfly

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

Backstroke

1. **Start**
 - a. The swimmers shall line up in the water facing the starting end, with both hands placed on the gutter or on the starting grips.
 - b. Prior to the command, "take your mark" and until the feet leave the wall at the starting signal, the swimmer's feet, including the toes, can be over the edge of the water but shall not be curled over the gutter. Standing in or on the gutter is not permitted at any time before the start. A backstroke starting block may not be used.
2. **Stroke** - Standing in or on the gutter or curling the toes over the lip of the gutter immediately after the start is not permitted. The swimmer shall push off on his back and continue swimming on the back throughout the race. Some part of the swimmer must break the surface of the water throughout the race, except it shall be permissible for the swimmer to be completely submerged during the turn and for a distance of not more than 15 meters (16.4 yds.) after the start and each turn. By that point, the head must have broken the surface of the water.
3. **Turns** - Upon completion of each length, some part of the swimmer must touch the wall. During the turn, the shoulders may be turned past the vertical toward the breast after which a continuous single arm pull or a continuous simultaneous double arm pull may be use to execute the turn. Once the body has left the position the back, there shall be no kick or arm pull that is independent of the continuous turning action. The swimmer must have returned to a position on the back upon leaving the wall.
4. **Finish** - Upon the finish of the race, the swimmer must touch the wall while on the back.

Breaststroke

1. **Start** - The forward start shall be used. After the start and each turn, a single downward butterfly kick followed by a breaststroke kick is permitted while wholly submerged.
2. **Stroke** - From the beginning of the first arm stroke after the start and after each turn, the body shall be kept on the breast. The arms shall move simultaneously and in the same horizontal plane without any alternating movement. The hands shall be pushed forward together from the breast, on, under, or over the water. The elbows shall be under the water except for the last stroke at the finish of the prescribed distance. The hands shall be brought back on or under the surface of the water. The hands shall not be brought beyond the hipline, except during the first stroke after the start and each turn. Some part of the swimmer's head shall break the surface of the water at least once during each complete cycle of one arm stroke and one leg kick, in that order, except after the start and each turn the swimmer may take one arm stroke completely back to the legs and one leg kick while wholly submerged. The head must break the surface of the water before the hands turn inward at the widest part of the second stroke.
3. **Kick** - All vertical and lateral movements of the legs shall be simultaneous. The feet must be turned outward during the propulsive part of the kick movement. A scissors, flutter, or downward butterfly kick is not permitted, other than one butterfly kick after the start and each turn followed by a breaststroke kick. Breaking the surface with the feet shall not merit disqualification unless followed by a downward butterfly kick with the exception noted above.
4. **Turns** - At each turn, the touch shall be made with both hands simultaneously at, above, or below the water surface. The head may be submerged after the last arm pull prior to the touch, provided it breaks the surface of the water at some point during any part of the last complete or incomplete cycle preceding the touch. Once a touch has been made, the swimmer may turn in any manner desired. The shoulders must be at or past the vertical toward the breast when the swimmer leaves the wall and the form prescribed in 2 above must be attained from the beginning of the first arm stroke. A single butterfly kick is allowed as noted above in section 1. Start.
5. **Finish** - At the finish, the body shall be on the breast and the touch shall be made with both hands simultaneously at, above, or below the water surface. The head may be submerged after the last arm pull prior to the touch, provided it breaks the surface of the water at some point during any part of the last complete or incomplete stroke cycle preceding the touch.

Freestyle

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

Individual Medley

The swimmer shall swim the prescribed distance in the following order: the first one-fourth, butterfly; the second one-fourth, backstroke; the third one-fourth, breaststroke; and the last one-fourth, freestyle.

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

Relays

1. **Freestyle Relay** - Four swimmers on each team, each to swim one-fourth of the prescribed distance using any desired stroke(s). Freestyle finish rules apply.
2. **Medley Relay** - Four swimmers on each team, each to swim one-fourth of the prescribed distance continuously in the following order: first, backstroke; second, breaststroke; third, butterfly; fourth, freestyle. Rules pertaining to each stroke used shall govern where applicable. At the end of each leg, the finish rule for each stroke applies in each case.

