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Richmond Metro  
Aquatic League  
(RMAL)  
HANDBOOK  
2019

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## **RMAL Executive Board**

<b>Position</b>	<b>Name</b>	<b>Phone</b>	<b>E-mail</b>
President	Scott Soukup	339-1698 (c)	fscottsoukup@gmail.com
Vice President			
Secretary	Georgann Wilkinson	402-5609 (c)	georgannwilkinson@yahoo.com
Treasurer	Cameron Mauzy	366-4485 (c)	hokiedpt@yahoo.com
Member at Large	Todd McDermott	310-6045 (c)	todd_mcdermott1016@yahoo.com
Member at Large	Phaedra Clarke		pohhop11@gmail.com
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## **Committee Heads**

<b>Committee</b>	<b>Name</b>	<b>Phone</b>	<b>E-mail</b>
Finance/Budget:	TBD		
Training:	TBD		
Handbook:	TBD		
Webmaster:	TBD		
Records:	TBD		
Rules:	TBD		
Championship:	TBD		

# **General Rules**

## **Purpose**

The Richmond Metro Aquatic League is an organization of swimmers, coaches, and parents with the goal of teaching children proper swimming techniques and good sportsmanship while fostering competition in a fun atmosphere.

## **Article I: Administration**

### **1.01 Membership**

Membership shall consist of the swimming teams of:

ACAC (AC), Bon Air (BA), Brandermill (BM), Brighton Green (BG), Charter Colony (CC), Evergreen, (EG), Granite (GR), Midlothian Athletic Club (MA), Midlothian YMCA-M (MIDLO), Powhatan YMCA-P (PWTN) Pocono/Greenfield (PO/GF), Settler's Landing (SL), Shenandoah (SH), Smoketree (SM), Stonehenge (ST), Surreywood (SW), Willow Oaks (WO) and Woodlake (WL). (Updated December 2018)

### **1.02 Sports**

RMAL has team competition in swimming. It only provides organizational support for recognized members within the summer swimming program.

### **1.03 Addition of New Swim Teams**

Written application of a new member club to RMAL shall be received no later than the October Governing Board meeting prior to the season that new member club intends to participate. This application will be voted on at the beginning of the October scheduled meeting, and upon admission, the member club may participate in the meeting and be eligible to participate in that season's swim schedule. Teams may be admitted into the league upon a simple majority vote of the Governing Board provided that the applying swim team(s) meets the following requirements or be willing to forgo hosting home meets:

1. a 25-yard or 25-meter pool
2. six or more properly marked lanes and regulation starting blocks.
3. depth of 4' for race start dive-in.

#### 1.04 Eligibility

1. Only dues paying members are allowed to swim for an association team. See Rules 5.03 and 5.04 for additional requirements for dues and fees.
2. Swim team representatives must certify in writing prior to the first swim meet of the season that all swimmers are eligible to swim and have current memberships at their respective clubs.
3. In Intra-League competition, each swimmer must swim for the team for which he/she has declared and is a member in good standing.
4. If a swimmer belongs to one or more clubs, he/she must declare prior to the first meet which team he/she will compete and must continue to compete only for that team for the remainder of the season, but he/she may practice with either club.
5. For members of the coaching staff of a swim team who desire to swim during competition, the following applies:
  - a. The swimming coach must not be a head coach in RMAL, and, the coach must be eligible to swim by the rules outlined in sections 1.04a, 1.04b, 1.04c.
  - b. The swimming coach must have an established relationship with the declared team as determined by the following:
    - i. If the swimmer has swum for other teams in the league, then the swimmer must have been a member of the current swim team for at least two years in a swimmer-only role, or
    - ii. the swimmer's family has moved residences where the new residence is closer to the current swim team, or
    - iii. there has been a change in team membership due to factors beyond the swimmer's control.
  - c. Swimmers with a relationship to no other club, or who are new to the Richmond Metropolitan Area will be eligible to swim while also serving in a coaching capacity.
  - d. All swimming assistant coaches must be identified and registered with the RMAL Vice President no later than 1 week prior to the day of the first meet. Registration must be accompanied by the league-provided registration form for swimming coaches. Confirmation of acceptance by the RMAL Vice President must be provided to the team's parent representative or coach no later than two days prior to the first swim meet. Non-compliance with this rule will result in the rescoring of the meet with all events swum by a non-compliant coach marked as "exhibition".
6. Each club must make sure each swimmer is properly registered with the league on the date set for registration (see rules 8.01 and 10.01 for penalties).

### **Article II: RMAL Organization**

#### 2.01 Governing Board

The affairs of the League shall be conducted by a governing board, which shall consist of at least one parent representative or coach from each club, with coaches optionally serving as advisors. Each club shall be entitled to one vote. The Governing Board shall elect an Executive Board consisting of a President, a Vice President, Secretary, Treasurer and up to three Members at Large to serve for a two-year term to oversee the administration of the League.

## 2.02 Committees

The President shall appoint committees and chairpersons thereof as necessary to conduct the duties of the Governing Board. A nominating committee will be appointed in March of the officers' second year to nominate a slate of officers to be voted on at the following October meeting.

## 2.03 Meetings and Member Representation

The Governing Board will meet regularly on the third Wednesday in March and the third Wednesday in October, with other meetings scheduled as necessary and called by the President or a majority of the Governing Board.

Each member club's RMAL Governing Board Representative must be present at all RMAL meetings.

