

CENTRAL PENN AQUATIC LEAGUE BY LAWS
2014-2015

09/14

- 1. Officers**
- League Commissioner
Vice Commissioner
Treasurer
Secretary

A Nominating Committee is appointed at the March meeting to select nominees, presents the names to the membership at the April meeting and they are voted into office at the April meeting. (9/8/93) (2007)

2. League membership for swimming. (9/9/72) (9/8/77)

- a.** Teams requesting membership in CPAL require a majority vote of the member clubs to be admitted to membership. (4/13/11)
- b.** The following procedure shall govern the process of admission for new teams: (4/12/06) (4/13/11)

(i)A team requesting membership shall formally apply for membership for the next season no later than the April league meeting, with a letter of intent and a deposit of two-hundred fifty dollars (\$250).

(ii)The prospective new team should be invited to attend the first CPAL meeting held after the general membership is made aware of the League Secretary's receipt of the letter of intent and deposit. The requesting team will then have an opportunity to make a presentation and submit to questioning by the membership, after which time the current membership shall vote on the requesting team's admission to the league. Therefore, a team which submits a letter and a deposit prior to the March meeting should be brought to the attention of the membership at the March meeting and then invited to the April meeting for presentation and vote. A team which submits a letter and a deposit prior to the April meeting should be brought to the attention of the membership at the April meeting and then invited to the September meeting for presentation and vote.

(iii)If the league rejects the prospective team's request for admission into the league, the requesting team will receive a full and prompt refund of its deposit.

(iv)If a majority of the membership votes in favor of the requesting team's admission, the new team shall be admitted to the league on a probationary status for one competitive season. The new team shall have all the rights and privileges of full members of the league, except that it will be required to stand for a vote for full, permanent membership in the league at the March meeting following its probationary competitive season. A majority vote of all clubs with permanent membership shall be necessary for permanent, non-probationary status.

(v)When the league accepts the prospective team's request for admission into the league on probationary status, the team's \$250 deposit shall be retained by the Treasurer and applied as a credit towards the team's first year dues. After the team submits its roster in November, the Treasurer shall refund any portion of the Deposit that is in excess of the amount of dues owed by the team.

(vi)If the prospective new team decides to withdraw its application for acceptance or decline the league's offer for admittance, it will receive a refund of its \$250 deposit only if it makes its

intentions to withdraw or decline admission known to the League Secretary, in writing, by July 1. After July 1, the new team is placed in the league alignment, and their withdrawal after that date will result in a forfeit of deposit.

(vii) The league will consider a moratorium on the acceptance of new teams who have meter pools or who lack meet hosting capabilities on a yearly basis as applications for admission are received.

League Geographic Region (10/13/99)

The League Geographic Region shall be defined to the following counties; Adams, Cumberland, Dauphin, Franklin, Lancaster, Lebanon, Perry and York.

Outside Geographic Region (10/13/99)

Teams outside the Geographic Region petitioning the league for membership shall not require an existing league team to swim the petitioning team as a "home" meet as a permanent condition of their membership.

- c. Annual dues and team deposit will be assessed each year at the first meeting of the season. (4/9/08) The amount to be agreed upon by current league members. (4/10/91)

If a team deposit (in the amount of \$100) is required it shall be submitted at the October scheduling meeting to be applied toward team registration with the balance of the fee to be due by the deadline of November 22. (4/9/08) The late fee of twenty-five dollars (\$25) will still be assessed for those teams who do not pay the balance by November 22. (4/12/06)

- d. Swim divisions established (10/9/80): new teams are placed in divisions according to the discretion of the league at the time of their application. (10/15/81) (3/15/86) (9/12/01)
- e. Every two years the league will evaluate the divisions' alignment according to team strengths and weaknesses. Any team may petition the league and request an alignment change at the September league meeting. (10/8/95) (9/12/01)
- f. Other than high school inter-scholastic closed competition, a swimmer may represent and be rostered on and only compete for one (1) CPAL team during the season, (September 1 – March 31). (11/13/96) (11/10/04)

