

# **North Brandywine Swim League Coach and Rep Handbook 2014**



## **NBSL Philosophy**

The NBSL continues to be dedicated to providing a wholesome and fun environment for the swimmers and families in the North Brandywine area. We need the support of all swimmers, coaches, volunteers, family and friends to make each year a great one for our league and for our community. The NBSL philosophy supports sportsmanship and friendly competition amongst all participants and our focus, in whatever role we play, should be to support and follow these principles to the best of our abilities. The NBSL thanks you for your support and we wish you luck in the swim season.

[www.nbslswim.com](http://www.nbslswim.com)



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## **Welcome Letter from President**

Welcome to the 2014 North Brandywine Swim League! It's been a long winter and all of the swimmers are anxiously awaiting the start of another exciting swim season. Working with young people is important and rewarding, so the league thanks you for being the role models you are and for all that you do!

In today's meeting you will be provided a detailed handbook that should serve as a key reference for everything you need to know about coaching in the NBSL. And if you ever have an issue please feel free to ask your Pool Rep or contact me if I can be of assistance. Today I would like to focus in on several key issues that the league spent a considerable amount of time discussing throughout the winter. The safety of our swimmers, the integrity of the year end meets and the new format for the Classic and Invitational Meets. Coaches, we need your help in making our league fun and fair for all those who participate.

To our returning coaches, welcome back and thank you for your continued hard work and dedication.

We appreciate your time and efforts in being a positive example for all of our swimmers. To our new coaches, we welcome you to our summer family. If we can be of assistance in any matter, please don't hesitate to contact us.

In closing I wish you all a safe, fun and exciting summer. And again, best of luck to all of our clubs, their coaches and swimmers.

Have a great summer.

Kevin Brandt

NBSL President

## 1a. 2014 NBSL Schedule

Date	Red Division		White Division		Blue Division	
	Away	Home	Away	Home	Away	Home
Thursday, June 26th (Friendly Meet)	GC	Fair Blue	Tatnall	Silverside	JCC	Green Acres
	Elks	River Road	Lane	Hight Point	Darley	Shellcrest
	Crestview	Timberlane	Del Vets	Windybush	Ashbourne	Arden
Tuesday, July 1st	Shellcrest	Crestview	Arden	Lane	Windybush	Darley
	Green Acres	Elks	Timberlane	Tatnall	JCC	Highpoint
	Silverside	GC	Fair Blue	Del Vets	River Road	Ashbourne
Thursday, July 3rd	<b>NO SCHEDULED MEETS</b>					
Tuesday, July 8th	Crestview	GC	Tatnall	Fair Blue	River Road	JCC
	Shellcrest	Elks	Lane	Timberlane	Ashbourne	Windybush
	Green Acres	Silverside	Arden	Del Vets	Highpoint	Darley
Thursday, July 10th	Silverside	Shellcrest	Tatnall	Del Vets	Highpoint	Windybush
	Elks	Crestview	Fair Blue	Lane	Darley	River Road
	GC	Green Acres	Timberlane	Arden	JCC	Ashbourne
Sunday, July 13th	<b>**MANDATORY**</b> Classic Entries Due / Location TBD / 5:30PM - 7:00PM					
Tuesday, July 15th	Shellcrest	GC	Fair Blue	Arden	River Road	Highpoint
	Elks	Silverside	Lane	Tatnall	Windybush	JCC
	Crestview	Green Acres	Del Vets	Timberlane	Ashbourne	Darley
Thursday, July 17th	GC	Elks	Arden	Tatnall	Darley	JCC
	Silverside	Crestview	Del Vets	Lane	Windybush	River Road
	Green Acres	Shellcrest	Timberlane	Fair Blue	Highpoint	Ashbourne
Saturday, July 19th	Girls and Boys Classic - 8:30AM @ Graylyn Crest					
Sunday, July 20th	<b>**MANDATORY**</b> Invitational Entries Due / Location TBD / 5:30PM - 7:00PM					
Tuesday, June 22nd	<b>NO SCHEDULED MEETS</b>					
Thursday, June 24th	<b>NO SCHEDULED MEETS</b>					
Thursday, July 24th	<b>**MANDATORY**</b> Coaches Meeting / Ashbourne Swim Club / 5:30PM - 6:30PM					
Friday, July 25th	18U & 14U Girls and Boys Invitational - 5PM @ Ashbourne Swim Club					
Saturday, July 26th	8U to 12U Girls and Boys Invitational - 8:30AM @ Ashbourne Swim Club					
Sunday, July 27th	Invitational (Rain Date)					

### NOTES

- \* All dual meets start promptly at 6pm.
- \* Friendly meet - 1) scores do not count but good practice to keep score 2) times count for qualifying for NBSL Invitational 3) Ribbons will be awarded
- \* If a meet is canceled due to inclement weather, the meet will be made up the next evening. If a pool event has already been scheduled for the next evening, the meet will be swum the next available night.