## 2.04 Quorum

A quorum shall consist of one more than 50% of the League clubs in addition to a minimum of four executive board members. A majority vote of the clubs present constitutes a league vote.

## 2.05 Governance

The league operates under the principle of consensus decision-making, a group decision-making process in which group members develop, and agree to support, a decision in the best interest of the whole. A quorum of governing board representatives must be present for any league votes and simple majority of voting members will determine any league votes.

## 2.06 Amendments

The Governing Board may adopt and amend such additional rules and regulations as it deems expedient, providing a quorum is present and a majority of that quorum are in favor of such changes. All changes must be submitted in writing or via email.

## 2.07 Job Descriptions

### President

1. Preside at Board meetings and meetings of swimming representatives.
2. Oversee financial and other operations.
3. Assure adherence to RMAL rules.
4. Appoint additional committees and chairpersons thereof, as necessary to conduct the duties of the league.
5. Cannot be a current league coach.

### Vice President

1. Responsible for standing committees as listed below.
2. Meet with committee chairmen and treasurer prior to the October meeting to develop a budget to be submitted to the Board, in the October meeting, for approval.

3. Schedule training sessions and coaches meetings prior to the summer season.
4. Responsible for submitting to the secretary, motions, rule changes, and minutes of meetings of swimming representatives.
5. Decide questions on RMAL, USA Swimming, rules.
6. Perform the duties of the President in the absence of the President or in the event the President is unable to serve.

#### Secretary

1. Record minutes of all RMAL meetings.
2. Notify members of scheduled and called meetings.
3. Keep up-to-date files of minutes/motions/decisions made.
4. Oversee organization, typing, printing, and distribution of RMAL Handbook.
5. Minutes of the previous meeting will be available upon request at least one week prior to the next scheduled meeting and copies will be distributed at the meeting.
6. Perform monthly bank statement reconciliations

#### Treasurer

1. Work with each vice-president in preparing the budget.
2. Submit the proposed budget and annual financial report, composed of income and disbursements from all sports, broken down by sports, into Championship and regular season, with appropriate line items explaining where all the monies went, to the Board at the September RMAL meeting.
3. Sign all checks, be responsible for checking/savings accounts, and maintain expense records for each committee.

#### Members at Large

1. Duties as assigned by the President

### **Article III: Competition**

#### 3.01 State Competition *(note: RMAL State-level competition does not presently occur.)*

RMAL swimmers may swim for RMAL, provided RMAL is so registered with USA Swimming for that year. If not, they may swim UNATTACHED or attach themselves to any USA Swimming team. Swimmers attached to any USA Swimming team must be unattached for 120 days from the last competition before being able to represent RMAL in State competition.

#### 3.02 League Registration

Each club must make sure each of its swimmers are properly registered with the League Registration Chairman on the dates set for registration (see 5.04).

## **Article IV: Age Groups**

### 4.01 Age Groups

Mini-Mites -- Age 6 and under

Mites -- Ages 7 and 8

Midgets -- Ages 9 and 10

Juniors -- Ages 11 and 12

Intermediates -- Ages 13 and 14

Seniors -- Ages 15 through 18

### 4.02 Governing Age

Age classification will be determined by the member's **age as of May 31 of the calendar year.**

## **Article V: Fees**

### 5.01 League Fees

The Board shall establish, from time to time, the fees to be paid to the League by member teams and or swimmers. Such fees shall be uniform to all.

### 5.02 Swimmer Fee due to RMAL

The fee for the summer season shall be determined by the Governing Board at the Spring meeting and payable in full upon joining the team.

### 5.03 Team Fees

The amount of dues and fees that each member team charges its individual members shall be established by the team, not by RMAL; provided that any such dues and fees shall have broad application to individual members of the team and shall apply equally to all similarly situated individuals.

### 5.04 Certification of Fees and Membership

Swim team representatives must certify in writing prior to the first swim meet of the season that all swimmers are eligible to swim and have current memberships at their respective clubs. Certification will also confirm roster count and all RMAL non-championship fees have been submitted.

## **Article VI: Dual/Tri Meet Schedule**

### 6.01 RMAL Meet Schedule

Regular season meets will be scheduled by the RMAL Vice President and will approved by the Governing Board.

### 6.02 Meet Day and Start

Each summer, regular season Intra-League schedules for swimming will be conducted to provide enjoyment and a competitive experience for the swimmers. Swim meets

will occur once per week, starting at 6:00 p.m., with warm-ups beginning no later than 5:30 p.m. Any schedule changes must be agreed to by all regular season participating teams and the RMAL Vice President.

#### 6.03 Determination of Divisions

A panel appointed by the RMAL President will verify the official standings at the end of season and make recommendations as to the placement of teams for the upcoming season.

## Swimming Rules

### Article VII: Swimming Rules

#### 7.01 Rules

Anything not covered in the RMAL rules will be in accordance with Articles 101, 102, and 105 of USA Swimming Rules and Regulations.

#### 7.02 League Registration

League Registration will end no later than 6:00 PM on the day before the 2<sup>nd</sup> meet. Other registration procedures are subject to revision each year.

#### 7.03 Year-round Swimmers

Registered USA swimming participants, YMCA swimmers, and swimmers transferring from another RMAL swim team must provide best times for all pertinent distances swum in each stroke to both the team swim representative and head coach to determine classification before the swimmer can be registered with RMAL.

USA swimming year-round times can be found at [www.usaswimming.org](http://www.usaswimming.org).