3. **Dual Meet Scheduling.**

- a. Dual meet schedules will be set up during the October meeting by each division. Teams must bring their dates and times available for competition. No division schedule shall be valid until all other teams in the division have a regular meet schedule. (9/11/96) If a division cannot mutually agree to meet dates at the scheduling meeting, the League Arbitration Committee shall resolve the conflict. (9/13/95) After the divisional schedules are made, crossover meets may be set up with other teams, at the discretion of those individual teams. Crossover meets count for qualifying for divisionals and if they are scheduled; they are treated as any other dual meet, except they do not count in the standings. (4/14/10) The League Secretary shall receive a list of crossovers to be swum. (9/8/93) Scheduling difficulties must be kept to a minimum, whereby teams who participate in leagues other than CPAL must make their main commitment to CPAL. If a problem arises after the schedule is made and an alternate date cannot be arrived at, the team that cannot meet on the scheduled date will forfeit the meet.
- b. Standard warm-up and starting times must be submitted at the October meeting.

4. **Canceled or Forfeited Meets.**

A team representative shall make the final decision whether a meet shall be held or canceled. All communication between teams considering a cancellation shall be between the representatives. The decision of the visiting team should be the determining factor when weather is the reason for the cancellation. Cancellations based on weather should be agreed upon no later than two hours prior to the warm-up of the visiting team. If the host representative is able to accommodate a weather concern with a delayed meet start, the representative of the visiting team needs to negotiate that possibility with the host team. (9/12/01) A new date and time shall be determined by mutual agreement between the two representatives. The League Secretary shall be notified by the host team of postponement and new date within four (4) days from the originally scheduled date. (9/12/01) If the teams involved cannot reach mutual agreement on a new date, the problem will be referred to the Arbitration Committee for a solution. Failure of either team to comply will result in a fine. (10/14/98) In the event a meet cannot be held due to weather or other approved league emergencies and can't be made up due to the lack of a pool, (the meet) will be decided by scoring at the Divisional meet. (9/9/92) This will count as a meet for anyone who needs a meet to qualify for Divisionals.

5. Dual meet awards and scoring.

Ribbons shall be awarded to no less than all individuals who receive points in an event. (9/11/91) The home team shall provide ribbons. (9/21/78) Teams who supply participation ribbons at home meets may, but are not required to, do so for the visiting team. (3/2/97) An award for each dual meet division champion, not including crossover meets, will be presented at the end of the season (preferably at each divisional championship meet). The combined boys and girls scores decide a dual meet winner. (11/6/80)

Scoring for all meets shall be done based on National Federation Rules but scored as a six-lane pool. (9/9/92) (4/9/03) The home team shall send dual meet scoring sheets, which shall include Sheet 1 of 9 and the white copy of the league form for all pages, or a spreadsheet and Meet Manager computer copy of all sheets to the League Secretary and an electronic back up file to the CPAL Web Master. (10/14/98) (4/14/99) (9/12/01) (9/10/03) Results must be postmarked by the Wednesday following the meet or the home team will be fined. (4/6/88) (9/12/91) (10/14/98) The Exhibition Sheet shall be used to record all swimmers participating in a meet who are not recorded on the regular entry sheets and are not roster additions or the exhibitions may be incorporated in the Meet Manager results. (9/12/01) This sheet is to be attached to the official scoring sheets and sent to the League Secretary after the meet. (9/10/97) Results of crossover meets shall be sent to the League Secretary by the home team, postmarked by the Wednesday following the meet or the home team will be fined. (9/8/93) (10/14/98) An award will be given to each age group for the best record in their division. This will be determined by the age group's win/loss dual meet record within their division. In case of a tie, awards will be given to all winners. (9/9/92) The league shall issue a team certificate and one generic certificate for each child in the winning age groups. (3/10/04)

A tie (two or three-way) within a division shall not be broken. (11/8/95) (4/14/04)

6. Rules and guidelines.

The National Federation Rules Book will be the basis of the CPAL, except for changes that have been enacted during the life of CPAL. (4/6/88) (These exceptions are listed on a separate sheet.) An Arbitration Committee, consisting of the four officers, and one team representative at large, shall resolve any issues as addressed in the guidelines for the committee as adopted. (10/91)

7. League responsibilities.

The CPAL is responsible for providing the dual meet score sheets, dual meet color-coded cards (5/18/78) (10/17/79), CPAL Rules and Guidelines, schedule sheets and Roster listing officers, coaches and representatives. The CPAL will provide The National Federation rules books to member clubs. (9/8/93)