## **1b. 2014 NBSL Officers**

<b>PRESIDENT</b>	<b>KEVIN BRANDT</b> Elks Pool
<b>VICE PRESIDENT</b>	<b>Rich Morgan</b> Tatnall Pool
<b>SECRETARY</b>	<b>RENEE REASONS</b> Graylyn Crest Pool
<b>TREASURER</b>	<b>DANETTE CONLEY</b> Graylyn Crest Pool
<b>AT LARGE</b>	<b>GEORGE DRAMIS</b> Ashbourne Pool

## 1c. 2014 NBSL Rep List and Pool Contact Numbers

<u>RED DIVISION:</u>		<u>Pool Phone:</u>
CRESTVIEW	Karin Bockrath	478-9813
ELKS	Kevin Brandt	652-9133
	Pat Woolley	421-7005
GRAYLYN CREST	Kristy Benevento	475-9860
	Renee Reasons	897-1336
	Danette Conley	475-2140
GREEN ACRES	Nancy Mason	379-7241
	Jeff Kolessar	
SILVERSIDE	Sharon Reynolds	478-1938
	Athena Ruhl	
SHELLCREST	Marianne Moore	477-3998
	Jamie Weisenborn	
 <u>WHITE DIVISION:</u>		
ARDEN	Hope Zucker	529-1346
	Keri Will-Del Tufo	
DEL VETS	Jennifer McKelvy	598-0827
	Burnie Waski	
FAIRBLUE	Linda Ross	475-8133
	Christie Burns	
LANE	Jamie Davis	652-9526
	Kelly Offott	
	Amy Caponi	
TIMBERLANE	Chris Ciecko	764-9988
	Sherri Bennett	
TATNALL	Rich Morgan	530-3544
 <u>BLUE DIVISION:</u>		
ASHBOURNE	George Dramis	475-9819
	Anthony Skwirut	
	Rich Lynch	
DARLEY	Jen Cipolla	475-9808
HIGH POINT	Jennifer Quinlilana	484-842-1892
	Marylou Galantino	
JCC	Tom Kennedy	478-5660
	Lisa Allred	
	Debbie Kling	
RIVER ROAD	Sue Beeson	764-6454
	Terilyn Henry	
WINDYBUSH	Donna Chakar	475-9853
	Christine Imburgia	



## **1d. NBSL Representative Roles and Responsibilities**

The North Brandywine Swim League (NBSL) is a summer swim league dedicated to providing a wholesome and fun environment for our swimmers and families of the Brandywine Hundred area. Sportsmanship and friendly competition are the cornerstones of the NBSL Philosophy. As NBSL representatives, our role is to support and follow these principles to best of our abilities.

Additional responsibilities include:

1. Attending NBSL meetings regularly on behalf of your home pool and communicating information, as relevant, back to your respective pool officers.
2. A representative from each pool is required to attend all NBSL meetings. A letter of warning will be sent to the President of the Board of the offending pool after the second meeting at which a pool fails to have representation. The league fee will double for the offending pool after the third meeting in any one season (September-August) at which a pool fails to have representation.
3. Fulfillment of your NBSL yearly assigned job responsibility (i.e. Publicity, Trophies, etc.) to best of your ability.
4. Dual meet organization. The NBSL representative has a responsibility to ensure all pieces are in place for a smoothly run meet. Additionally, be able to interpret the rules and regulations of the NBSL to the best of your ability. If a dispute arises during a dual meet, resolve the issue to the best of your ability with the meet Referee and the other team representative, and keep the meet moving. Also, the home team's NBSL representative has the responsibility to submit the results to the paper.
5. The Meet Referee with the NBSL representatives, not the coaches, have the responsibility of deciding if a dual meet should be canceled due to inclement weather.
6. NBSL Classic and Invitational meets organization. To the extent assistance is needed for one of the Championship meets, the expectation is that you contribute in whatever capacity you can assist and that you make every effort to attend both Classic and the Invitational meets to help the league out.
7. Communication and support to your team parent and helpers to ensure smooth functioning of your swim team within the NBSL.
8. Communication and support to your team swim coaches throughout the season to ensure a successful season (rule interpretations, meet manager support, etc.).
9. Support the NBSL Code of Conduct.

## 1e. Pool Depth / Number of Lanes / Unofficial Lanes / Diving Rules

Pool	Depth 1	Start method	Depth 2	8 and 10 Relay Start	Lanes	Yds or Meters	Unofficial Lanes
Arden	5ft	Blocks	3ft	Start in Water	5	25 Yard	Lane 5
Ashbourne	L1-2 < 4ft, L3-6 > 4ft	Blocks, L 3 - 6 In water, Lns 1 - 2	39"	Start in Water	6	25 Meter	Lanes 1 & 2
Crestview	7ft	Blocks	3ft	Start in Water	5	25 Yard	Lane 5
Darley	10ft	Blocks	3ft	Start in Water	5	25 Yard	Lane 5
Del Vets	9ft	Blocks	3.5ft	Start in Water	5	25 Yard	Lane 5
Elks	5ft	Blocks	3.5ft	Start in Water	6	25 Meter	Lanes 1 & 6
Fair Blue	5ft	Blocks	3.5ft	Start in Water	6	25 Yard	Lanes 1 & 6
Graylyn Crest	5ft	Blocks	3.5ft	Start in Water	5	25 Meter	Lane 1
Green Acres	9ft	Blocks	4ft	Start in Water	6	25 Meter	Lanes 1 & 6
High Point	5ft	Blocks	3ft	Start in Water	5	25 Yard	Lane 5
JCC	6ft	Blocks	4ft	Start in Water	6	25 Meter	Lanes 1 & 6
Lane	L1 < 4ft, L2-6 4ft 4in	Blocks, Lanes 2 - 6	L1 < 4ft, L2-6 4ft 4in	Start in Water	6	25 Meter	Lanes 1 & 6
River Road	5ft	Blocks	3.5ft	Start in Water	6	25 Meter	Lanes 1 & 6
Shellcrest	3.5ft	Start in Water	3.5ft	Start in Water	5	25 Yard	Lane 5
Silverside	5ft	Blocks	3.5ft	Start in Water	6	25 Meter	Lanes 1 & 6
Tatnall	10ft	Blocks	3.5ft	Start in Water	4	25 Yard	none
TimberLane	6ft	Blocks	3.5ft	Start in Water	4	20 Yard	none
Windybush	5ft	Blocks	3.5ft	Start in Water	5	25 Yard	Lane 5

### Diving Rules

NBSL follows USS Swimming rules and regulations, unless specifically noted in the NBSL rules. Current USS rules allow diving only into water that is 4 feet or deeper. Water depth is measured from 1-5 meters from the edge of the pool.