Click and follow the subsequent links:

- 1) Times
- 2) Times Search and Power Point Calculator
- 3) Individual Times Search and type in the following fields:
  - a) First Name
  - b) Last Name
  - c) Date Range: September 2018 to May of 2019
  - d) Times to Show: Show only fastest by event
  - e) Sort by: Event

YMCA times can be found at <https://www.ymcarichmond.org/swimming-aquatics/swim-team/ymca-swim-team-information/>

Click and follow the subsequent links:

- 1) Scroll down and select team name (e.g. Midlothian Tidal Waves)
- 2) Top Times



### 7.03 Definition of Blue, Gold, Silver

A **Blue** swimmer is one who has attained a time for a particular event that is as fast or faster than the **Blue** time listed in the RMAL Time Standards. A **Gold** swimmer is one who has attained a time for a particular event that is as fast or faster than the **Gold** time listed in the RMAL Time Standards; but has not attained a time fast enough to qualify for the **Blue** classification. A **Silver** swimmer is one who has not attained a time for a particular event that is fast enough to qualify for the **Gold** or **Blue** classifications. A swimmer's classification does not change during an RMAL meet based on achieving a time that qualifies for a higher classification; however, at subsequent meets the swimmer shall swim in the faster classification.

Times achieved by year-round swimmers in USA Swimming and YMCA meets must be considered for classification purposes in accordance with Rules 7.04 and 7.05.

### 7.04 Swimming Classifications

For each event, swimmers are placed in one of three classifications -- **Blue**, **Gold**, or **Silver** -- based on their fastest applicable time in that event. **Blue** and **Gold** qualifying times are revised each year and are listed in the table entitled "RMAL Time Standards". Where available, the **A** and **BB** time standards from USA Swimming's Short-Course Top-16 Based Motivational Times are used, respectively, for the **Blue** and **Gold** time standards. The methodology for calculating RMAL Time Standards is explained in Procedures for Determining RMAL Time Standards.

### 7.05 Qualifying Times

Except as provided in Rule 7.06c, *for the purpose of entry times and to determine classification*, all swimmers are required to use the fastest time they have achieved for each event in a 25-yard or 25-meter pool ("Best Time") *since May 31 of the calendar year prior to the year in which the meet will be swum*.

*Example: For meets to be swum in 2019, the swimmer's fastest time since May 31, 2018 shall be used.*

For year-round swimmers, best times achieved in USA Swimming meets in a short course (25-yard or 25-meter) pool must be used if achieved prior to **May 31** of the present RMAL season. Non-RMAL times achieved in long-course (50-meter) pools are not used for RMAL purposes.

### 7.06 Conversions: Meters to Yards and Yards to Meters

To change a swimmer's time from **meters to yards**:

Meter time x 1.11 = Yard time

All converted times should be rounded to the nearest hundredth of a second.

To change a swimmer's time from **yards to meters**:

Meter time = Yard time x 1.11

All converted times should be rounded to the nearest hundredth of a second.

### 7.07 USA Swimming Times

USA Swimming times and Y times are used to determine classification for Intermediate & Senior Year-Round Swimmers.

### 7.08 Procedures for Determining RMAL Time Standards

1. **Blue** and **Gold** yard standards (both yards and meters) are read directly from the 2017-2020 National Age Group Motivational Times for Short Course Yards tables of "A" and "BB" times, respectively, for the following strokes:
  - a. Midgets - All strokes and IM.
  - b. Juniors - All strokes and IM.
  - c. Intermediates - 100 Freestyle
  - d. Seniors - 100 Freestyle (from 15-16 age group table)
2. **Blue** and **Gold** yard standards for the Intermediate and Senior age groups for 50-yard events are calculated from the Table's 100 yard "A" and "BB" time standards for 13 - 14 and 15 - 16 age groups, respectively, using the multiplier **0.46**. The multiplier uses the ratio of 50-yard times to 100-yard times for the Junior (11 - 12) age group from the USA Swimming "Short Course" table of "A" and "BB" time standards. Standards for the Intermediate and Senior IM are calculated from the USA Swimming 200-yard time standards using the same 0.46 multiplier. After multiplying, the resulting time is then rounded up to the next hundredth.

**EXAMPLE:** Intermediate girls **Gold** 50-yard Breaststroke:

USA Swimming "Short Course" "BB" time for 100-yard Breast =

1:24.09

100-to-50 multiplier = 0.46

$0.46 \times 84.09 \text{ seconds} = 38.6814$ , rounded up to 38.69 seconds

3. All meter time standards are calculated from the RMAL yard time standards outlined in 7.06
4. Qualifying times for the **Silver** classification at the Championship meet for all age groups except Mites are based on USA Swimming Yard B times; the following adjustments are made:
  - a. 50-yard events: Qualifying time is 1 second faster than USA B time
  - b. 100-yard events: Qualifying time is 2 seconds faster than USA B time.
  - c. Meter qualifying times are based on yard times multiplied by 1.11 and then rounded to the nearest hundredth.
5. **Blue, Gold** and Championship Qualifying time standards for Mites are reviewed periodically to ensure appropriate numbers of swimmers in each classification.