8. Voting procedure and by-law changes.

- a.** A quorum to conduct CPAL business shall consist of a simple majority of ½ plus one of league membership present at the meeting. (9/2/92) (9/8/93)
- b.** Any item of business to be considered by CPAL shall be placed on the agenda by the completion of each meeting in order to be discussed and voted upon at the following meeting.
- c.** All CPAL member teams present and constituting a quorum shall vote in favor of any new business which is introduced and to be passed at the same meeting. (9/9/93)

9. Attendance.

- a.** If a team is not represented for two meetings within a season they shall be fined. Said team will be fined again for any additional meeting missed. (4/14/04)
- b.** The October scheduling meeting shall be mandatory. An absence shall be an immediate fine. (4/14/04)

ADDITIONS AND EXCEPTIONS TO NATIONAL FEDERATION RULES

The League will follow National Federation rules with the following additions and exceptions:

1. A swimmer may swim up only two age groups in a relay and one age group in individual events above their true age group. All individual events shall be swum in one age group. A swimmer may not swim a relay in an age group younger than the age group in which they swim their individual events. Exception: Open 200 Free may be swum by anyone who is 11 years of age or older as of December 1st. (9/13/99) (9/9/92)
2. All swimmers may swim a maximum of three individual events (including exhibition) and one relay (dual meets only) unless agreed by mutual consent by the team representatives prior to the day of the meet. (10/12/94) (9/13/95) The main event or heat shall be swum before any exhibitions for that event. (9/18/89) 9/20/90 Exhibitions are limited to one heat per event unless agreed by mutual consent by the team representatives prior to the day of the meet. (9/9/92) (9/8/93) (9/10/03) (Note: If a team doesn't fill their lanes, the opposing team may use those empty lanes. (9/11/91)
3. Dual meets shall consist of the scheduled seventy-two events. A distance change must be agreed upon by mutual consent; any additional events must be swum at the conclusion of the meet and not scored. (3/10/04)
4. To participate in Divisionals, a swimmer shall be required to swim in a minimum of three dual meets. (11/12/97) (10/11/06) Crossover meets do count for such a purpose. (9/11/91)
5. A swimmer's age as of December 1st determines the age group they swim for the season. (4/13/83)
6. A map and written directions to the pool shall be given to all clubs in each division at the scheduling meeting. (9/11/91)
7. The home team representative contacts the visiting team representative at least one week prior to the meet to make final arrangements and set meet time. Time changes shall be with mutual consent. (9/8/93)
8. Each club shall submit a membership roster and the CPAL Level Certification and PIAA, USS, NCAA Certification forms to the League Secretary, postmarked by November 22 along with the league fee for each swimmer. (4/9/03) Rosters shall contain full name and birth date, sex, and age group of each participant. Hard copies shall be organized by age group and gender. The roster for each team shall be placed at the score table for all meets. (19/14/98) Late registrants shall swim their first meet as exhibition. Prior to swimming, clubs shall submit the appropriate information for late registrants; full name, and birth date, sex and age group of each participant, and the league fee to the League Secretary, and list these members on the Roster Additions section of the scoring materials. (10/14/98) This information shall be mailed within one week of registration with the club before the next meet may be swum for points by the swimmer. This fee may be included with the Roster Additions section, Sheet 1 of 9 of the scoring materials. (9/11/91) (10/14/98) The team will be fined if the league fee is not submitted to the League Secretary prior to or with the scoring materials. (4/14/99) A crossover meet may count as a swimmer's exhibition meet. (9/8/93) When the call is made to verify the meet, each team shall inform the other team of any additions to the roster. Any swimmer not meeting the roster requirements will be disqualified for that meet. (10/15/81) All team representatives must mail or e-mail (**in Microsoft Word**) their membership roster to all other clubs within their division by November 22. (3/18/92) (10/14/98)

(4/13/05) Any additions shall also be sent to all other teams in the division at the time of their registration. (9/11/91) (9/9/92) (9/8/93) An offending team will be fined for each part of this rule not followed. (10/14/98) If there is an infraction of the roster and/or eligibility rules, the offending team will be fined and the meet shall be rescored. (10/14/98)

CPAL Officials Training Exemption

Any Official that successfully completes the CPAL training session for three consecutive years and works a minimum of two CPAL meets each season shall be exempt from taking additional training courses in future years. Any one-year lapse in service as a CPAL Official will revoke the exemption and necessitate the need for training to begin again in full. Exempted Officials shall receive a list of CPAL Rule Changes prior to the beginning of each season and must acknowledge that they have read and fully understand the new rules. Each team's CPAL Representative shall ensure that all exempted officials associated with their club have received and signed the Rule Change document and shall retain it for said swim year. (10/09/13)