If the pool depth is less than 4 feet - swimmers must start in the water, no diving

If the pool depth is 4 feet or deeper - swimmers may start from blocks no higher than 29.5 inches above the surface of the water

**EXCEPTION:** Warm-ups – The depth of designated diving or sprint lanes must be 5 feet or deeper.

Each swim club is ultimately responsible for setting the water depth requirements for their particular pool. Visiting clubs are to abide by the requirements set by the home pool.

## **1f. Code of Conduct**

The purpose of the North Brandywine Swim League Code of Conduct is to establish standards of conduct that our swimmers, officials and parents are expected to uphold while participating in sanctioned swim meets of the NBSL. It is the goal of the NBSL that these standards of conduct be incorporated into the daily management of the teams within the league. Any individual with a complaint should be directed to the NBSL representative or designee who will take the complaint to the meet referee if warranted.

1. All participating teams will abide by this code of conduct.
2. Team members, parents, coaches, NBSL representatives, and officials should be respectful of one another. Anyone acting disrespectfully will be asked to change or stop that behavior. If an individual fails to comply, they will be asked to leave the pool area for the remainder of the practice or the meet.
3. No team personnel, competitor or spectator shall act in un-sportsmanlike manner. This includes, but is not limited to, the following:
  - Making insulting or derogatory remarks, gestures or acts, including taunting.
  - Trying to influence or showing disgust with the officials' decisions.
  - Using obscene language.
  - Vandalizing property.
  - **Physical Abuse, defined as any unwanted physical contact including but not limited to, shoving or striking a person before, during, or after a meet.**
4. The use of tobacco products, alcoholic beverages, or drugs other than those prescribed by a physician, are not permitted within the pool deck area prior to, during, or after the meets.
5. No individual shall direct the modification of disqualification cards following the final approval by the Meet Referee.
6. No individual shall modify the ribbons or medals awarded to swimmers at NBSL Classic or Invitational Meets.
7. Each team shall maintain orderly conduct at all times, including after-meet celebrations.
8. No team personnel/competitor shall enter the water without the referee's approval.
9. The reporting of a violation to these codes of conduct will be through the team's NBSL representative or designee, to the meet referee, **and written documentation will be presented to the NBSL Executive Committee within 24 hours.**
10. If an individual swimmer, coach, NBSL representative or designee, or team has repeated offenses, the NBSL officers will be consulted for further actions, to include barring the offender from further participation in the league activities.
11. Anyone who acts in a manner that would interfere with the operation of the North Brandywine Swim League will be subject to a penalty which may include barring

participation from future dual meets and /or championship competition, suspension from practice, or dismissal from the team

12. The consumption or purchase of alcohol, smoking or chewing tobacco, or use of any other illegal drug or banned substance of any kind will not be allowed on the pool deck. In addition, any team member found or suspected to be in the presence of others (regardless of team affiliation) partaking in any of the above activities will be subject to the same punishments and probable expulsion. Cursing, and disorderly conduct are prohibited on the deck at all NBSL swim meets. Persons violating these rules may be banned from all NBSL events at the discretion of the NBSL board. Infractions must be reported to the NBSL board within 24 hours after the completion of the meet

## **1g. Enforcement of The Code of Conduct Rules**

**At the direction of an NBSL Representative or designee, or at the discretion of the meet referee and/or the designated lead official, any violation of this code of conduct shall be communicated to NBSL reps of all attending teams and will result in any one or all of the following penalties:**

1. A warning **will** be issued to the offending party. After receiving one warning, if the behavior continues, the individual(s) involved **will be required** to leave the premises.
2. The swimmer **will** be scratched from the meet and **required** to leave the pool deck.
3. The parent or spectator will be **required** to leave the meet.
4. The coach will be **required** to leave the meet.
5. The meet will be suspended and not resumed until there is compliance with the instructions of the lead official **or NBSL Representative.**

### **Penalties for Infractions**

1. Physical abuse: Immediate ejection and suspension from all NBSL sanctioned events. Reinstatement application is subject to NBSL Board approval.
2. All other violations which result in an ejection from an NBSL sanctioned event will also incur a minimum suspension from the next NBSL meet. This suspension can carry over to the following calendar year. A second violation which results in an ejection from an NBSL sanctioned event will result in suspension. Reinstatement is subject to NBSL Board approval.
3. Multiple warnings directed at an individual will result in disciplinary action at the discretion of the NBSL Board.
4. Code of Ethics violations will be enforced. Multiple infractions by an individual or team could lead to serious penalties including dismissal from all League sanctioned events.
5. Cheating: If a team is caught cheating, then they will forfeit all points accumulated for that meet. If the incident occurs during the Classic or Invitational meets, then that team will receive zero points for the two meets and the team leadership will then be held up for Code of Ethics violations.

## **1 h. NBSL Classic and Invitational Awards**

### **Sportsmanship:**

Sportsmanship was a key topic addressed by the NBSL leading up to the 2006 season. Sportsmanship has always been a guiding principal of the NBSL, and amongst our swimmers this is clearly important, but sportsmanship also extends to each swim club and the coaches, volunteers, family and friends that support our teams. Summer swimming is a proud tradition in the North Brandywine area and we each play an important role in keeping this tradition great. To help support these principles, our league developed a Sportsmanship Award. Annually, team representatives from each division are allowed a single vote (excluding their team) and a team trophy is awarded to the division winners during the NBSL Invitational Meet. We hope you will take the time during the season to always teach and exhibit good sportsmanship. We urge you to cast your vote for the team that best demonstrates competitive swimming through friendly competition.

