

Southwest Houston Recreational Swim League Rules & Regulations

Policies and Procedures | Addendum to Bylaws

Revised May 2018

PURPOSE

The Southwest Houston Recreational Swim League (SHRSL or League) is a recreational summer League, organized to consolidate swim teams in Southwest Houston and surrounding areas to standardize swim team rules and to foster competition through divisions of teams of equal size and strength. A strong emphasis shall be placed on strengthening of swimming skills, sportsmanship, safety, and promoting fun through a competitive summer swimming program.

LEAGUE RULES AND POLICIES

A. Team Responsibilities

1. Each team shall maintain a Swimtopia account for team registration of swimmers. Name, birthdates, addresses and emergency contacts are required for each swimmer. Each team shall set team specific fees for participation. Each swimmer shall have a SHRSL Registration and Release Form on file with their respective team (See A. 2.)
2. Each team in the League must secure a "SHRSL Registration and Release Form" for each swimmer prior to any swimmer participation in any team activity. Electronic rosters exported can be exported/downloaded from Swimtopia are acceptable and the verbiage is downloadable at (www.shrsl.org).
3. Electronic submittal of team roster to League registrar is required per posted rules and implies possession of one electronic release form per swimmer prior to participation in team activities of any type.
4. Any team not compliant with roster submission per posted rules shall be assessed meet forfeits as deemed necessary by the League Executive Board.
5. All persons with "direct contact with swimmers" shall be required to complete a background search per posted directions. Each team shall submit names of all persons that will have "direct contact with swimmers". Detailed instructions for those needing a background check will be posted on the League website (www.SHRSL.org).
6. NO ALCOHOL is to be sold or consumed at any SHRSL or SHRSL Team event. Anyone thought to be under the influence, will be asked to leave the deck immediately.
7. Swimmer Eligibility & Meet Participation: The SHRSL Season is defined as March 31 of current season through the Post Season All Star Meet.
 - a. A swimmer's age on May 31st of the current year shall determine the age group for competition.
 - b. A swimmer may not change their team affiliation after May 15; after which, a swimmer shall practice and compete with only one SHRSL swim team per season.
 - c. A swimmer participating in any NCAA Swimming program (practice OR competition) is ineligible for SHRSL participation.
 - d. A swimmer may not participate nor compete in a non-SHRSL practice(s) or competition after March 31. (*See A.7. for swimmer considerations)
8. Considerations for non-SHRSL swim participation after March 31:

- a. Allowed is participation for school related, academic grade in an Olympic Development program, such middle school or high school swimming programs, may continue to practice through the end of the academic year,
- b. No participation in competition or sanctioned meets including UIL, USA Swimming, CCAA or any other swimming competition is allowed.
- c. Allowed are seven (7) days of clinic/camp instruction.

9. All swimmers must swim with their respective age group, except:
 - a. 6 & Unders may swim with 7 & 8 age group in events not offered in the 6 & Under age group (Example: 6 & Under may NOT swim in the 7-8 Free Relay because it is offered in their age group.)
 - b. Up to two 13-14 age swimmers may participate on Open Relays, but not to exclude any available open swimmers. (Open swimmers may not be displaced by 13 & 14 year olds.)
10. Meet Entries:
 - a. 10 & Under participants may compete in two individual events and two relays per dual meet.
 - b. 11-18 participants may compete in three individual events and two relays per dual meet.
 - c. An individual swimmer may only swim one leg of a relay.
 - d. False starts are assigned to all swimmers in a relay, disqualifying them from swimming on another relay in the same event.
11. For consideration for post-season participation, a swimmer must participate in at least two (2) regular season meets.
12. Swimmers must comply with restrictions or regulations specified by the home team pool.
13. Teams with illegal participant(s) shall result in a one hundred (100) point deduction assessed to the violating team for each meet in which the illegal swimmer participated. No changes to place finish shall be made.