### 7.09 Classification and Entry Times for Intermediates and Seniors Who Are Year-Round Swimmers

Certain events swum in RMAL by Intermediates and Seniors are not swum at the same distance in USA Swimming meets. For these events, a year-round swimmer's USA Swimming classification for a particular stroke at the corresponding USA Swimming distance that is closest to the distance of the RMAL event must be considered. The corresponding RMAL and year-round events are listed below:

RMAL Senior/Intermediate	Corresponding USA Swimming
Distance and Stroke	Distance and Stroke
100 IM	200 IM
50 Back, Breast, Fly	100 Back, Breast, Fly

If an RMAL Intermediate or Senior who is a year-round swimmer has achieved an **A (Blue)** or **BB (Gold)** time for the age group in which the swimmer will participate for RMAL (USA Swimming time standards for these events are listed in the Appendix) in any of the events listed in the right-hand column above, then that classification shall be used for RMAL purposes if the USA Swimming classification is faster than the swimmer's classification based solely on his fastest RMAL time. The entry time for a swimmer whose **Blue** or **Gold** classification is so determined shall be the minimum qualifying time listed in the RMAL Time Standards for that classification.

Example: A Senior boy who swims year-round has a best time in RMAL 50-yard backstroke competition of 31.03, which is slower than the **Gold** qualifying time of 30.79, and therefore would place him in the **Silver** division. He has swum a 1:06.21 in the 100-yard backstroke in a USA Swimming meet, which is faster than the 1:06.99 BB USA Swimming time standards for 15-16 year olds. Because his BB USA classification translates to a **Gold** RMAL classification and is faster than his classification based on his fastest RMAL time (**Silver**), the swimmer is classified as **Gold**, and his entry time is 30.79 -- the RMAL **Gold** time standard.

#### 7.10 Loss of Blue or Gold Classification

**Blue/Gold** classification will be lost, and the swimmer reclassified according to his/her current best time in **Gold/Silver** when one of the following happens:

- a. The swimmer's best time from the previous year does not meet the qualifying standard for the current season.
- b. The swimmer changes age group and his/her previous **Blue/Gold** time no longer meets the **Blue/Gold** time standard in the new age group.
- c. If a swimmer did not re-establish a **Blue/Gold** time during the previous, full RMAL season, for the first meet at which he swims the event in the current year, he will be reclassified based on the best time he achieved the previous year.
- d. A year-round swimmer who is classified as **Blue** or **Gold** based on a time in a USA Swimming meet in accordance with Rules 7.03 and 7.05 shall not lose the classification so obtained based on the circumstances described in this Rule unless the USA Swimming best time was swum prior to the start of the previous RMAL season.

### 7.11 Swimming Out of Classification

Any swimmer swimming out of his/her proper classification will be reclassified without penalty and the event will be rescored with the swimmer in the proper classification.

### 7.12 Heat Order for Regular Season Meets

The **Blue** heats will be swum first, followed by the **Gold** heats, and then the **Silver** heats (all classifications fast to slow). The Clerk of Course or the Referee may combine any heats necessary to shorten the length of the meet.

### 7.13 Individual Events for Regular Season Meets

There is no limit to the number of swimmers a team may have in any **Blue, Gold or Silver** event except for the Individual Medley. However, a swimmer may enter no more than three individual events per meet, plus a relay. Swimmers must swim in their age group except that Mini-Mites are eligible to swim in any Mite event and Mites are eligible to swim in the Midget Individual Medley. Any swimmer swimming more than three events shall be disqualified from the additional event(s), the events shall be re-scored, and a twenty-point penalty shall be assessed for each additional event.

Individual Medleys are a combined **Blue, Gold, and Silver** event, with each classification being scored separately. The maximum number of entries per team for an IM event is **six swimmers/team for a six-lane pool**, and **eight swimmers/team for an eight-lane pool**. A five-point penalty will be assessed for each swimmer who actually swims in excess of the designated team entry limit of six for a six-lane pool or eight for an eight-lane pool. Due to pool depth restrictions, Settlers Landing may run multiple heats with four swimmers in each heat for a total of 6 IM swimmers per team. (See section 1.03 relating to pool depth).

### 7.14 Relay Events for Regular Season Meets

Freestyle relays will be swum in competition the first, third, and fifth meets; medley relays will be swum the second, fourth, and sixth meets.

Relays are mixed gender and will consist of either one boy and three girls, or two boys and two girls. Relays may be swum in any boy/girl order. Swimmers must swim in their age group, except that Mini-Mites may swim in Mite relays, and Mites may swim in Midget relays or in Mite relays, but not in both. In addition, any team that has at least one swimmer in an age group but has insufficient swimmers **registered** with RMAL to form at least one relay for that particular age group may permit swimmers to swim on a relay for the next higher age group in order to permit a relay to swim in that age group. Absences by registered swimmers do not constitute authorization to move a swimmer up an age group. Any swimmer swimming on a relay in an older age group at a particular meet may only swim on a relay in that older age group and shall be classified, for relay purposes, according to the time standards of the older age group. Swimmers must be in their age group for the Championship meet.

Each team may enter relays in each age group category as follows:

2 **Blue**, 3 **Gold**, and 3 **Silver** in Freestyle, and the same in Medley Relays, when offered. **Blue** relays must have at least one swimmer who is **Blue** in the stroke he/she swims and must have another swimmer who is either **Blue** or **Gold** in the stroke he/she swims. Notwithstanding the previous sentence, if a team has only one swimmer in an age group who is **Blue** in any stroke to be swum in the relay and has no swimmers who are **Gold** in any stroke to be swum in the relay, then the **Blue** relay may be composed of one **Blue** swimmer and three **Silver** swimmers. **Gold** relays must have at least one swimmer who is **Gold** in the stroke he/she swims and cannot include any swimmer who is **Blue** in the stroke he/she swims. **Silver** relays may not have any swimmer who is **Blue** or **Gold** in the stroke he/she swims. **Blue** or **Gold** Mites do not make a Midget relay **Blue** or **Gold** unless they have met the definition of a **Blue** or **Gold** swimmer in the Midget division.