Please submit your votes to the NBSL President one week before the NBSL Invitational meet so that we can have the award ready to present at that meet.

### **Individual and Relay Awards:**

Awards are given to the top ten individual finishers in any given event.

- Places 1-3 all receive large Gold, Silver and Bronze medals.
- Places 4-6 all receive smaller bronzed medals.
- Places 7-10 all receive respective place ribbons.

The winner of each heat receives a heat winner ribbon with the exception that the heat winner places in the top ten; The heat winner ribbon would then go to the next fastest time that did not place. Participation ribbons are given to all 6 and Under event entries.

Relays: 1-3 all receive bronzed medals, 4-10 all receive respective place ribbons.

### **Team Trophies:**

The winner of each division, Red, White and Blue: receives a division winner trophy.

The 1-3<sup>rd</sup> place finish teams in Championships receive trophies.

All swim teams are requested to cast a vote for the team that they feel is the most deserving of the Sportsmanship Award. Each division has one winner who receives a trophy.

### **Specialty Awards:**

The Susie Soltis Trophy is awarded to the 6 And Under Girls Backstroke winner.

The Chris Starkey Trophy is awarded to the 12 and Under Boys Freestyle Winner

The Stella Williams Trophy is awarded to the 12 and under Girls Breast stroke winner.

The Bruce E Smith trophy is awarded to the 18 and under Girls Backstroke winner.

The Savannah Strong Trophy is awarded at the first Championship meet to the Girls 10 and Under Butterfly winner.

The 10 and under Medley Relay Trophy is awarded to the Boys and Girls winning team for that age group.

## **1i. NBSL Swimmer Eligibility**

1. Swimmers on NBSL Teams must be members of their swim club on the same basis as non-swim team members. All swimmers must be active dues paying members of an NBSL League Pool. "Swim team only" memberships are not permitted, nor are memberships limited to the swim team season. An exception will be given to only those NBSL League Pools with summer camps existing before January 1, 2010 and are grandfathered by the NBSL.
2. For NBSL competitions, employees of a pool are not eligible to swim for that team unless they were a bona fide member of the pool during the previous season. An employee of one pool may swim for another pool provided they meet all eligibility requirements. (Example: Emily is a lifeguard at pool B and her family holds membership at pool A; Emily may swim for pool A. Emily may not swim for pool B)
3. Babysitters, houseguests and nannies are not eligible to swim for the NBSL.
4. The age group of a swimmer for the entire season is determined by his or her age as of June 1. Swimmers with birthdates on June 1 will be assumed to have reached the higher age.
5. A swimmer is eligible to compete so long as their age is less than 19 as of June 1 of the current year – i.e., a swimmer's age must be 18 or under on June 1.
6. A swimmer must swim for **only one** Summer Recreational Swim League from May 1 – August 31 of the current season – e.g., may not swim for both Suburban and NBSL. Participation on a USA Swimming or YMCA short or long course competitive swim team shall not be considered a violation of this rule.
7. A swimmer is required to swim in **at least two** NBSL dual meets during the current season in order to participate in the NBSL Classic or Invitational meets. Exceptions to this rule must be approved by the NBSL.
8. A swimmer must swim for only one NBSL League Pool during the current swim season. A family may be represented on only one swim team during the season. Exceptions to this rule must be approved by the NBSL.
9. A swimmer who participates in any NBSL sanctioned event must have a parent's or guardian's signature on the 2014 Eligibility Agreement form prior to participating in an NBSL event or have a current Eligibility agreement on file with the NBSL.

**If you have a swimmer who is ineligible under these rules that you feel needs a special dispensation, please bring a formal request to the NBSL board, via the President, and it will be reviewed on a case-by-case basis.**

## **Eligibility Forms:**

All teams must have swimmer eligibility forms submitted to the President of the NBSL Board prior to the first meet of the season. If a team has not turned in a majority of their forms prior to a meet, that team will have 25 points deducted from their final score in that meet. Copies of ALL forms must be at the Scorer's Table on the day of the meet, and any additional forms need to be submitted to the NBSL President within 3 days. A swimmer without a form will be considered ineligible.

If an individual swimmer's eligibility or age group is questioned/challenged, the NBSL representative from the challenging pool will notify both the NBSL representative from the pool with the swimmer in question, and the NBSL board asking for documentation supporting that swimmer's eligibility and/or age. The documentation must be provided within 7 days. If the documentation is not provided, or is not satisfactory to the board, the swimmer in question will be disqualified from all events in which they participated, including relays, and the meet will be rescored. In addition, 25 points will be deducted from the offending team's final score.

## **1j. How to Resolve Issues**

Any issues that need to be resolved will be brought to the attention of the NBSL Executive Committee (President, Vice President, Secretary, Treasurer, At Large). It is their responsibility to interpret the rulebook as it applies to each situation and to use their best judgement in areas where the rules are not 100% clear.

To contact the Executive Committee, please email the NBSL President and he/she will pass the information on to the committee. After the committee has reached it's decision they will report back to you.

### Issues that arise before swim meets: (i.e. Eligibility)

- Any issues that arise before the meet season begins should be brought to the attention of the Executive Committee by that pool's NBSL representative. These 5 people will vote on the issue and get back to the rep in a timely manner.

### Issues that arise at or during a meet:

- Any issues that arise during an NBSL meet should be brought first to the attention of the Meet Referee. If there is not agreement with actions that the Meet Referee takes, the issue can be brought to the Executive Committee.
- The NBSL Representative of the pool should bring the issue to the attention of the other pool's NBSL representative and then should send an email to the NBSL Board.
- If the Meet Referee and NBSL Representatives from both pools are unable to resolve and issue before or during a swim meet in a reasonable amount of time (around 10 minutes), the meet director is to complete the Resolution Form in it's entirety and have both Reps sign it. The Meet Referee is responsible for submitting the form to the NBSL within 24 hours.  
(see Resolution Form) After reviewing the form and talking to both parties the NBSL Board will review the issue and pass judgement with impact to the score if necessary.