B. Team Registrar Responsibilities | Regular & Post Season Rosters

1. All teams may begin "in the water" exercises on or after the Monday, prior to May 1 of the current season. Team gatherings (registrations, kick off parties, meet & greets, may occur prior to the above mentioned date with no penalty.
2. Each team shall submit an electronic copy of their OFFICIAL TEAM ROSTER to League Registrar by 5:00pm on the day following the second to last regularly scheduled, dual meet.
3. League Registrar will return an electronic copy of the OFFICIAL TEAM ROSTER to each team by 5pm on Wednesday following the second to last regularly scheduled, dual meet. This roster shall serve as the official count of swimmers and shall include meet participants as well as anyone that
4. In the event a team needs to protest their official League Roster, the team's League representative MUST protest to the League Registrar by Thursday, 5:00pm prior to the final regular season dual meet.
5. For eligibility in Post Season Meets, all swimmers wishing to participate in Post Season meets must be in the League Registrar managed database by 5:00pm on the Tuesday following the last regular season dual meet and must have participated in at least two regular season meets.
6. By 5:00pm on the LAST regular season meeting (as posted on website), prior to the last regular season meet, each team shall provide to the League Registrar digital or hard copy, signed "SHRSL Registration and Release" forms or a hard copy of team database with proof of electronic forms or the team shall be prohibited from post-season participation.
7. Specific Post Season Meet instructions for team entry submission will be posted on league website.
8. League dues shall be assessed on the total number of swimmers that entered the water for that season, regardless of meet participation. Total team roster should include anyone that entered the

water including practice teams and camps. Teams shall be invoiced and all dues shall be remitted prior to the first meet. If payment is not received, the delinquent team's meets will be forfeited until payment is received or a payment agreement is made with the Executive Board of Directors.

C. Meet Regulations and Equipment (rev 2017)

1. The home team shall provide disqualification flags (stroke judge flags).
2. Use of starting blocks is not permitted at regular season meets.
3. Alcoholic beverages, smoking, profanity or verbal abuse at League meets shall be strictly prohibited. Use of such shall result in the offending party being removed from the meet premises at discretion of meet director.
4. Ropes shall be provided for lane separation.
5. Color variations in lane ropes, flags attached to the lane ropes or overhead backstroke flags must be provided at meet pools and should be placed fifteen feet from each end of the pool. Any deviation in distance shall be so noted to both teams prior to the start of the meet.
6. The home team shall provide awards, two copies of the official score sheet and a copy of the league rules and stroke rules. The Home team shall present ribbons to both teams immediately post-race. (Runners to Circlers to Scorers to Awards).
7. The home team shall provide starting devices, with the exception of whistles.
8. Home team participants shall swim in even-numbered lanes and visiting teams shall swim in odd-numbered lanes.
9. All stroke judges, starters and meet directors must attend a League or Divisional clinic to be eligible to perform at meets.
10. Coaches shall not act, as an official of any dual meet unless the Meet Director determines it is necessary due to unavailability of scheduled officials.
11. Completion of the Back Stroke event shall comprise an official meet. If a meet is canceled after the completion of the Back Stroke event, then the score shall revert back to the previously completed stroke. Cancellation prior to completion of the backstroke event shall call for a suspended meet and should be completed from the point of suspension at an agreed time for both teams. A time and place for the rescheduled meet shall be agreed upon the day of the suspended meet. If both teams cannot agree on a time to resume the suspended meet, then a decision by the League Board shall be made as to the outcome of the meet. Approval of the League Board is required to declare any suspended meet and official meet.
12. Coaches may not interfere with meet officials.
13. Abuse of League rules shall be just cause for forfeiture of the meet.
14. End of the meet celebrations are not permitted.
15. No head catching of swimmers shall be allowed unless a danger is present.
16. A swimmer disqualified for false starting qualifies as event participation.

17. First heat results, designated "A" heats, are used for scoring purposes. Additional heats are provided to insure that each swimmer is allowed to participate as allowed.
18. If contact or pushing of swimmers assists the forward progress of the swimmer, this shall cause disqualification of the relay team, at the discretion of the stroke judge.
19. The water clarity shall be such that the bottom and end lane line markings can be clearly seen while standing at midpoint on either side of the pool deck. The physical condition of the water shall meet standards of chemical balance and treatment as prescribed by local or state health code. When water conditions do not meet rule specifications, the meet director may declare that the meet will not be conducted.

C. Meet Officials

1. Division Vice President

- a. Elected by the team representatives at the League meeting when divisions are announced.
- b. Facilitates communication with division teams and League board.
- c. Division VP shall obtain results to all divisional meets and submit to League with 48 hours of meet conclusions.
- d. Division Vice Presidents shall vote on protests filed throughout the regular season on divisions except their own.
- e. Division Vice-Presidents shall serve as meet directors for the divisions' post season meets.
- f. Post-season responsibilities are listed in Addendum.

2. Meet Director

- a. One provided by the home team.
- b. Final authority on issues arising during meets not covered specifically in the League rules.
- c. Ascertain meet is operated efficiently and according to League rules.
- d. Must consult with team representatives of all teams involved in meet prior to suspending or canceling a meet.
 - i. After appropriate consultation, the meet director may cancel a meet before or during competition, due to inclement weather or other conditions affecting the health or welfare of participants.
 - ii. Mutual decision amongst teams is preferred.
- e. Meet with and review meet procedures with all officials including starter, stroke judge and head timer.
- f. Shall assign lane responsibilities to stroke judges.
- g. Meet Director shall not be a coach.