All teams must use the designated colored relay cards, blue cards for **Blue** relays, yellow cards for **Gold** relays, white cards for **Silver** relays, provided by the league, for the relay entries.

For the Freestyle relay and the Freestyle leg of the medley relay, the relays classification as **Blue**, **Gold**, or **Silver** will depend on the highest classification achieved by the swimmer in the 100 Freestyle or 50 Freestyle events. For example, if Swimmer A has achieved a **Gold** time in the 50 Free and a **Blue** time in the 100 Free, the relay must swim as a **Blue** relay.

No penalty will be assessed for any relay swimming illegally, the relay will be reclassified, and the event will be re-scored.

#### 7.15 Swimming Entries

The Visiting and Home teams must deliver their meet entries to the RMAL President or his/her designate by 8PM the day before the scheduled regular season meet.

The RMAL President will then distribute the combined heat sheet back to the teams.

Changes to individual events or classification of relays cannot be made after the start of the meet; no swimmer may be added to the meet after the start of the meet.

An individual swimmer may not enter more than three individual events plus one relay per meet during the regular season.

The changing of a swimmers' program swim event can only be done with the agreement of both head coaches for *individual* events – relay event teams can continue to be established up until the events take place at the meet.

Visiting teams should bring a back-up copy of entries and rosters to the meet as well as their computer.

A paper copy of the best times report and roster should be submitted by both teams to the Clerk of Course and Computer desk prior to the meet.

#### 7.16 Meet Program for Regular Season Meets (With Event #'s)

1	Mite Mixed 100 Free or Medley*	Relay*
2	Midget 100 Ind. Medley**	3
4	Junior 100 Ind. Medley **	5

6	Intermediate 100 Ind. Medley**	7
8	Senior 100 Ind. Medley **	9
10	Mini-Mites 25 Free	11
12	Mite 25 Free	13
14	Midget 50 Free	15
16	Junior 50 Free	17
18	Intermediate 50 /100 Free +	19
20	Senior 50 /100 Free +	21
22	Mini-Mites 25 Back	23
24	Mite 25 Back	25
26	Midget 50 Back	27
28	Junior 50 Back	29
30	Intermediate 100 Back	31
32	Senior 50 Back	33
34	Mite 25 Butterfly	35
36	Midget 50 Butterfly	37
38	Junior 50 Butterfly	39
40	Intermediate 50 Butterfly	41
42	Senior 50 Butterfly	43
44	Mite 25 Breast	45
46	Midget 50 Breast	47
48	Junior 50 Breast	49
50	Intermediate 50 Breast	51
52	Senior 50 Breast	53
54	Midget Mixed 200 Free (Medley)	Relay
55	Junior Mixed 200 Free (Medley)	Relay
56	Int. Mixed 200 Free (Medley)	Relay
57	Senior Mixed 200 Free (Medley)	Relay

\* 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> meets have Freestyle relays.

2<sup>nd</sup>, 4<sup>th</sup>, and 6<sup>th</sup> meets have Medley Relays - (back, breast, butterfly, free)

\*\* Individual Medley Order: Butterfly, Back, Breast, Free

+ - 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> meets – Intermediates & Seniors will swim the 50 Free

+ - 2<sup>nd</sup>, 4<sup>th</sup>, & 6<sup>th</sup> meets – Intermediate & Seniors will swim the 100 Free

#### 7.17 Scoring for Regular Season Meets

Individual events will be scored 7 - 5 - 4 - 3 - 2 - 1 for each of the **Blue**, **Gold**, and **Silver** classifications. Relay events will be scored 14 - 10 - 8 - 6 - 4 - 2 for each classification. Six & Under events do not count in the scoring.

Each dual meet will produce a team winner or a tie. For the purpose of team standings, each win counts one point, and ties one-half point. (Update May 09)

#### 7.18 Results for Regular Season Meets

Results (names and times) for the first six places must be given to the coaches immediately upon completion of the meet events. The total results (all swimmers with times) must be provided to the RMAL Summer League Web Page by 8:00 p.m. on the day following the completion of the meet.

The Internet will be used to communicate meet results. Blue and Gold times attained at the meet must be indicated next to the swimmers' time with "B" or "G". Team score, pool length (yards or meters), and date must head the results. Infractions, penalties, and re-scoring will also be noted on the Internet.

#### 7.19 Awards for Regular Season Meets

Awards will be given for the first eight places in each **Blue**, **Gold**, and **Silver** event. Awards for heat winners are strongly encouraged. Awards such as heat ribbons, candy suckers, etc. are some suggestions. A trophy will be awarded to the 1<sup>st</sup> place team of each division in regular season competition within that division and will be presented at the Championship Meet. Ties in regular season record shall be broken, if possible, based on the head-to-head records of all the tied teams. If the ties cannot be broken in this way, then the tied teams shall be declared co-champions of the division.

#### 7.20 Starting Equipment

An electronic starting system and a Public Announcement system will be used.

#### 7.21 Timing Equipment

Each team is responsible for bringing their own stopwatches to home and away meets.