*The purpose of this document is to say "ok, we disagree, let's document the impasse, sign it, and keep the meet moving."*

- Please try to resolve issues at the meet and try not to call officers during the meet. They are very active in their own meets.

### Issues that remain at the end of the season:

- Issues that are still a problem at the end of the year should be discussed at the final NBSL meeting of the season. Committees are formed at this time of the year to look into changes and ways to make things better for the following NBSL season.



## **1k. 2014 NBSL Classic and Invitational Individual Club Responsibilities**

Job/duty by size-large, medium or small job

<b># of Jobs</b>	<b>Job/Duty</b>	<b>Job Size Ranking (L,M,S)</b>
1	Printing Activity	M
2	President	L
3	Bullpen-Classic	L
4	Bullpen-Sat Invitational	L
5	Volunteer Organization-Classic	L
6	T-Shirt Design, Ordering & Sales	M
7	Awards and Trophies	M
8	Ribbon Writing: Classic	M
9	Ribbon Writing-Fri Night Invitational	M
10	Ribbon Writing-Sat Invitational	M
11	Bullpen-Fri Night Invitational	M
12	Volunteer Organization-Fri Night Invitational	M
13	Volunteer Organization-Sat Invitational	M
14	Positive Swimmer Check In-Classic	M
15	Publicity/Ads	S
16	Head Timer Organization for Classic and Invitational	S
17	Manage Website	S
18-21	Vice President, Treasurer, Secretary, Member at Large	S

Size of the club-large, medium, small and is based on 2011# of entries as well as overall team size

<b>Club Name</b>	<b>Club Size Ranking (L,M,S)</b>	<b>Club Name</b>	<b>Club Size Ranking (L,M,S)</b>
Arden	S	Highpoint	S
Ashbourne	S	JCC	S
Crestview	L	Lane	M
Darley	S	River Road	S
Delvets	M	Shellcrest	M
Elks	L	Silverside	L
Fairblue	M	Tatnall	S
Graylyn	M	Timberlane	L
Green Acres	L	Windybush	S

Assigned 2014 job/duty, which was assigned based on matching  
Club Size Ranking with Job Duty Size Ranking

Club Size Ranking (L,M,S)		Club Name	Job/Duty	Job Size Ranking (L, M,S)
M	1	JCC	Publicity/Ads	S
M	2	Elks	President	L
L	3	Graylyn Crest	Manage Website	S
M	4	Lane/ Fairblue	Positive Swimmer Check In- Classic	M
S/L	5	Darley/Green Acres	Volunteer Organization-Fri Night Invitational	M
L	6	Tatnall	Vice President	S
S	7	Shellcrest	Ribbon Writing-Classic	S
L	8	JCC	T-Shirt Design, Ordering, Sales	M
M	9	Graylyn Crest	Volunteer Organization-Classic	L
S	10	Ashbourne	Awards and Trophies	M
S/S	11	Arden/High Point	Bull Pen-Fri Night Invitational	M
L	12	Crestview	Secretary/Printing Activity	M
M	13	River Road	Ribbon Writing-Fri Night Invitational	S
M	14	Graylyn Crest	Treasurer	S
S	15	Ashbourne	Member at Large	S
L	16	Silverside	Bullpen-Sat Invitational	L
S/L	17	Tatnall/Green Acres/Del Vets	Bullpen-Classic	L
L	18	Timberlane	Head Timer Organization for Classic, Fri Night Invitational& Sat Invitational	S
L	19	Timberlane	Volunteer Organization-Sat Invitational	M
S	20	Windybush	Ribbon Writing-Sat Invitational	S

**In Addition** to the above, each Club must provide individual volunteer positions as outlined on the Volunteer Sign-Up Sheet