3. Starter

- a. One provided by the home team.
- b. Align swimmers at starting line and assure fair and even starts.
- c. Have swimmers come to a complete stop prior to starting device sounding.
- d. Disqualify 12 and Younger participants who false start more than once.
- e. Disqualify 13 & Older swimmers upon false start; however the race shall not be recalled, and the false start shall be assigned after the race has been completed.
- f. Should use the command "STAND UP" to release swimmers if a false start occurs. Any swimmer entering the water previous to the release command may be charged with a false start.
- g. Shall communicate to participants which swimmers are charged with a false start, or if no false start will be charged.

h. Shall inform timers/scribes of any disqualifications.

4. Stroke Judges

- a. A minimum of two provided by each team at all times.
- b. Exercises final authority on swimmers' actions while in the water.
- c. Shall abide by stroke rules adopted by the League.
- d. The Meet Director shall assign at least one judge from each team to oversee lanes 1, 2, and 3, as well as at least one judge from each team to oversee 4, 5, and 6. In the event of other size pools, then the Meet Director shall split responsibilities evenly.
- e. At the League meeting when divisions are announced, each division shall determine how many stroke judges will be used for relays and individual events for the entire regular meet season. If a team cannot provide the minimum number at a meet, the other team may provide the additional stroke judges to meet the minimum number upon mutual agreement of teams and notification of Meet Director.
- f. Dual confirmation of take-offs is required for all relays at regular season meets.
- g. NEW: Disqualification forms shall be used to record any stroke or finish violation for all Heat 1 events and other heats per Meet Director's instruction.

5. Officials – Meet Directors, Stroke Judges, Starters

- a. The League requires stroke judges, starters, meet directors and head coaches to attend an Officials' clinic annually. Initial certification must be obtained by attendance at a "Long" League-managed clinic.
- b. Certification shall be maintained by attending a LONG League clinic every third year and a SHORT clinic in between.
- c. Any break in annual League Clinic attendance mandates re-certification at a "long" League clinic or prohibits ability to serve in an official capacity as Meet Director, Starter or Stroke Judge. Any team whose head coach has not attended a stroke clinic for the current swim season will forfeit its right to file protests.
- d. The League will maintain a current list of all individuals who have completed a recognized Officials' clinic and shall update and post accordingly on League website.
- e. Individuals who have not attended a recognized League Officials' clinic will be prohibited from serving as a stroke judge, starter, or meet director at any SHRSL meet.
- f. Any team whose head coach has not attended a stroke clinic for the current swim season will forfeit its right to file protests.
- g. Recommended attire: White shirts over khaki shorts, skirts, or pants.
- h. Officials can not be a coach.

6. Timers & Recorders/Scribes

- a. Use of 3 timers, with digital watches readable to the hundredths position (XX.00), is mandatory for official finishes at all regular season and post season meets.
- b. Digital watches readable to the hundredths position (XX.00) and/or computerized timing are the only acceptable equipment to be used.
- c. Timers shall start their watches at the sound of the starter's horn.

- d. All times should be recorded to the hundredths (XX.00) position.
- e. If a disqualification occurs, no time is recorded for the disqualified swimmer.
- f. Digital stopwatches are used to record time at dual meets:
- g. One of the three timers shall also serve as scribe for each race. Alternatively, a fourth person may be assigned to each lane to serve as recorder. If a recorder is used, he/she may also serve as a back-up timer, whose time will be used only if a stopwatch malfunctions or for some other reason one or more of the three official times are not acceptable.

7. Head Timers

- a. Each team shall provide a Head Timer. Each Head Timer has two stopwatches. One Head Timer is responsible for lanes 1, 2, and 3 and the other is responsible for lanes 4, 5, and 6.
- b. At the start of the race, both stopwatches are started at the sound of the horn.
- c. Shall observe all timers to see if any hands are raised, and quickly deliver a stopwatches to him/her.

8. Announcer

- a. One provided by the home team.
- b. Shall not be the starter.
- c. Advise timers to clear watches and work with the Starter and Meet Director to facilitate efficient meet.
- d. Make special announcements when necessary and keep "chatter" to a minimum .
- e. Advise swimmers of upcoming events.
- f. Refrain from announcing outcome of event of disqualifications while the event is in progress.