9. The coach shall turn the score sheet, with the swimmers' names, into the score table no later than one hour prior to the beginning of the meet with the option of making changes up to four events prior to the scheduled event. Exhibition swimmers shall be turned in at the same time. (10/15/97) (03/13/13) If Meet Manager is being used, a hard copy and disk shall be submitted. (9/12/01)
10. To be eligible to compete in league competition, individuals must meet the following: 1) may not have graduated from or completed their senior year of high school education, and 2) may not have reached their twentieth birthday by December 1 of the current swim season. (4/1/09)
11. Relay take-offs shall have dual confirmation. The head official will be responsible for designating the individual to watch take-offs from the opposite team. (9/12/90)
12. All swimmers shall touch the finish end of the pool on any stroke as opposed to the National Federation requirement; ("swimmer shall touch the pad when automatic timing is used.").
13. The eight and under age group are allowed one false start (4/6/88) and therefore will be recalled. Nine-ten and up will not be recalled and must have dual confirmation for a false start to be recorded. (11/8/06)
14. If a swimmer misses an event, he/she is not disqualified from the rest of the meet. (9/9/92)
15. All correspondence shall be sent to team representatives. (4/11/94) Team representatives shall be the responsible party for all league business including the mailing of results to the other team representatives. A directive to send meet results to coaches instead of representatives may be decided within the division. The team representative is responsible for all correspondence with the League Secretary. (4/10/96)
16. Teams shall submit payment of all fines which are owed (as addressed in the By-Laws, Additions and Exceptions to National Federation Rules and Meet Guidelines) (4/8/98) before their team may swim in the Divisional meet. Payment of fines is to be collected by the Divisional host team before the team in arrears may swim. The League Secretary will notify teams with outstanding fines. (10/14/98)
17. Prior to the start of the meet, for the safety of the swimmers, it is recommended the coach ask that jewelry that is felt could be a problem (i.e., loose jewelry) is removed. If it is the choice of the parent/child not to remove said jewelry after the request, the league (and team and meet officials) will not be liable and the swimmer shall not be disqualified. (11/8/00)
18. **Excessive Misconduct Violation** (4/10/02)

First offense by any individual affiliated with a CPAL team:

- Individual ejected from competitive area and removed from premises as defined by National Federation Rules under Penalties for Conduct Violations in Rule 3, Section 5 and denied participation in further league meets for one year from date of violation. A PIAA conduct report shall be filed and submitted to the League Secretary.
- Individual cited in excessive misconduct violation shall write a letter of apology to all parties involved in the situation and send a copy to the League Secretary.
- The League Secretary shall notify all teams of individual and team affiliation.
- CPAL team affiliated with the identified individual shall execute a consequential course of action and provide the league with a written document describing the action. This action shall be completed within one month of the violation.
- Failure to comply with the above mentioned procedure shall result in a one year probation of the CPAL team to which that individual has an affiliation.

Second offense by any individual affiliated with a CPAL team:

- All the steps listed under the first offense section.
- CPAL team identified shall be fined one-hundred dollars (\$100) and placed on probation for the following CPAL season.

Third offense by an individual affiliated with a CPAL team:

- Steps 1 and 2 under the first offense section.
- CPAL team identified shall be fined one-hundred (\$100) and based on a review by the CPAL Executive Board is pending ejection from the league for the following year. CPAL team is required to request reinstatement after the penalty year.

DUAL MEET GUIDELINES
CENTRAL PENN AQUATIC LEAGUE

Dual meets shall consist of the scheduled seventy-two events. A distance change must be agreed upon by mutual consent. Any additional events must be swum at the conclusion of the meet and not scored. (3/10/04)