## 2a. NBSL Order of Events

101	6 & U Boys 25 Freestyle	27	10 & U Boys 25 Breaststroke
102	6 & U Girls 25 Freestyle	28	10 & U Girls 25 Breaststroke
1	10 & U Boys 100 Medley Relay	29	12 & U Boys 50 Breaststroke
2	10 & U Girls 100 Medley Relay	30	12 & U Girls 50 Breaststroke
3	12 & U Boys 200 Medley Relay	31	14 & U Boys 50 Breaststroke
4	12 & U Girls 200 Medley Relay	32	14 & U Girls 50 Breaststroke
5	14 & U Boys 200 Medley Relay	33	18 & U Boys 50 Breaststroke
6	14 & U Girls 200 Medley Relay	34	18 & U Girls 50 Breaststroke
7	18 & U Boys 200 Medley Relay	35	8 & U Boys 25 Backstroke
8	18 & U Girls 200 Medley Relay	36	8 & U Girls 25 Backstroke
201	6 & U Boys 25 Breaststroke	37	10 & U Boys 25 Backstroke
202	6 & U Girls 25 Breaststroke	38	10 & U Girls 25 Backstroke
9	12 & U Boys 100 Individual Medley	39	12 & U Boys 50 Backstroke
10	12 & U Girls 100 Individual Medley	40	12 & U Girls 50 Backstroke
11	14 & U Boys 100 Individual Medley	41	14 & U Boys 50 Backstroke
12	14 & U Girls 100 Individual Medley	42	14 & U Girls 50 Backstroke
13	18 & U Boys 100 Individual Medley	43	18 & U Boys 50 Backstroke
14	18 & U Girls 100 Individual Medley	44	18 & U Girls 50 Backstroke
301	6 & U Boys 25 Backstroke	45	8 & U Boys 25 Butterfly
302	6 & U Girls 25 Backstroke	46	8 & U Girls 25 Butterfly
15	8 & U Boys 25 Freestyle	47	10 & U Boys 25 Butterfly
16	8 & U Girls 25 Freestyle	48	10 & U Girls 25 Butterfly
17	10 & U Boys 25 Freestyle	49	12 & U Boys 50 Butterfly
18	10 & U Girls 25 Freestyle	50	12 & U Girls 50 Butterfly
19	12 & U Boys 50 Freestyle	51	14 & U Boys 50 Butterfly
20	12 & U Girls 50 Freestyle	52	14 & U Girls 50 Butterfly
21	14 & U Boys 100 Freestyle	53	18 & U Boys 50 Butterfly
22	14 & U Girls 100 Freestyle	54	18 & U Girls 50 Butterfly
23	18 & U Boys 100 Freestyle	55	8 & U Boys 100 Freestyle Relay
24	18 & U Girls 100 Freestyle	56	8 & U Girls 100 Freestyle Relay
401	6 & U Boys 25 Butterfly	57	10 & U Boys 100 Freestyle Relay
402	6 & U Girls 25 Butterfly	58	10 & U Girls 100 Freestyle Relay
25	8 & U Boys 25 Breaststroke	59	12 & U Boys 200 Freestyle Relay
26	8 & U Girls 25 Breaststroke	60	12 & U Girls 200 Freestyle Relay
		61	14 & U Boys 200 Freestyle Relay
		62	14 & U Girls 200 Freestyle Relay
		63	18 & U Boys 200 Freestyle Relay
		64	18 & U Girls 200 Freestyle Relay

## **2b. NBSL Rules**

- I. Dual Meet Procedure
- II Duties of Officials
- III. Rules for Swimming the Strokes (USS)
- IV. League Rules
- V. Eligibility to Swim in NBSL Competition

### **I. Dual Meet Procedures**

#### **A. Equipment Needed for Dual Meets**

1. Electronic Starter or Starter's gun and whistle
2. Minimum of six (6) stop watches for five (5) lane pools, seven (7) for six (6) lane pools provided from each pool.
3. Lineup sheets, event sheets, place judge pads, DQ cards
4. USS Handbook for Swimming Rules and Reference – (Most recent unless otherwise stated in the NBSL Rules.)
5. At least four lane dividers so that the pool can be divided into five equal lanes
6. Backstroke flags as per USS Handbook
7. Starting blocks are recommended
8. NBSL League Rules for the Current Year

#### **B. Minimum Number of Officials Needed for Dual Meets**

1. One (1) Referee (can hold other meet position)
2. One (1) Starter
3. Two (2) Stroke and Turn Judges (one from each team)
4. One (1) Head Timer
5. Two (2) Place Judges (one from each team)
6. Timers - two (2) per lane (one from each team)
7. One (1) Announcer
8. Minimum of Two (2) Scorer (one from each team)
9. One (1) Runner
10. Minimum of Two Ribbon Writers (one from each club)

#### **C. Steps in Running a Dual Meet**

1. Lineups:
  - a. Coaches must submit their completed lineups to the scorers by 5PM with one copy being marked ORIGINAL by the scorer. Changes cannot be made after 5:45 PM.
  - b. Each team must submit 2 copies of the lineup to the scorer's table which will be combined into one complete official copy per team (includes all information from both teams). These can be in pencil or pen.
  - c. Each team will maintain their own official copies which must agree with each other.
  - d. The official lineup overrides all other documents including event sheets (which are not official documents.)

## 2. Alternates:

- a. In an individual event you are allowed ONE alternate per event and the alternate can replace either official swimmer.
  - b. In a relay you can have one alternate per relay team. If there are two relay teams you can assign one alternate who can substitute for either relay OR have 2 alternates, each assigned to substitute for a specific relay.
  - c. What cannot be done: You cannot move swimmers between official relays, cannot substitute both alternates in one relay and if you are in an official relay you cannot be an alternate.
  - d. All alternates must be identified on the official lineup: you do not have to have an alternate for every event.
  - e. Coach must notify the scorer of the intent to use an alternate two events prior to the start of the event.
  - f. Listing an alternate on the official lineup counts as one of the official entries permitted per person (including relays).
3. Rosters: A roster of all eligible swimmers must be present at each dual meet. The roster must include swimmer name, swimmer gender and age as of June 1<sup>st</sup>. The roster must be kept by a team representative (i.e. coach, NBSL rep, team parent) and must be presented to the scoring table by 5:45pm on the day of the dual meet. If a roster cannot be made available at the dual meet, the team may be penalized 7 points. If the roster contains fraudulent information, the team will automatically forfeit the meet and may be imposed additional penalties for the remainder of the year.
  4. Event Sheets: Names are copied onto event sheets, Event Sheets are given to the announcer, who announces the swimmers, then turns the card over to the runner who delivers it to the head timer.
  5. The Starter gives the swimmers instructions and then the starting signal.
  6. Timers start their watches from the flash or smoke of the Starter's gun. Timers stop their watches upon swimmer finishing race and determine the official time by averaging both watches and rounding up to the nearest hundredth/sec.
  7. At the finish of the race, the Head Timer records the times obtained from the Lane Timers on the Event Sheet.
  8. The Runner then returns the Event Sheet and the Place Judge slips to the Scorer's table.

**Note:** To save time, the Announcer should announce the next event while the swimmers in the current event are swimming their last lap.