3. Rules Pertaining to Relay Races

- a. No swimmer shall swim more than one leg in any relay event.
- b. When automatic relay take-off judging is used, each swimmer must touch the touch plate or pad in his/her lane at the end of the course to have finished his/her leg of the relay race.
- c. In relay races a swimmer other than the first swimmer shall not start until his/her teammate has concluded his/her leg.
- d. Any relay team member and his/her relay team shall be disqualified from a race if a team member other than the swimmer designated to swim that leg shall jump into or enter the pool in the area where the race is being conducted before all swimmers of all teams have finished the race.
- e. Each relay team member shall leave the water immediately upon finishing his/her leg, except the last member.
- f. In relay races the team of a swimmer whose feet have lost touch with the starting platform (ground or deck) before his/her preceding teammate touches the wall shall be disqualified.

Starts

1. The Starter shall stand within ten feet of the starting end of the pool and shall assume control of the swimmers until a fair start has been achieved.
2. After a single long whistle the Starter may:
 - a. Ask swimmers to step up to the start/blocks or enter the water for backstroke.
 - b. Announce the event and heat number
 - i. the distance to be covered
 - ii. the stroke or strokes to be swum and when relevant the order in which they are to be swum; and
 - iii. The number of lengths in the event.
 - c. When the officials and swimmers are ready, the Starter may command, "take your mark".
 - d. The swimmers shall immediately assume their starting position, in the forward start, with at least one foot at the front of the starting platform or on the deck. Swimmers starting in the water must have at least one hand in contact with the wall or starting platform and toes may not be curled over the gutter. When all swimmers are stationary, the starter shall give the starting signal.
 - e. Any swimmer who breaks his starting position and enters the water before the starting signal is given will receive:
 - i. Relief from disqualification for the first break in position and entry into the water if a recall signal is given.
 - ii. Disqualification for the second entry into the water, or in the case of a backstroke start, the second push off from the wall.
 - f. When the swimmer does not respond promptly to the command "take your mark", the Starter shall immediately release all swimmers with the command "Stand up" upon which the swimmers may stand up.
3. **Relay Starts:** The official shall stand so that they can clearly see both the touch of the incoming swimmer(s) and the feet of the departing swimmer(s) as they leave the starting platform, and shall judge whether the swimmer is in contact with the platform when the incoming swimmer touches the end of the pool. A relay will be disqualified if the official judging the take-off observes a violation.

DQ GUIDELINES AND CODES

Category	ISL Disqualification Guidelines	DQ Type	Description/Examples
Fly	1A - Kick-Non-simultaneous, alternating motion	<i>Soft DQ</i>	
Fly	1B - Kick -Breastroke type, feet turned out, propulsive part of kick	<i>Soft DQ</i>	
Fly	1C - Kick-Scissors Type / not same horizontal plane	<i>Soft DQ</i>	
Fly	1E - Arm - Movement not simultaneous	<i>Soft DQ</i>	
Fly	1F - Arms - Underwater recovery	<i>Soft DQ</i>	Arms don't recover over water
Fly	1J - Touch- One hand touch at flip turn and/or finish	<i>Soft DQ</i>	
Fly	1L - Touch - Non simultaneous	<i>Soft DQ</i>	
Fly	1M - No Touch at Turn/Finish	<i>Soft DQ</i>	
Fly	1N - Body -Not at/past vertical toward the breast	<i>Soft DQ</i>	Body not on breast
Fly	1P - 15 meter (Fly)	Hard DQ	Breaking surface after 15 meter mark (16.4 yards) applies to Butterfly, Backstroke, and Freestyle. Typically right at flag position (15 feet).
	1T - Other	Hard DQ	Swims wrong stroke
Back	2A - No Touch wall at Finish	<i>Soft DQ</i>	
Back	2D - Turn - more than one pull at turn	Hard DQ	
Back	2E - Toes over the lip of gutter after the start	<i>Soft DQ</i>	Toes are allowed to come up right to edge of gutter but not above or over
Back	2F - 15 meter (Back)	Hard DQ	Breaking surface after 15 meter mark (16.4 yards) applies to Butterfly, Backstroke, and Freestyle. Typically right at flag position (15 feet).
Back	2H - Not on Back - Turn off wall and/or Finish	<i>Soft DQ</i>	
Back	2T - Other	Hard DQ	Not waiting for Starter's instruction to enter the water