A. Timing and Judging

- 1 The home team shall have the odd numbered lanes (1, 3 and 5) and the visiting team shall have the even numbered lanes (2, 4 and 6). (4/9/03)
- 2 The home team shall provide one timer per lane with a hand held stopwatch. The visiting team shall provide one timer per lane with a hand held stopwatch.
- 3 The home team shall provide a chief timer with a back-up watch in the event of a watch malfunction.
- 4 The home team and visiting team shall each provide one Place /Finish Judge to function as across the board Place/Finish Judges. Stroke and Turn Judges shall have the minimum of current CPAL level certification. (4/10/02)
- 5 The home team shall provide a Starter with starting device. (9/12/01) The Starter may also be the Meet Referee. (4/14/99) The Referee is the head official in charge of the conduct of the meet as in National Federation rules. It is recommended that each team have a Referee/Starter or Referee and Starter who shall have additional training from a CPAL interpreter if they do not have a current PIAA, USA, YMCA Level II or COSA certified official. (11/13/02) (10/11/06) (9/12/07)
- 6 Each team shall provide one Stroke and Turn Judge. The visiting team shall judge lanes 1, 2 and 3 and the home team lanes, 4, 5 and 6. (9/8/93) If two Stroke and Turn Judges are available per team, the deck may be quartered, with these assignments up to the discretion of the Meet Referee. (4/11/07) The visiting team shall provide one Dual Confirmation Official who can also act as the Stroke and Turn Judge or Finish Judge unless the visiting team chooses to relinquish this duty. (4/6/88) (4/6/88) 4/1/09) There shall be dual confirmation with all false starts. (9/9/93)
- 7 Runners (if needed) shall be the responsibility of the home team.
- 8 Each team shall provide a ribbon attend and scorer (9/12/01) to assist at the meet administration desk/area. The home team shall also provide a Meet Results Proof Reader. The console operator and/or computer operator may act as the scorer and proof reader for the home team. The Meet Results Proof Reader shall be responsible for (a) verifying the official order of finish in each event, (b) in the event of the use of computer scoring, the proof reader will verify the entry cards and timing sheets are correct and (c) in the event the meet is scored by hand, the proof reader will verify the score sheets have the properly awarded points and the times listed agree with the official time on the timer card. (9/1/09)

- 9 The home team shall provide the color-coded cards to each lane timer. A lane timer will fill out the cards when the swimmer reports for their event. The lane card shall be official, even if it differs from the master score sheet with regard to lane assignments.
- 10 The hard copy of the Master Scoring Event Sheets to be presented at the Score Table may be in the form of standard line up sheets or a Meet Manager printout. (9/12/01)
- 11 The two timers shall record their time independently to the tenths (if mechanical watch and 0 to .1 to make it 0.10). The recording timer shall average the two times and record the average if using a manual system. (9/9/92)
- 12 The runner shall collect lane and place/finish cards and deliver them to the Score Table. (9/9/92)
- 13 The two Place/Finish Judges shall independently call the placement of each swimmer and relay the placements to the recorder. (9/9/92)
- 14 If automatic timing is used, the automatic readout shall be considered the official time unless the Meet Results Proof Reader observes a discrepancy. In this case, the proof reader shall notify the Referee and he/she shall use his/her judgment to determine placements and times based on National Federation rule. (9/9/92) (4/1/09) When using automatic timing, both automatic and hand held time results shall be saved without editing. (11/9/94) Hy-Tek software shall be used to score dual meets and the league shall officially accept this information. (3/12/97) (9/1/09)
- The console operator and/or computer operator may not adjust times unless by mutual consent of representatives of both teams. The referee shall serve as an impartial person. If there is no agreement, the Referee shall serve as a volunteer and an impartial person. (9/12/01)
- The person operating the computer may not be a coach. This person shall be a volunteer and an impartial person. (9/12/01)
- 15 Any official indicating a disqualification that has not been clearly noted to the Referee, swimmer or coach shall request a stop in the meet to inform a) Referee, b) swimmer, and/or c) coach to express disqualification to the satisfaction of the disqualifying official. (3/12/97)
- 16 Each team shall have a current and revised copy of their team roster at the Score Table or be fined. (10/14/98)
- 17 The host team shall have a copy of the League Rules and Guidelines and the National Federation Rules Book at the Score Table or be fined. (10/14/98)

B. Scoring

- 1 Coaches shall deliver the completed master event sheet (including list of exhibition swimmers) (10/15/97) to the Score Table no later than one hour prior to the beginning of the meet. (03/13/13) Changes may be submitted by coaches no fewer than four events prior to the event on the block (e.g. Event 6 on block, coach may change 10, not 8 or 9). If Meet Manager is being used, a hard copy and disk are to be submitted. (9/12/01)
- 2 Scoring for all meets shall be Six Lane Scoring: (4/9/03)