### **D. Friendly or Practice Meet**

1. Each pool may be assigned a meet against another pool in their division or another division as a friendly or practice meet.
2. The friendly or practice meet will not count in the end of the year NBSL standings.
3. Times and records attained at the NBSL sanctioned practice meet can be counted towards NBSL Classic and Invitational and as pool and team records.
4. Team scores will not be announced during, or at the end of the friendly meet unless agreed upon by both pool's NBSL Representatives.
5. The score of the Friendly Meet should NOT be reported to the News Journal.
6. Each pool should follow the rules in their division regarding number of official swims.

## **II. Duties of Officials**

Coaches, Assistant Coaches, Swimmers, etc., of either competing team shall not be eligible for official duties.

**A. Meet Director/Referee.** Shall be supplied by the home pool. The Referee is in charge of the entire meet, over the coaches, officials, spectators and swimmers. In the case of no assigned Referee, the home team NBSL Representative or designee shall be the Referee. The meet Referee must be announced over the loudspeaker before the meet begins.

1. Insure pool is setup properly. Starting blocks, lane lines, flags, etc.
2. Determine (and inform) how dual confirmation of relay takeoffs will be determined.
3. Arrange for qualified officials and assign all officials to their proper positions.
4. Settle all disputes. The Referee has the discretion to rule on all decisions especially when stroke and turn judges disagree.
5. Decide on postponements due to any/all circumstances including weather. Upon deciding on canceling or postponing a meet the Referee will determine the time and place to resume the meet. Postponed meets will be resumed at the point where the meet was stopped. The original lineup will be strictly adhered to with no changes to the original sheet. Only those listed on the original may swim. This applies to alternates as well. Postponed meets should be resumed the next day when possible. If mutually agreed upon by both club's NBSL representatives and approved by the referee, meets may be rescheduled for a later date. The referee will make the final decision and inform teams, parents, officials, etc over the public address system of the date and time of the rescheduled meet prior to leaving the pool. Both pool NBSL Representatives should keep the official copies of the lineups during the postponement. Please try to wait at least one hour to try to get the meet in before canceling.
6. Ensure lifeguard is in place on lifeguard stand during warm-ups and available during meets. However, it is also recommended that a lifeguard remain on the stand during the dual meet.
7. Discipline - The referee representing the home pool shall be responsible for the maintenance of proper behavior at all times during the meet. The referee has the authority to:
  - a. Challenge a swimmers eligibility
  - b. Challenge the eligibility of officials
  - c. Overrule any decisions by other officials
  - d. Stop the meet to clear pool deck, scores table, etc,
  - e. Determine unsportsmanlike conduct by any person on the pool grounds and to take appropriate action to insure NBSL code of conduct rules are strictly followed!

**B. Starter**

1. The starter shall have full control of the swimmers from the time they step up on the blocks until they hit the water.
2. Notify swimmers of distance and type of event.
3. Call the swimmers to the blocks. Using the command "take your mark" and discharging a starting mechanism begin the race.
4. Starter shall determine false starts and shall disqualify swimmer after the second false start.
5. False starts – swimmers will be recalled.

6. Dual confirmation of false starts is not required. The starter will determine if there is a false start.

**C. Head Timer**

1. Assign and instruct timers
2. Start his watch in case one of lane timers fails to start theirs.
3. Write down official times on time sheet for each lane.

**D. Place Judges**

1. Position them on the side of the pool at the finish end to adequately see the finish.
2. For Relays, the place judges will determine if a swimmer leaves before the incoming swimmer touches the end of the pool only for the third swimmer in the 8 and 10 and under relays. Both place judges must agree with this infraction to disqualify a relay team. This infraction must be documented by each place judge on a relay take-off form and should be communicated to the Starter and a stroke and turn official immediately after the end of the race. The form is handed to the runner to be taken to the scorer table.
3. Record race result on place sheet and give to runner/head timer.
4. All heats must be place judged.

**E. Stroke and Turn Judges**

1. Shall have jurisdiction of all swimmers immediately after the starting signal.
2. Signal all disqualifications by raising hand and recording infractions on the proper DQ form and handing it off to the runner/Head Timer. The stroke and turn judge is responsible for making sure the DQ form is handed to the scorers as close to the end of the race as possible.
3. Stroke judges shall determine the legality of each swimmers stroke, turn and finish as per most recent USS Swim Rule Book and NBSL modifications.
4. Inform the coach (and/or swimmer when possible) of the nature of each infraction.
5. Stroke and Turn judges must have a clear view of the entire pool, and walk the length of the pool to stay in proper position.
6. Stroke and turn judges will judge relay takeoffs of all swimmers except for the first one who will be judged by the starter. In addition, in 8 and 10 and under relays the stroke and turn judges will only judge the take-off of the 2<sup>nd</sup> and 4<sup>th</sup> swimmers. Departing swimmers must remain in contact with the starting platform until the incoming swimmer touches the finish end of the wall. They must disqualify any relay if a swimmer leaves early. Early takeoffs must be dual confirmed in order for the infraction to disqualify the relay team (both judges must agree) Record which lane has the infraction and which swimmer on the relay take-off form at the time of the infraction. After the race is finished, consult the other place judge to see if they agree. If they agree signal the disqualification by raising a hand. If both judges do not agree, there will be no recorded infraction. The stroke and turn official will then complete a DQ form and hand it to the runner with the relay take-off forms.
7. Stroke and Turn Judges should wear white shirts as to be more easily identified by each team.
8. If there are other officials in training these officials may not make a separate call, nor may the two officials watch separate lanes, they must act as one official.