9. Scorekeeper & Circlers

- a. At least one Scorekeeper & one Circler provided by each team.
- b. Upon receipt of time sheets, the fastest and slowest times are excluded, and the median (middle) time is used as the official time for finish placement.
- c. If two of the three times are identical, those times become the official time.
- d. If one of the three times is unusable for any reason, the official time will be the average of the two usable times. If a back-up time is used, follow the procedures outlined above for the three official times.
- e. If only one usable time is available, that time becomes official for finish placement at dual meets.
- f. Record only "FIRST" heat finishes and scores on official League score sheet.
- g. Home Team scorer shall email or call in the meet results to the Division Vice President within 24 hours of the completed meet.
- h. Home Team shall forward score sheet to the League Secretary within five (5) days of the meet.

Meet Events

6 & Under Age Group

Freestyle	1 length of the pool
Freestyle Relay	4 lengths of the pool

8 & Under Age Group

Breast Stroke	1 length of the pool
Back Stroke	1 length of the pool
Butterfly	1 length of the pool
Medley Relay	4 lengths of the pool

7 & 8 Age Group

Freestyle	1 length of the pool
Freestyle Relay	4 lengths of the pool

9 & 10 Age Group

Medley Relay	4 lengths of the pool
Freestyle	1 length of the pool
Breast Stroke	1 length of the pool
Butterfly	1 length of the pool
Freestyle Relay	4 lengths of the pool
Back Stroke	1 length of the pool

11 & Up Age Groups

Medley Relay	4 lengths of the pool
Individual Medley	4 lengths of the pool
Freestyle	2 length of the pool
Breast Stroke	2 length of the pool
Back Stroke	2 length of the pool
Butterfly	2 length of the pool
Freestyle Relay	4 lengths of the pool

Order of Strokes

Medley Relay: Back, Breast, Fly, Free

Individual Medley Fly, Back, Breast, Free

D. Meet Scoring

1. Heat 1 will be comprised of a maximum of six (6) swimmers.
2. All other heats may have up to eight (8) swimmers.
3. Provisions will be made scoring wise for pools with only 5 lanes.

Individual Events – Only Heat 1 Scores (6 Lane pool)

<u>Individual Events</u>		<u>Relay Events</u>	
1 st Place	7 Points	1 st Place	5 Points
2 nd Place	5 Points	2 nd Place	2 Points
3 rd Place	4 Points		
4 th Place	3 Points		
5 th Place	2 Points		
6 th Place	1 Point		

E. Disqualifications – All Disqualifications shall score 0 points

1. Ties – In the event of a tie between 2 or more places, the points for those places shall be added together and split equally among the tying places.
2. Remainder of positions shall score as finished.
3. Example: If two swimmers tie for second place, points for those places shall be added together and split equally between the two swimmers. $5 + 4 = 9$ then divide by 2. Each swimmer would receive $4 \frac{1}{2}$ points.

F. Meet Awards

1. All swimmers in all heats receive place awards unless disqualified.
2. A disqualified swimmer may receive a participation ribbon.
3. Ties receive the highest place ribbon to each swimmer and lower (tied) place ribbons are eliminated.

Appendix A

Individual Strokes and Relays Rules

FREESTYLE

1. Start
 - a. A forward start shall be used
2. Stroke
 - a. Any style desired.
 - b. In the Medley Relay event, any style except Butterfly, Backstroke or Breaststroke can be used.
 - c. In the IM (Individual Medley) event, any style except Butterfly, Backstroke or Breaststroke can be used.

BUTTERFLY

1. Start
 - a. The forward start shall be used.
 - b. One arm pull allowed under water and one or more leg/dolphin kicks.
2. Stroke
 - a. Both arms shall be brought forward over the water and pulled backwards at the same time.
 - b. Body must be kept on breast with both shoulders in a horizontal position, except while executing a turn.
3. Kick
 - a. Leg movement must be made simultaneously and symmetrically up and down in the vertical plane.
 - b. Legs may be separated, need not be on the same plane and may not horizontally pass one another.
 - c. Dolphin kick is the only kick allowed. Flutter, scissors, or breaststroke kicking is not allowed.
4. Turns & Finishes
 - a. Both hands shall touch at the same time above or below the water.
 - b. Finger touch qualifies as a hand touch.
 - c. One a touch has been made, the swimmer may turn in any manner.
 - d. On turns, one arm pull and one or more kicks are allowed under water.