For six lane pools:

Individual events 6, 4, 3, 2, 1
Relay events 8, 4, 2

NO TEAM MAY SWEEP A RELAY. (9/6/88)

- 3 In the event of a manual timing system, the Score Table shall receive the lane cards and place/finish cards from the runner and determine the order of finish by: (9/9/92)
 - a. First comparing the placement called by the two Place/Finish Judges.
 - b. If the call of the Place/Finish Judges results in a tie or conflict, the modified ballot system (as described in the National Federation rules book) shall be used to resolve the problem.
- 4 The visiting team shall have the right to be represented where meet timing and/or scoring is performed. (11/9/94)
5. The scorers shall be jointly responsible for (a) overseeing the entire scorekeeping process (b) Determining official times for all swims (c) sorting entry cards by order of finish and (d) determining (and posting) individual team scores and results. (4/1/09)
- 6 Once the order of finish is determined by the scores, the master score sheet shall be filled out with the appropriate points.
7. At the conclusion of the meet, the home team is responsible for providing:
 - The CPAL Secretary meet results and CPAL score sheet (listing points awarded by age group) saved as a Word or PDF File.
 - The CPAL Web Master an electronic data backup of all meet results and a paper copy (if requested) of the meet score and results.
 - The visiting team an electronic data backup of all meet results and a paper copy (if requested) of the meet score and results. (4/1/09)

CENTRAL PENN AQUATIC LEAGUE CHAMPIONSHIP GUIDELINES

The CPAL Championship weekend shall be comprised of a Divisional meet with an All Star meet swum within a reasonable time. This format lends itself to the preliminary and finals format of NFHS. Therefore, the Divisional meet shall be a meet of preliminary heats used to advance to All-Stars (finals). Preliminaries and finals are the same meet and a competitor is permitted to compete in a maximum of three events. (11/14/01)

1. Divisional Meets.

- A A Championship Committee consisting of the Meet Director or their designee, (9/8/93) Referee and other member, to be elected by teams in the division will be selected each year.
- B Divisional meets are to be held on a Saturday with the All-Star meet to be held the next day, (Sunday).
- C All Divisional meets shall be run in the same size pool and under the same format (order of events). (9/12/90) (9/9/92)
- D To qualify for a Divisional meet, a swimmer shall participate in a minimum of three dual meets during the season. (10/15/81) (11/12/97) (10/15/81) (11/12/97) (10/11/06)

The accepted procedure for excuses for missing dual meets shall be: (1) if the reason for missing a meet is because of an injury; the swimmer may come to the meet and receive a declared false start or (2) if the swimmer has a hardship case, the Arbitration Committee shall determine acceptance of the excuse. (4/8/98)

If a dual meet is scored at the Divisional meet per league guidelines, this may count for anyone who needs a meet to qualify for Divisionals. (9/9/92)

- E Divisional meet information shall be mailed no later than four weeks prior to Divisionals.
- F A swimmer may be listed in three events and as an alternate in relays. Two events may be relays (one free and one medley). (10/12/94) A relay shall consist of four listed swimmers, one through four, and alternates five through eight and a B relay. (4/12/06) If a participant swims three individual events at Divisionals, he/she may not be an alternate in a relay at All-Stars. (9/8/93) If the individual swims in a B relay at Divisionals which does not qualify for All-Stars he/she may swim in the A relay and is viewed as a relay alternate. If a B relay does not exist, alternates may only swim two events at Divisionals to be eligible as a relay alternate for All-Stars. (11/14/01)
- G The deadline for Divisional entries shall be the Saturday prior to the meet.

A team report shall be sent by e-mail to the coaches and team representatives, (i.e. team file with no seeding included). The coach shall determine if submitted information is correct. The coach shall acknowledge receipt and provide corrections to the division host within 24 hours. (9/12/01)
- H Division hosts, as part of their duties, shall submit meet entries to the Web Master by the Wednesday prior to the Divisional Meet. (4/12/06)