Divisions A and B teams should each bring ten stopwatches to home and away meets for their lane timers.

Division C teams should each bring 8 stopwatches to home and away meets for their lane times.

#### 7.22 Starts

The whistle start procedure specified by USA Swimming Rules shall not be used. Instead, the following procedure shall be used:

1. For backstroke and medley relay events, the starter shall direct the swimmers to step into the pool, upon which the swimmers shall immediately enter the water and without undue delay come to the wall at the starting end of the pool. For all other events the starter shall direct the swimmers to “Step Up,” upon which the swimmers shall take and maintain their positions on the starting block or platform.
2. The starter shall instruct the swimmers as to the distance and stroke for the race.
3. On the starter’s command “take your mark”, the swimmers shall immediately assume their starting position, in the forward start, with at least one foot at the front of the block. When all swimmers are stationary, the starter shall give the starting signal.
4. When a 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 or step off the blocks.

#### 7.23 False Starts

The “no recall” start procedure specified by USA Swimming Rules shall not be used.

Instead, when the starting signal is given and one or more swimmers have obtained an unfair advantage, all swimmers shall be recalled at once by a second signal. If the false start is not recalled and the race is permitted to proceed, no swimmer shall be charged with, or disqualified for, a false start.

Any swimmer starting before the starting signal is given shall be charged with a false start by the starter, except that any swimmer who has false started in response to the “Stand Up” command or because of the action or movement of another competitor may be relieved of the responsibility for the false start, and a false start may be charged only to the offender. The starter shall indicate the swimmer or swimmers, if any, who are charged with a false start.

Any swimmer who is charged with committing or causing two false starts shall be disqualified. Any relay whose first swimmer is charged with two false starts shall be disqualified.

During mite relays, a swimmer who enters the water upon the start signal at the opposite end from the starting end and who immediately gets out of the pool at the same end, without interfering with any swimmer, shall not be disqualified.

#### 7.24 Electronic Timing System

An electronic timing system will be used to time each event. The host team will decide if sweep judges will be used in case the timing system cannot be used to complete the meet.

#### 7.25 Officials

For regular season meets, home teams are responsible for providing a qualified referee, starter, and two strokes and turns officials throughout each meet, and visiting teams are responsible for providing two qualified strokes and turns officials throughout the meet. Anyone working at an RMAL swim meet as strokes and



turns official, starter, or referee must attend a league-approved training clinic for that position at the beginning of the season or must be certified as a USA Swimming official. Once an official has attended the clinic, his name will be added to the official RMAL list of qualified officials. USA Swimming certified officials may request the Vice President of Swimming to add their names to the list. This list will then be given to all teams for verification of officials at each meet. If a team does not have enough officials to staff a meet, the team may ask the opponent to provide additional officials, providing the opposing team can provide the additional officials.

Notes:

1. Disqualification cards that contain errors must be checked by the referee by consulting with the official who wrote the card. If the error cannot be corrected with certainty, the card must be torn up and the disqualification disallowed.
2. If an official fails to raise his hand when making a disqualification (except for false starts and when dual confirmation is used on relay takeoffs), there shall be no disqualification.

#### 7.26 Postponement and Cancellation

The referee, in consultation with the head coaches and parent representatives, shall determine whether it is necessary to cancel or postpone to a future date any competition that cannot be conducted or completed in a satisfactory manner and in fairness to the swimmers. Every effort must be made to reschedule a meet so that it can be continued at a future time. Meets shall only be cancelled by mutual agreement of team head coaches and parent representatives or with the approval of the RMAL Vice President. If postponed, the meet must be swum on the next mutually agreeable day prior to the next regularly, scheduled meet for either club, unless otherwise approved by the RMAL Vice President. If a meet is postponed, all completed events shall be counted and the meet resumed at the start of the first event not fully completed. Already registered RMAL swimmers may be added to the postponed meet, and previously entered swimmers for that meet may change entered events (but only for the number of events that they have left; if they scratched, no-showed, or disqualified in an event, that event still counts as one of the three). If the meet is restarted on another day, additional relays and changes in classifications of relays are permitted. These additions and changes MUST be submitted to the Home club computer rep prior to the restart of the meet. If a meet must be cancelled, the final score will be based on the results of all events that had been completed prior to cancellation. If a meet has not been started by 7:30 PM, the meet may be rescheduled for the next available weekday. If a meet has been delayed two nights in a row due to weather, the meet will be considered complete if it is through the backstroke events. Meets that have not met the backstroke threshold will be referred the RMAL Vice President for a ruling on if the meet needs to be completed.

Should the meet be cancelled and not resumed, swimmers' times will stay and be reported to the league but the scores will not.

Any disputes should be passed to the RMAL Vice President or his appointed representative.

#### 7.27 Safety Guidelines

Any safety concern that cannot be addressed prior to the meet time must result in a meet postponement. This will cause no penalty to either team.