Category	ISL Disqualification Guidelines	DQ Type	Description/Examples
Breast	3A - Kick - Alternating	<i>Soft DQ</i>	
Breast	3B - Kick - Downward- butterfly type -Foot/Feet not turned out	<i>Soft DQ</i>	
Breast	3C - Kick - Scissors type / not on same horizontal plane	<i>Soft DQ</i>	
Breast	3D - Arms - Past Hipline	<i>Soft DQ</i>	At start/turn, arms underwater are allowed pull past hips after first stroke
Breast	3E - Arms - Not simultaneous	<i>Soft DQ</i>	
Breast	3F - Head Under - 2 or more strokes under water - Start & Turn	<i>Soft DQ</i>	
Breast	3J - Touch - One hand touch at flip turn and/or finish	<i>Soft DQ</i>	
Breast	3L - Touch - Not simultaneous	<i>Soft DQ</i>	
Breast	3M - No Touch at Turn/Finish	<i>Soft DQ</i>	
Breast	3N - Body - Not on breast off wall - Turn	<i>Soft DQ</i>	Turn - shoulders not parallel to wall (shoulders at same level)
Breast	3P - Cycle - Stroke cycle out of order	<i>Soft DQ</i>	Kick before pull
Breast	3R - Cycle - Head not up	<i>Soft DQ</i>	Head must break surface during each arm stroke cycle but may go completely underwater
Breast	3S - Cycle - Stroke cycle out of order	<i>Soft DQ</i>	Double pull/kicks
Breast	3T - Other	Hard DQ	
Free	4A - No Touch - Turn	Hard DQ	
Free	4B - 15 meter (Free)	Hard DQ	Breaking surface after 15 meter mark (16.4 yards) applies to Butterfly, Backstroke, and Freestyle. Typically right at flag position (15 feet).
IM	5A - Stroke Infraction - Code # _____	Hard DQ	Add in Code # infraction
IM	5B - Strokes - Out of Order	Hard DQ	Strokes must be swum correctly and in proper order (Fly, back, breast, free)
IM	5T - Repeat one of first three strokes	Hard DQ	

Category	ISL Disqualification Guidelines	DQ Type	Description/Examples
Relays	6A - Stroke Infraction - Swimmer # _____ Code # _____	Hard DQ	Add in swimmer # and Code # infraction
Relays	6F - Early Take Off	Hard DQ	Feet losing touch with starting platform (e.g. ground/deck) before preceding teammate touches wall
Relays	6L - Medley Relay - Strokes out of order	Hard DQ	Not following proper order 1) Back, 2) Breast, 3) Fly, and 4) Free, 4th repeat one of first three strokes, not enough swimmers
Relays	6T - Other	Hard DQ	
Starts	7A - False Start	Hard DQ	If swimmer has more than one (1) false start
Other	7C - Fail to complete distance	Hard DQ	
General	7K - Pulling on lane line	Hard DQ	No walking on bottom of pool, jumping off bottom, pulling on lane line.
Other	7T - Other -Describe	Hard DQ	
<i>*Soft DQ's: 5-6 yo - First 4 meets, 7-8 yo - First 2 meets (not incl. practice meet)</i>			
<i>**Soft DQs will be recorded with a (S) next to code</i>			
<i>**Coaches can enter water to help swimmer on first two meets only</i>			

Filing a Protest

Formal Protest Forms - The ISL shall provide formal protest forms upon request. Each team shall have protest forms at the scoring tables during Dual Meets. Every parent, team officer and member of the ISL Executive Board obligates him or herself to file a formal protest form whenever they discover, first hand, a violation of the Rules.