BACKSTROKE

1. Start
 - a. Line up in water facing the start end of the pool.
 - b. Both hands shall rest either on the pool edge (or on the starting blocks at All Star Meet).
 - c. Feet must be in contact with the water.
2. Stroke
 - a. Swimmer shall push off on his back.
 - b. Swimmer must remain on back throughout the race, except for turns; however, 180 degrees of latitude is allowed in both directions, but swimmer must not rotate past 180 degrees.
3. Turns
 - a. Swimmer's head, shoulder, foremost hand or arm must touch the end of the pool/wall, but the shoulders must not turn over beyond the vertical before the touch is made.
 - b. Once the touch is made, the swimmer may turn over.
 - c. An exception to the above is allowed when using the flip turn in a 50yd/m race. This turn requires that some part of the swimmer's body contact the end wall.
 - i. After the final arm pull, the turn must be *initiated and the swimmer must assume a position on the back before a foot/feet leaves the wall.
 - ii. The final arm pull may be made with one or both arms.
 - iii. If the final pull leaves the swimmer short of the wall, the swimmer may glide and/or kick to the wall, but may not use his/her arms in any way to reach the wall.
 - iv. After initiating a flip turn, a swimmer may choose to touch the wall and return to the back position in the conventional fashion (i.e., not complete the turn) to swim the second leg of the race

- d. Regardless of turn used, swimmer must be on his/her back when feet leave the wall.
4. Finish – when any part of the body touches the wall.

BREASTSTROKE

1. Start
 - a. The forward start shall be used.
 - b. Pullout: On the start or turn, one arm stroke beyond the hipline, followed by one breaststroke kick may be made while the swimmer is underwater; any time before the breaststroke kick (*on a pullout), a single downward butterfly kick is permitted.
 - c. Some part of the swimmer's head shall break the surface of the water before the hands turn inward at the widest part of the second pull, after the start and after each turn.
2. Stroke
 - a. The body shall remain on the breast with both shoulders in the horizontal plane, except while executing a turn.
 - b. The hands shall be pushed forward together from the breast on, under, or over the water.
 - c. The elbows shall be under the water except for the last stroke at the finish.
 - d. Both arms must be brought backward simultaneously and symmetrically.
 - e. The hands shall not be brought beyond the hipline, except during the first stroke after the start and each turn.
 - f. 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.
3. Kick
 - a. The kick requires the feet be drawn up with the knee bent, continued with an outward sweep and brought together.
 - b. Movement of the legs and feet shall be simultaneous and in the same horizontal plane.
 - c. No butterfly kick (developed from a flexing and extension of the knee) or scissors action, which uses the top of the foot or front of the leg for propulsion, is permitted.
4. Turns and Finish
 - a. Both hands shall touch the wall at the same time and a legal touch may be executed above or below the water's surface, with a finger touch qualifying as a touch.
 - b. Body must be on the breast with shoulders horizontal except while executing the turn; dropping one shoulder after the final arm pull before executing the turn is permitted.
 - c. The shoulders shall be in line with the water and it is permissible for the hand lowered below the water level of the pool after the final arm pull and prior to the touch.
 - d. Pullout: On the turn, one arm stroke beyond the hipline, followed by one breaststroke kick may be made while the swimmer is underwater; any time before the breaststroke kick), a single downward butterfly kick is permitted.
 - e.

INDIVIDUAL MEDLEY

1. The Individual Medley (IM) shall begin with a forward start.
2. Competitors shall swim the butterfly, backstroke, breaststroke, in that order, and any stroke other than the first three (butterfly, backstroke, breaststroke).
3. Each stroke must be finished in accordance with the rule that applies to the stroke concerned. (ie. Backstroke must be completed on the back, breaststroke, and fly must be completed with a two-hand simultaneous touch before beginning the next stroke.)

MISCELLANEOUS

1. Use of ropes, bank, pool bottom, or flotation devices to speed forward progress.
2. Hanging on to the ropes more than three times during a race will result in a disqualification. Coaches shall assist swimmer to the end of the pool after the
3. "One Step Starts" are prohibited.
4. False starts are called by the starter, as defined in Starters C. 3
 - a. False starts are assigned to all swimmers in a relay, disqualifying them from swimming on another relay in the same event.

- b. Walking/running take-offs are prohibited. *This is a stroke call.
- 5. Early take-off in relay events: Any part of the swimmers' foot must remain in contact with the pool edge or starting block until preceding the swimmer executes a touch.
- 6. Swimmers in two or more legs of a relay race.
- 7. Swimming in any lane other than designated lane.
- 8. Dual confirmation of take-offs shall be required for relays at all meets (dual and post season). The inside judge moves outward to the side judge, for confirmation.