- I Entries for the Divisional meets shall be submitted on forms mailed by the Divisional host or on Meet Manager disk. (9/12/01)
- J All Divisional meets shall use electronic timing. (3/5/86)
- K All Divisionals shall use Hy-Tek Meet Manager computer software to manage the meet. (9/11/91)
- L Questions concerning seeding or entries at the Divisional meet shall be brought to the attention of the meet referee who will consult the coaches to resolve the problem. Late entries will not be accepted. (5/5/82)
- M All reseeding shall take place at the Scratch Meeting (if reseeding is necessary). (9/12/01)
- N Hardship cases will be reviewed and agreed upon by the coaches at the Scratch Meeting. (9/12/01)
- O A swimmer is not penalized for missing an event. (2/19/81) (1/14/82)
- P In 8 and Under Relays, the swimmer shall enter the water when teammate has entered at the opposite end, but no later than when the head of the incoming swimmer passes under the backstroke flags nearest where take-off is to occur. (2/13/02)
- head The swimmer shall maintain contact with the end wall with a hand and/or foot by the time the of the incoming swimmer passes under the backstroke flags nearest the point where take-off is to occur. (2/13/02)
- Q There shall be a scheduled time to make public recognition of the division winner and awarding of banner at each meet by the host team. (4/14/99)
- R The Referee and Starter shall have the minimum of current PIAA, USA or NCAA Certification or YMCA Certification with current CPAL Level Certification. (11/13/02) (10/11/06) The Stroke and Turn Judges shall have the minimum of current CPAL Level Certification. (4/10/02)
- S Troubleshooters (2-3 people) who are familiar with Meet Manager shall be designated within the league to act as consultants and overseers of issues. These people will be recognized as meet officials. (9/12/01)
- T The standard will be two (2) sessions, unless unanimously agreed otherwise by all teams in a division. The split shall be one session 8 & U and 10 & U, one session 12 & U, 14 & U and Unlimited. The number of swimmers and the length of the meet will determine the basis of the decision to split or not split a meet. (4/14/99)
- U All divisions shall use the software in the same manner and dispense the same information. (9/12/01)
- V The top twelve (12) or sixteen (16) swimmers per event in each division if an eight lane pool is used shall declare whether they are going to scratch no later than one hour after their division meets or session is completed. (2/9/00) (9/10/08) The responsible party to receive this information shall be the team representative or a person designated by him/her. (4/14/99)
- W Because of computer capability on the day of Divisionals, the All-Star seeds may only be printed and posted by the All-Star host. (9/12/01)

II. All Star Meet.

- A The committee for All-Stars will be the Meet Director or his/her designee, Referee and Commissioner.
- B Two heats (no more than 12 swimmers or 16 if eight lane pool is used) in each event will be run at the All-Star meet. (9/10/08) There will be only one heat for relays (six teams). (9/12/90) A swimmer may not swim the same relay event series twice. (11/10/93)
- C The twelve fastest swimmers (or 16 if eight lane pool is used) in each event, regardless of division will automatically qualify for All-Stars. The next two fastest times will be alternates. (5/5/82) (9/10/08)
- D The order of events for All-Stars, when there is one complete session shall be: Events 1 through 42, 73 to 82, and then 43 through 72; as numbered on the dual meet score sheet. (2/19/81) 1/14/82) (9/13/89) (9/9/92) (9/8/93) (9/12/01) The order for split sessions shall be the same as dual meets. (9/12/01)
- E All-Star information shall be mailed no later than two weeks prior to meet.
- F There will be a warm-up break between events 42 (Unlimited 100 Free) and 73 (8 & Under Free Relay). (9/9/92) (9/8/93)
- G The Referee and Starter shall have the minimum of current PIAA, USA or NCAA Certification or YMCA Certification with current CPAL Level Certification. (11/13/02) (10/11/06) The Stroke and Turn Judges shall have the minimum of current CPAL Level Certification. (4/10/02)
- H Lists of coaches to be on deck at the All-Star meet shall be submitted to the host team at the February meeting who shall be responsible for verifying the list. (10/15/97) (4/11/12)
- I All meet volunteers at All-Stars may be required to pay the admission fee. (4/10/02) (03/13/13)

III Awards for Divisionals and All Stars.

- A Individual Awards (10/15/81)
 - 1. At Divisionals, first through twelfth place shall receive awards. (9/13/89) (9/9/92)
 - 2. At All-Stars, all participants shall receive large medals. (9/8/93)
- B Awards shall be ordered by the Vice-Commissioner. (9/13/89)
- C Banners shall be provided for the winners of each division. (9/11/91)

IV Admission Fees.

There will be a cap of three dollars (\$3) per person for admission to Divisional and All-Star meets. This does not include programs. (10/20/90) (4/14/10)