Submission of Protests, Judicial Committee Process, Appeal Process - The person who signs the formal protest form shall submit it to the ISL Board, by personal delivery, mail, or e-mail to the Executive Director, the President or the President Elect within a reasonable period of time after the alleged rules violation or their knowledge of the alleged rules violation.

In the event of a formal protest, the ISL Judicial Committee meet as outlined in the current ISL Rules. All meetings of the Judicial Committee may be held with no less than 24 hours notice. Notice may be given personally in writing, mail, e-mail, fax, or by telephone to the president or team representatives of the team against whom a protest is filed (the "offending team"), with a general statement of the alleged rules violation. The offending team shall have the right to obtain a copy of the protest form upon request. The offending team shall be entitled to one (1) continuance, prior to or at the meeting, for one (1) working day (the term working days shall exclude weekends and holidays). Attendance at the meetings shall include, but not be limited to the members of the Judicial Committee, the Executive Director, and the person or persons who filed the protest, and the president (or their designee) of the offending team. If no representative of the offending team attends the meeting, and it is shown that they were notified of the committee meeting within the time prescribed, then the Judicial Committee may, irrespective of the appearance of any representative of the offending team, rule on a protest as a default.

Meetings shall be conducted in a manner to assure each side an opportunity to be heard and to rebut the charges made by the other party.

After each side of the protest has had a chance to be heard and submit evidence, the Judicial Committee shall excuse the parties and shall confer to reach a decision. If the Judicial Committee decides that a violation of the rules occurred, then it shall determine an appropriate penalty. All decisions of the Judicial Committee, and the recommended penalty, if any, shall be submitted by the chairman of the committee in writing to the ISL Board and the team or individual against whom the protest was filed.

Decisions of the Judicial Committee that a rules violation has occurred, and that a penalty has been recommended by it, shall be final and the penalty enforced, 48 hours after its submission to the ISL and receipt by the team against whom the protest was filed, unless

- (i.) The team against whom the protest was filed lodges, within 48 hours of its notification of the Judicial Committee decision, a written appeal with any member of the ISL Board that requests a new hearing before the entire ISL Board; or
- (ii.) The decision of the Judicial Committee and the penalty recommended would cause the team against whom the protest was filed to: be temporarily or permanently suspended from the ISL; be required to forfeit meets or team awards; or be excluded from any meet, including dual, tri, or championship meets, in which event the appeal to the full ISL Board shall be automatic; or
- (iii.) ISL Executive Board elects, because of the gravity of the charges and the penalty recommended by the Judicial Committee to bring the final determination to the full ISL Board.

On an appeal based on the three (3) events, labeled (i), (ii) or (iii), immediately above, the Judicial Committee decisions shall not be final, but shall be deemed a recommendation to the full ISL Board and the full ISL Board shall meet to make a final determination of the protest. Such meeting shall be held on not less than 24 hours notice, given in the same manner as prescribed above for Judicial Committee hearings, and shall include all interested presidents and team representatives of the ISL, the ISL Executive Board, the Executive Director, and all interested parents. Such meetings shall be held in a manner that allows each side to be heard. Decisions on appeal may include adopting the recommendations of the Judicial Committee, rejecting the recommendation of the Judicial Committee, and/or other decision of the full ISL Board.



5319 University Dr., #302 Irvine 92612

IRVINE SWIM LEAGUE Protest Form

In the space below, please discuss fully your protest. All protests must be signed, include name, address and phone number of the person protesting, and be filed within 24 hours of event. The Judicial Committee will review all protests, and the protestor will be notified in writing of the outcome of this review within two weeks. Protest forms are to be given to Lizzie Howard by email (director.islswim@gmail.com). Please call Lizzie if you have any questions.