Appendix B
Order of Events

6 & Under Girls Free Relay	11 & 12 Boys Breast Stroke
6 & Under Boys Free Relay	13 & 14 Girls Breast Stroke
8 & Under Girls Medley Relay	13 & 14 Boys Breast Stroke
8 & Under Boys Medley Relay	Open Girls Breast Stroke
9 & 10 Girls Medley Relay	Open Boys Breast Stroke
9 & 10 Boys Medley Relay	8 & Under Girls Back Stroke
11 & 12 Girls Medley Relay	8 & Under Boys Back Stroke
11 & 12 Boys Medley Relay	9 & 10 Girls Back Stroke
13 & 14 Girls Medley Relay	9 & 10 Boys Back Stroke
13 & 14 Boys Medley Relay	11 & 12 Girls Back Stroke
Open Girls Medley Relay	11 & 12 Boys Back Stroke
Open Boys Medley Relay	13 & 14 Girls Back Stroke
11 & 12 Girls Individual Medley	13 & 14 Boys Back Stroke
11 & 12 Boys Individual Medley	Open Girls Back Stroke
13 & 14 Girls Individual Medley	Open Boys Back Stroke
13 & 14 Boys Individual Medley	8 & Under Girls Butterfly
Open Girls Individual Medley	8 & Under Boys Butterfly
Open Boys Individual Medley	9 & 10 Girls Butterfly
6 & under Girls Freestyle	9 & 10 Boys Butterfly
6 & under Boys Freestyle	11 & 12 Girls Butterfly
7 & 8 Girls Freestyle	11 & 12 Boys Butterfly
7 & 8 Boys Freestyle	13 & 14 Girls Butterfly
9 & 10 Girls Freestyle	13 & 14 Boys Butterfly
9 & 10 Boys Freestyle	Open Girls Butterfly
11 & 12 Girls Freestyle	Open Boys Butterfly
11 & 12 Boys Freestyle	7-8 Girls Freestyle Relay
13 & 14 Girls Freestyle	7-8 Boys Freestyle Relay
13 & 14 Boys Freestyle	9 & 10 Girls Freestyle Relay
Open Girls Freestyle	9 & 10 Boys Freestyle Relay
Open Boys Freestyle	11 & 12 Girls Freestyle Relay
8 & Under Girls Breast Stroke	11 & 12 Boys Freestyle Relay
8 & Under Boys Breast Stroke	13 & 14 Girls Freestyle Relay
9 & 10 Girls Breast Stroke	13 & 14 Boys Freestyle Relay
9 & 10 Boys Breast Stroke	Open Girls Freestyle Relay
11 & 12 Girls Breast Stroke	Open Boys Freestyle Relay

Appendix C
Kid Safe Program
SafeKids Program for Southwest Houston Recreational Swim League

The following constitute the policies of Southwest Houston Recreational with regard to awareness and prevention of abuse within our organization.

1. Southwest Houston Recreational is committed to provide a safe environment and to prevent child abuse and sexual misconduct.
2. Southwest Houston Recreational will make every reasonable effort to ensure that every person involved in coaching/training a sport activity in our organization will abide by the SafeKids guidelines.
3. Southwest Houston Recreational will make every reasonable effort to exclude any adult with a legally documented history of child abuse/molestation or any other conviction or record that would bring unnecessary risk to the health and safety of the participants of this organization. Therefore, every person applying for a position as a coach/trainer must complete an Employee Disclosure Statement which will be provided by the League. Need to add Don's new info here.....and a criminal background check will be performed by each individual team (we need to ask to SEE this information....).
4. Southwest Houston Recreational will take appropriate action on all allegations of child abuse and/or sexual misconduct. All allegations will be reported immediately to the authorities for investigation and will cooperate fully with any such investigation.

The following represent the preventive measures of our organization with regard to abuse:

1. Physical, mental, and verbal abuse of any of the participants, coaches, managers, employees, volunteers involved in our sponsored activities is not permitted.
2. Inappropriate touching of any kind is forbidden.
3. We agree to provide more than one adult working at or overseeing every activity.
4. If a child needs special attention (one-on-one training or an individual meeting,) it will be handled with the assistance or presence of another adult.
5. Coaches/trainers should not socialize with the participants outside of the sponsored activities of the organization.
6. Coaches/trainers never ride alone with a child or participant in the car. Procedures will be established for coaches to follow in the event a participant is stranded at an activity.
7. Parents are encouraged to attend sponsored activities.

Appendix D

Post-Season: Meet of Champions Guidelines

A. GENERAL

1. All Southwest Houston Recreational Swim League rules apply unless modified in these rules.
2. Each Division will conduct a meeting of its respective team representatives prior to Post Season meets to agree on specific details for Post Season meets.
3. The League Board requires each Division Vice President to make a written report of the details covered in *** above and distribute copies of the report to each team and to the League Secretary prior to the Tuesday following the last Regular Season meet.