#### Richmond Metropolitan Aquatic League Safety Guidelines

1. The Safety Committee of the Richmond Metro Aquatic League shall consist of the Safety Chairperson and the Meet Referees of the member swim clubs.
2. In the event of an accident at a swim meet:
  - a. The host club Meet Referee shall investigate the accident as soon as possible.
  - b. The investigating Meet Referee should notify, as soon as possible, the President.
3. A full complement First Aid kit should be provided by the host club of a swim meet. The kit should be kept on deck during the meet.
4. Warm-ups are not permitted to start until a coach is present.
5. The host meet referee shall appoint someone as a safety marshal during warm-ups of both the host and visiting teams. The safety marshal shall ensure that correct warm-up procedures are followed.
6. Coaches should be stationed at the starting end of the pool and shall be responsible for their swimmers' conduct during warm-up.
7. All swimmers must start warm-up procedures at the starting end of the pool.
8. There will be **NO DIVING OR RACING STARTS** from the blocks or end of the pool during general warm-ups.
9. The coach conducting warm-up may designate a portion of warm-up for "take off". A racing start will be permitted only for one-way swimming where the swimmer exits at the turn end of the pool.
10. Backstroke swimmers must be allowed to complete their start and clear the area before the next swimmer steps onto the blocks.
11. There will be no running, at any time, during the swim meet or warm-ups.
12. Glass containers will not be allowed at the swim meets.
13. There will be no use of profanity on deck/pool.
14. There will be no use of alcohol/drugs/tobacco products during practice/swim meets on deck/pool.
15. Coaches have the right to remove their respective teams from the pool for safety reasons.
16. At least one member of each member club's coaching staff must be certified by the American Red Cross in the areas of First Aid and Cardiopulmonary Resuscitation (CPR). It is recommended that the certified member of the coaching staff be present at all swim practices of their club.
17. Safety is an important factor for our league. Anyone seeing an unsafe condition or activity around the meet venue should stop the activity immediately and report this to the Host Meet Referee.

18. It is recommended that each coach review safety awareness with all team members.
19. Suggested guidelines for a safe meet include filling the pool to capacity prior to hosting a meet. No one, especially young children, should be in the pool during the meet, except the swimmers.

#### Weather Safety

1. If, during the course of a swim meet, inclement weather occurs, the Referee and coaches shall suspend the swim meet and move all participants and spectators as far as possible from the pool area. If the swim meet is suspended due to inclement weather, the Referee shall wait a minimum of 30 minutes for no weather-related activity before allowing the meet to commence. The host team's safety policies will prevail in cases where their standards are more stringent than RMAL's minimum safety standards. (See paragraph 7.26, for postponement procedures if necessary).
2. Postponement for heat related issues should be handled as if inclement weather is in the area. As in weather safety rule #1, host team's safety policies will prevail in cases where their standards are more stringent than RMAL's minimum safety standards. (See paragraph 7.26, for postponement procedures if necessary).

#### 7.28 Computer Records

All meet results are to be recorded on the program designed for RMAL by any medium agreed to by the two teams. For regular season meets, the home team will record the results for the visiting team at the end of the meet and shall submit the results of the meet to the RMAL Summer League Web Page by 8:00 p.m. the evening following the meet.

Roster files must be provided at each swim meet. Championship registration will also be done by supplying a roster file to the person in charge of the championship heat sheet.

#### 7.29 League Records

If a league record is broken, the head coach for the team that broke the record is responsible for getting the timers sheet with the record time and, if an electronic timing system is used, the timing sheet for that heat to the League Records Chairman as soon after the completion of the meet as possible so the records can be updated by the league.

A current listing of league records shall be maintained on the league's website by the Records Chairman.

#### 7.30 Scoring Errors

Scoring errors or changes that are to be made must be called to the attention of the Vice-President of Swimming within 72 hours of the posting of the meet results to the RMAL website. This shall be consistent up to the Championship meet. Collective scores, therefore, will be final and conclusive before the start of the

following meet and/or Championships. Any requested changes beyond this deadline will not be accepted.

### 7.31 Protests

Protests shall be defined as, a written complaint about a decision made at a meet, after all efforts have been made to resolve the situation. All protests must be submitted, in writing to the meet referee as soon as possible, but no later than 72 hours after the posting of the results to the RMAL website. If the referee is unavailable, then it shall be reported to the RMAL Vice President, or his designate. Decisions of the meet referee, or the Vice President of Swimming, or his designate, may be appealed to the Technical Review Committee, by submitting the appeal to Vice President of Swimming, or his designate, within 24 hours of the referees ruling. A ruling on a protest should be issued within 7 days after the meet in question.

### 7.32 Technical Review Committee (TRC)

The TRC shall be composed of the Vice President of Swimming, or his/her designee, two head coaches selected by the Vice President of Swimming or his/her designee and two RMAL Certified Referees also selected by the Vice President of Swimming or his designee. They should meet within 48 hours of notification of an appeal and report their decision within 48 hours in writing to all parties involved and the RMAL Secretary. Final score will then be announced to League members, and awards given out. The Vice President of Swimming or his/her designee will chair the TRC.

Coaches or their designees will present their cases to the TRC and then will be excused from the meeting and contacted by the Vice President of Swimming or his/her designee, with the decision. The Vice President for the pertinent sport is the non-voting Chairman.

### 7.33 Officials and Equipment for Dual Meets

*Note: Dolphin Timing systems are being phased in to replace CTS timing systems starting in 2017. Affected teams/meets will receive updated information.*

**OFFICIALS**

1. Meet Director
2. Referee
4. Head Timer and 2 timers and one recorder per lane
5. Clerk of Course and assistant
6. Starter
7. Strokes & Turn Judges (2 Per Team)
8. Announcer
9. Dry Deck Officials
  - a. CTS Official
  - b. Recorder (Computer Operator)
  - c. Timing Judge
10. Ribbon Labelers
11. Runners (4) Home Team

**EQUIPMENT**

1. Starting Blocks
2. Lane Markers
3. Electronic Starting System
4. Whistles (2)
5. USA Swimming & RMAL Rulebooks
6. P.A. System & Bull Horn
7. Two (2) watches per lane
8. False Start Rope
9. Tables and Chairs
10. Computer & Printer
11. Printer paper
12. Backstroke flags
13. Ribbon labels (Avery #4144)
13. 25 Heat Sheets

Every effort should be made to have equal representation from each Team for timers. Table workers should also consist of representatives from each Team. The host team should notify the other team as to the number and types of workers needed by the Friday before the meet. (Updated May 09)

It is helpful if copies of the meet program are given to all officials.