Date: _____ Topic of Protest: _____

Date of Meet or Event being protested: _____

Place of Meet/Event: _____

Host Team if Applicable: _____

Discussion of Protest (Please attach additional pages if needed):

Name: _____ Date: _____

Address: _____ Phone: _____

Signature: _____

IRVINE SWIM LEAGUE Meet Evaluation Form

Bring this form to any Board of Directors' Meeting or e-mail to Lizzie Howard, Executive Director at director@irvineswimleague.org.

Commendations:

Problems and possible solutions:

Suggestions and/or rules changes for next year:

Name (Print)

Team

Phone

E-mail

Evaluation Forms provide material for proposed rule changes for the next season. No other issues, except those received via Evaluation Forms, are addressed at the Rules Committee Meeting or voted upon at the Board of Directors' Annual Meeting. It is recommended that every team have representation at the Rules Committee Meeting.

Only voting members of ISL vote on proposed rule changes at the Board of Directors' Annual Meeting.

PRE MEET - VISITING TEAM

- Thursday Noon – Entries done in Swim Office
- Thursday 7pm, Visiting team sends **SD3 Export file to Home Team (see pages 7-9 Stats Manual)**
- Friday Noon – Home team seeds the meet and sends Meet Backup File to Visiting team
- Visiting Team receives/imports file
 - Run Entry Reports (Page 12 Stats Manual)
 - Run Swimmer Card Labels (Page 12 Stats Manual)

PRE MEET - HOME TEAM

- Same as above except **HOME TEAM SYNCs ENTRIES to touchpad (Pages 5-6 Stats Training Guide)**
- Home team seeds meet and sends Meet Backup to Visiting Team by Noon Friday (Page 10 – lane assignments)
- **Be sure SCORING is set up (dual meets score through 6th place, Tri Meets score through 9th place)**
- Home team runs combined report for Announcer (1), Head Table Data Entry (1), Announcer (1), Meet Official (1), Ready Bench (1) – Page 12-13 Stats Manual (**might wait to run these on deck morning of meet after changes have been entered – see below**). Will need printer on deck if so.

VISITING TEAM REMINDERS:

- Have a copy of TEAM ROSTER, including ID numbers at meet
- Changes to entries (additions or deletions) need to be done on Home Team Computer morning of the meet

HOME TEAM REMINDERS:

- Have a copy of TEAM ROSTER, including ID numbers at meet
- Provide Computer for data entry
- Meet must be set up to score (Page 17 – Stats Training)
- Enter Changes to Entries before Visiting team takes computer 1st half

DURING THE MEET – Morning Of, Sorting, Results & Finishing the Meet

MEET DAY - MORNING:

HEAD TABLE VOLUNTEERS NEEDED: 1-2 Sorters (Home Team), Data Entry (both teams, visiting team 1st half, home team 2nd half), and 1 Sorter for each team both halves to sort cards between 2 teams and write down DQ's and Heat winners

- Home team makes corrections to swimmer entries, relays, adds/drops, heat/lane changes in HOME TEAM computer
- Visiting team does same as above IN HOME TEAM COMPUTER
- Adjustment to Swimmer Cards need to be made
- Home Team Runs Entry Reports as follows (NEED PRINTER ON DECK):
Announcer (1) Meet Official (1) Head Table – Sorters (1)
Data Entry Person (1) Ready Bench (1-2)

HEAD TABLE SORTING – HOME TEAM

STEP 1 - AUDIT CARDS (1-2 PEOPLE)

- Receive cards and *Judge's Slip* from runner for BOTH teams
- Keep separated by HEAT
- Check against *Meet Entries Report* that all cards are present
- Use Judge's slip for guidance. Each heat will have its own *Judge's Slip*
- Ensure number of swimmers indicated on Judge's Slip matches number of cards received
- Check that median of the 3 recorded times is the one circled

STEP 2 - SORT CARDS

- Identify *Heat Winners*
 - Mark on card "HW" for Heat Winner (some place paper clip on card as well for easy identification)
 - No "double award/ribbon" – 1st place winner in an event doesn't also get a heat winner ribbon
- Sort for *Place Winners*
 - Sort cards for entire event fast to slow, 1st-6th place. Mark on card 1-6
 - It is not necessary to order cards beyond 6th place (Tri meets place through 9th place)