B. Meet of Champions – Officials and Organization

1. Meet Director shall oversee even distribution of meet responsibilities amongst teams within Division, to be decided in a Divisional meeting.
 - i. In the event of a disqualification, the meet director shall be notified
 - ii. Will record for reference, the reason(s) for the disqualification, including the lane number and swimmer team (and relay leg in the case of relay disqualification).
2. Meet Officials:
 - a. Division Vice President will be the on-site arbiter for all disagreements, disputes and conflicts.
 - b. Types of Officials shall directly follow the positions set forth for regular season meets.
 - c. Specific numbers and types of officials shall be decided during a Divisional meeting.
3. In addition to the Meet Director, meet officials shall be:
 - a. Announcer
 - b. Starter & Back Up Starter
 - c. Stroke Judges - at least four (4) at all times. Preferably one from each team, but otherwise equitably assigned among the teams
 - d. Scribes/Recorders - equitably assigned among the teams
 - e. Data entry persons to enter times into software provided by the League.
 - i. Data Entry
 - ii. Sorters of Time Sheets
 - iii. Scorekeepers for each team
 - iv. Scorekeepers are responsible for confirming the finish order of each race and for keeping score.
 - v. A data entry person should be present at the scorekeeper's table to enter the times into the League provided software following directions posted on League website and discussed at League Meeting prior to post-season events.
4. As Meet Director, the Division VP shall transport or assign the transport of the following to the League assigned data collection venue :
 - a. 2 Hard Copies of Complete Meet Results
 - b. Complete Backup of Computer(s) on League provided flash drive
 - c. Complete file of meet results
 - d. If possible, computer results were entered on
 - e. Hard Copy of Meet Scores
 - f. Remaining Awards
5. All swimmers must have their two-letter team prefix and their League registration number prominently displayed on their hand. (i.e. MW 123 written on right or left hand).
6. Meet Specifics & Scoring
 - a. The Meet will consist of seventy (70) events, swum in regular season meet order.
 - b. Meet will be heated and will be a timed final for ALL swimmers.
 - c. All swimmers will be heated accordingly to time following USA Swimming rules and regulations.

- d. Swimmers will be seeded with fastest time submitted in meet results from all regular season meets. If the swimmer has NOT participated in the event over the course of the season, he/she shall be entered with a NT.
- e. No "fabricated" times will be allowed.
- f. Timing Rules and Regulations follow regular season meets in addition to:
 - a. Meet Director shall see that each teams' timers are evenly distributed across lanes, within reason
 - b. Four timers will be assigned to each lane using digital watches readable to the hundredths (XX.00) position and/or computerized timing equipment running League accepted software.
 - c. Three timers will keep official times, and the fourth person will serve as backup timer and scribe.
2. If a disqualification occurs, the times will be recorded, and "DQ" shall be written across the time sheet-
3. Awards and positions will be determined solely on times.
4. In the event of a tie:
 - a. Both first place finishers advance to All Star!
5. For ties other than for first, all from 2nd to 16th enter into the pool for call-ups. No swim off needed.
6. If there is a tie for either the last starting position or the alternate positions, a swim off will take place at a time decided by the Meet Director.
 - a. Record the ORIGINAL (tie) time as the qualifying time.
 - b. Attach original time sheet and the swim-off time sheet together, and file with event
 - c. A coin toss, conducted by the Division Vice President, will determine lane assignments in the event of a tie of qualifying positions.
7. Swimmers will be seeded in their events according to time.
8. Timing: Procedures described in *** above will apply.
9. Each team shall enter only one (1) relay team per age group.

C. Protests at Post Season Meet (Meet of Champions)

1. The protesting team(s) must notify the Division VP/Meet Director in writing within 30 minutes of posted results.
2. If the protest is not covered by the before mentioned League Rules & Regs, then the Division VP shall notify the League BOD in charge of designated by phone, and via email, for notification of all teams within the division, within one hour of the completion of that specific session.
3. The League Secretary shall notify the League BOD of the protest and make available, applicable information.
4. No oral protests or presentations will be heard, except as requested by the League Board.
5. The written protest document should cover all pertinent teams, issues and details and must be signed by the protesting team's League Representative or Team President and Head Coach. Names and phone numbers of at least three contact persons should be included. Note: Head Coach must be current on League Clinic Attendance.