Each team must provide its own stopwatches. The Host Team is responsible for all supplies. If the Host Team is running low on supplies, the Host Team may call the Visiting Team Representative and ask them to bring any needed supplies.

Note: The Visiting Team is NO LONGER responsible for opening up its pool to the Hosting Team Pool members on the day of the meet.

**7.34 Meet Results**

The Hosting Computer Rep. shall ensure the following are sent to [rmalswim@gmail.com](mailto:rmalswim@gmail.com) within 24 hours of the close of the meet:

1. Meet Manager backup file (if possible, this should be sent within 2 hours of the close of the meet; preferably from the pool if there is internet access)
2. Triple and Quad Winners for EACH Club in the meet

The Hosting Computer Rep. shall provide the following to the visiting club(s) at the end of the meet:

1. Meet Manager backup file
2. A printed copy of the meet cover sheet (if requested)
3. A printed Meet Summary Report (if requested)

The home club must keep all Lane/Timer Sheets and a final score sheet (by division) signed by the Referee until the RMAL Governing Board's meeting in October.

# Swimming Championship Rules

## Article VIII: Swimming Championship Rules

### 8.01 Eligibility

The Championship meet will include all RMAL clubs. A swimmer must have swum as a registered swimmer in at least two RMAL regular season meets, to be eligible to compete in that year's Championship meet. A swimmer entered in any individual event at the Championship meet must have swum the stroke he will swim as a registered swimmer in an individual event at an RMAL meet at least one time during the current league season. A swimmer entered in any relay event at the Championship meet must have swum the stroke he will swim as a registered swimmer in an individual or relay event at an RMAL meet at least one time during the current league season. **Silver** qualifying times for the Championship meet must be achieved at an RMAL Championship meet, RMAL regular season meet, or a USA Swimming meet, held since May 31 of the calendar year prior to the year in which the Championship meet is being held.

Exceptions to the two-meet rule can be made for exceptional circumstances by submitting a letter, explaining the circumstances, signed swimmer, parent, and coach, to the Vice President of Swimming for approval.

### 8.02 Individual Events

A swimmer may enter a maximum of three individual events. All **Blue** and **Gold** swimmers are eligible to swim in **Blue** and **Gold** events in which they have been designated during the season (same rules apply as in dual meets). Each club may enter as many **Silver** swimmers as attain qualification times (to be established each year) for that event, or if a team does not have any qualifying **Silver** swimmer, then the team may enter only one non-qualifying **Silver** swimmer per event.

### 8.03 Relay Events

Each club may enter a total of six relays in each event. It is at the discretion of the coach as to how many relays are **Blue**, **Gold**, or **Silver**. The requirements for the composition of **Blue**, **Gold**, and **Silver** relays shall be the same as at regular season meets. Each child on the relay must have swum in at least two dual meets during the regular season. Each relay must have at least one swimmer who is swimming in at least one individual event at Championships.

### 8.04 Qualified Entries

Entries must be submitted by the established deadline but may be changed according to Section 8.05. If an entry error is discovered prior to an athlete performing the affected event, the error will be corrected without penalty, and the athlete allowed to perform the event.

In the event a swimmer participates in any event at Championships for which he is not eligible, or swims in the improper classification, he will be reclassified, and the event will be rescored with the swimmer in the proper classification.

#### 8.05 Substitutes and Scratches

If a team has no **Silver** swimmer entered in an event who has met the Qualifying Time for Championships, but has entered a **Silver** swimmer with a non-qualifying time in accordance with rule 8.02, then another non-qualifying **Silver** swimmer may be substituted for the swimmer who was entered, provided that substitution is made known to the referee prior to the start of the day's session of the meet. **Substitutions for relays can be made provided the substitution does not change the classification of the relay.** Scratches may occur at any time, without penalty, but known scratches should be reported prior to the meet to facilitate Clerk of Course duties.

#### 8.06 Events

Events will be the same as for dual meets except the inclusion of both Freestyle and Medley Relays. The Medley Relay will be included as the first event and the free relay as the last event. Entry forms, fees, and such other materials as may be required by the meet director or RMAL Vice President must be submitted to the director prior to the deadline set each year.

#### 8.07 Scoring

Individual events will be scored 9-7-6-5-4-3-2-1 for each of the **Blue, Gold, and Silver** classifications. Relay events shall be scored 18-14-12-10-8-6-4-2 for each of the **Blue, Gold, and Silver** classifications.

#### 8.08 Awards

Individual Awards: Medals for 1st through 3rd place in each classification; Ribbons for 4th through 8th place in each classification. Team awards: Trophies for 1st place for the highest scoring team from each of the A, B, C and D divisions.

#### 8.09 Fees

The swimmer fee for the championship meet will be determined by the Governing Board at the the Spring meeting.

#### 8.10 Protests at Championships

Protests at Championships will be handled in the same manner a regular season meets.