DURING THE MEET

STEP 3 - DQ'S

- Transfer DQ info from *Judge's Slip* to Cards
 - Use DQ designation hard DQ
 - Hard DQ is entered into results – NO RIBBON Awarded
 - Use SDQ designation for soft DQ
 - Soft DQ is NOT entered into Results on computer
 - Soft DQ: Age 5-6 – First 4 meets
 - Soft DQ: Age 7-8 – First 2 meets
- After Results are entered into computer, cards are sorted by Team
- Each team to record their own DQ's on DQ Reference Sheet provided
 - This is a useful tool for coaches and should be utilized

STEP 4 – DATA ENTRY

DATA ENTRY 1ST HALF – VISITING TEAM

DATA ENTRY 2ND HALF – HOME TEAM

- Enter Results Tab - Select Event
- Enter times (just numbers) based on median time on card
- DQ's – Enter HARD DQ's
- **Judges Placement - Judge's decision prevails over times entered on swimmer cards (also used for a tie between or more swimmers)**
 - To change results based on judges slip click FINISH ORDER in the Enter Results tab and put in the correct order

STEP 5 - FINISHING THE MEET

- HOME TEAM - SCORE THE MEET -Page 17 – Stats Manual – REQUIRED
- Home Team provides Meet Backup to Visiting team via USB drive or Email (need wifi/hotspot to send via email), using FILE> Export BackUp

QUESTIONS/HELP? SUPPORT@TEAMUNIFY.COM

AFTER THE MEET

HOME TEAM

- Home team reviews and makes corrections in team computer (IN TP)
- Home team can run labels, reports from team computer anytime
- HOME TEAM TO **RELEASE/SYNC RESULTS**
 - In Touchpad> File>**Sync** Now to SwimOffice (this gets results from TP to SwimOffice site)
 - SUPERUSER (Home Team) must MANUALLY release results from SwimOffice site
 - Log into Swim Office Site
 - Click on the Meet Name in Current/Upcoming Meets
 - Click **Release Touchpad Official Times** (SuperUser Only)
 - Type in YES and Release Results Now

MAKING CORRECTIONS AFTER THE MEET

- Home team - in Touchpad
 - Edit results/times in Enter Results tab
 - Re-sync to SwimOffice
- Visiting Team – if changes are made in TP to run results reports/labels, you will ALSO need to edit again in SwimOffice once results are released/synced
- In SwimOffice (either team can edit after the fact in SwimOffice)
 - Go to My Account > My Meet Results > Results By Meets
 - Click the desired meet
 - Search for a specific swimmer
 - Click the **Edit** link to the right of the time you want to change
- Make the desired changes and click **Submit**

Reporting – After the Meet

MEET RESULTS & HELPFUL REPORTS

Parents can view the meet results by doing the following:

- Login to SwimOffice site
- Go to My Account > My Meet Results
- Select the Member (swimmer) they want to view results for
- Select the time standard if they want to compare
- Set the other filters according to what they want to view
- Click the 'Search' Button

TOP TIMES REPORT AGAINST CHAMPS STANDARD TO SEE/TRACK WHO HAS QUALIFIED FOR CHAMPS

- ADMIN OR COACHES ONLY will be able to run this report
- Sign In
- Click on **My Meet Results** under the My Account menu
- From here click on the **Time Reports** tab
- This will take you to the Time Reports Menu select "**Top Times By Athletes**" Report
- Set your desired filters and parameters, in particular
 - Age Up
 - Standard
- You will also be able to select these display options:
 - Show ID #
 - Show Birthdate
 - Relay Lead-off leg on/off
- Once the correct parameters are selected click the **Report Now!** Button.

Once generated you can either Snapshot and overwrite a tab or Save the file as HTML

HELP/QUESTIONS?
SUPPORT@TEAMUNIFY.COM

Swimmer Emergency Contact & Allergy Information

Please print ISL Main Team Emergency Contact List from Thriva Report Center and insert here.