D. Post Season Communication

1. League BOD shall determine the requirements of submittal of official results.
2. Requirements will be discussed at at least one League Meeting
3. League BOD shall make information available via:
 - a. League website (<http://shrsi.org>),
 - b. Emailed to Team League Representatives

F. POST SEASON SCORING

	INDIVIDUAL EVENTS		RELAY EVENTS
<u>6-Lane Pool</u>	<u>8-Lane Pool</u>		<u>All Pools</u>
1 st	7	9	14
2 nd	5	7	10
3 rd	4	6	8
4 th	3	5	6
5 th	2	4	4
6 th	1	3	2
7 th	N/A	2	1
8 th	N/A	1	N/A

G. Swim-off Guidelines:

1. Dual confirmation of take-offs shall be required for relays at Finals on League provided forms.
2. Results of each event will be announced, and awards will be presented, only after the official times and finish order that has been determined by the scorekeepers.
3. Medals will be awarded to all participants in each event.

H. Scores will be tabulated by the computer program provided by the League and posted accordingly.

I. PERSONNEL/EQUIPMENT

1. Each team will receive a copy of the rules governing Prelims and Finals.
 - Division Vice Presidents will receive:
 - A copy of the rules governing Prelims and Finals.
 - Awards (medals for swimmers and team trophies)

2. Each team will furnish:
 - Two canisters of propellant for the starter's air horn (one canister for Prelims, one for Finals), if used instead of an electronic starting device.
 - An adequate number of timers and stroke judges to ensure equitable team representation at Prelims and Finals.
 - A scorekeeper for Finals.
 - Personnel for award presentations (Finals), heating swimmers (Prelims and Finals), and performing other duties identified during the meeting described in I. (B) above or as requested by the Division Vice President or host teams for Prelims and Finals.
 - A list of workers for All-Stars. The list should be provided to the Division Vice President immediately after completion of Finals.
 -
 -
4. Host Team shall provide:
 - a. Work area for Recorders (Prelims) and Scorekeepers (Finals) – preferably covered.
 - b. Provide an area for posting final results and qualifiers, and ensure that results are posted in a timely manner.
 - c. Assign areas around the pool to the teams.
 - d. Arrange for heating areas for swimmers.
 - e. Arrange for an awards presentation area (Finals).

APPENDIX E

POST SEASON, LEAGUE CHAMPIONSHIP MEET (SHRSL ALL-STARS)

1. The seventy (70) events of Finals will constitute the events for All-Stars.
 - The meet will be divided into two parts (morning and afternoon):
 - 10 & Unders,
 - 11 & Older
 - Automatic Advancers & Call Ups:
 - Two heats of individual events consisting of the top finisher from each division plus the next 12 fastest swimmers from across the league.
 - One heat of relays consisting of the top finishing relay from each division and the next 4 faster from across the league.
2. Call Ups: After removing the top finisher for each division, the next 15 finishers per division will be placed into a call up grouping.
 - All divisions will be merged (15 from each division), and the top finishers from across the League will be filtered fastest to slowest.
 - Preliminary Call ups (plus next 12 fastest*) will be announced by Sunday at 2:00pm on the SHRSL website. (<http://shrsl.com>)
 - A two hour window will be granted for necessary scratches and the swimmer with the next fastest time for the event will fill the vacated qualifying position. No substitutions will be allowed after a Division's All-Star roster has been submitted to the League.
 - Any All-Star swimmer who scratches from an individual event will automatically be scratched from any subsequent events in which he or she qualified. The League President will retain the discretion to allow exceptions to this rule.
3. All swimmers that cannot attend All-Stars, must notify the Division Vice President of their division by the end of Finals. Posted results shall be used as "scratch sheets" and organized by each specific division.
4. A no show in any event, will result in the swimmer being scratched from their remaining events.
5. Computerized timing will be used to decide the order of finish for each event and to record official times.
 - Digital timing will be used as a backup.
 - Digital timing procedures will following NFHS Rules will be used.
6. Meet officials:
 - Meet Director (League President or President's designee);

- announcer,
 - at least four (4) stroke judges at all times (provided on a rotating basis by all the divisions);
 - At least 2 timers per lane at all times, provided by all the divisions.
7. Dual confirmation of take-offs shall be required for relays at All-Stars on League supplied forms.
8. Coaches:
- Coaches shall display League provided identification at all times.
 - Coaches' questions and comments should be directed to the Meet Director.
 - Coaches who fail to adhere to these rules of conduct may be removed from the deck for the duration of the meet.
9. Spectators: Only meet officials and official meet workers will be allowed on the pool deck.
10. As times and finish order for an event have been confirmed, results of the event will be announced and posted.
11. No food or drinks of any type are allowed on deck at All Stars.