#### **F. Timer**

1. 2 timers for each lane, one from each club.
2. Timers should stand at the finish end of the assigned lane to best see the finish.
3. Timers should start their watch at the starters signal. Advise head timer if watch malfunctions.
4. Swimmers complete their race when any part of their body contacts the end wall.
5. After determining the official time, by averaging the 2 watches and rounding up to the nearest hundredth, it is given to the Head Timer to record on time card. This applies to all heats, official and unofficial.
6. Watches should be cleared when the starter calls the next heat to the blocks.
7. A parent should step away or switch lanes (i.e. move from lane 4 to lane 5) when their child is swimming. Parent should not time their child.

#### **G. Announcer**

1. Before the start of each event, the announcer shall announce the event, lane, and name of swimmer and club affiliation of each competitor.
2. At appropriate intervals, he shall announce the running score. He may make any other announcements as requested by the Meet Director or the Pool Management.

#### **H. Scorers**

1. The Scorers (one from each pool) shall:
  - a. Keep the meet moving by having Event Sheets prepared in advance.
  - b. Record the order of finish. Record finish time for all swimmers and place for each official swimmer in each heat.
  - c. **If Place judges disagree times must be used to determine the places. Only the places where the place judges disagreed will be changed. For example, if the place judges disagree on 1<sup>st</sup> and 2<sup>nd</sup> place, but agree on 3<sup>rd</sup> and 4<sup>th</sup> place, times are used to determine the winner of 1<sup>st</sup> and 2<sup>nd</sup> place only. The 3<sup>rd</sup> and 4<sup>th</sup> place swimmers stay as designated by the place judge. A faster time by swimmer 3 does not change their order of finish.**
  - d. Record point scores after each event in a cumulative order so that the final score will be immediately available at the end of the meet. Individual events score 5 points for first, 3 for second and 1 for third. Relays score 5 for first and 2 for second. One team may take the points for both first and second place in both individual and relay events. If a team has three swimmers (or relay teams) in a race they may only take points for first and second place, since there are only 2 official entries per team per event.
  - e. **In the event of a tie for a specific event, the points must be split. Add up the total points for both places and split them between the two teams or individuals. For example, if 2 swimmers tie for first place, add the points for 1<sup>st</sup> place and the points for 2<sup>nd</sup> place together and divide by 2. This is the points given to each swimmer or relay. The next swimmer would be given 3<sup>rd</sup> place. The total amount of points awarded in an individual event cannot exceed 9 and relays cannot exceed 7.**
  - f. Place judges and officials will be generating relay takeoff sheets. These sheets must be compared and dual confirmed early takeoffs will be recorded as a disqualification of that relay team.



- g. Record all disqualifications. Scorers are not to reject or throw out any disqualifications without approval of the Referee.
- h. Record Pool and Team records.
- i. Give finished event sheets to Ribbon Writers.
- j. The **Home Team** shall be responsible for delivering the Meet Summaries to the News Journal. Please provide first initial and last name on all entries. Meet Results should also be emailed to the NBSL to be published on the website within 3 days of the completed meet.
- k. Team scores may be announced at each stroke change, or at the bottom of the official lineup page, as agreed upon by the two pool's NBSL Representatives. In the case of one team winning by a large margin, the actual score does not need to be read, simply which team won.
- l. Team scores will not be announced during, or at the end of the friendly meet unless agreed upon by both pool's NBSL Representatives.
- m. The only people who are allowed to approach the scorer's table are the NBSL Representatives, coaches, and officials.

### III. Rules for Swimming the Strokes (USS)

Please refer to latest [USS Handbook for Swimming](#), available @ [USA-Swimming.org](#).

### IV. League Rules

1. USS rules apply to all situations not specifically addressed by the NBSL.
2. No altering order of events.
3. Ages are as of June 1. If birthday is June 1, you move up.
4. Swimmer may enter in 2 official individual events and 1 official freestyle relay and 1 official medley relay. In the Blue division 3 individual events are permitted. Opposing coach may elect the event to disqualify violator(s). Swimmers are allowed as many unofficial events as the meet allows.
5. Two official entries per event are permitted including relays.
6. Unofficial heats may be conducted at the discretion of the referee.
7. A swimmer may not swim the same event in two different age groups.
8. The first heat is always the official heat.
9. Teams will alternate lanes. The home team gets odd numbered lanes, visiting team even lanes. Before the start of the meet the referee determines the unofficial lane(s).
10. Entries that have been submitted (by 5:45 pm) must include the first initial and last name. (In cases where more than one swimmer has the same initial the full name is required). Entries must be completed in duplicate on NBSL forms with one set marked by the scorer as ORIGINAL. No changes are permitted after entries have been turned in. Coaches may list one alternate per event that counts against the legal number of official entries permitted per person. The coach must inform the scorer 2 events prior to the start of that event if an alternate will be used, after which no changes are permitted. Relay entries are subject to the same rules as individual events. Failure to comply with any of these rules will result in a disqualification of that entry.
11. Entry sheets not turned by 5:45 pm should result in a 7-point penalty.
12. Every NBSL swim meet must be held unless approved by the President.
13. In the event of a cancellation or postponement only swimmers listed on the ORIGINAL sheet are allowed to swim. This includes alternates.
14. Supplemental rules governing 6 and under: **(In Dual Meets Only)**

- a. In **breaststroke** and **butterfly**, swimmers who do not touch with simultaneous two hand touches should not be disqualified. However the finish of the race should not be determined for that swimmer until the second hand touches the wall.
  - b. In the **butterfly** an effort to recover both arms over the water should be in evidence.
  - c. Judges should still inform swimmers and coaches of the “infraction”.
  - d. In backstroke, catching of heads is permitted. No swimmer may be helped, by any other person, to gain an unfair advantage.
15. The home team shall provide adequate ribbons for all individual swimmers in every heat, every individual event (except 15 and overs). Ribbons designating first, second, third, fourth place are given to the winners of those places and participant or placement ribbons may be given to all others places. First and second place ribbons are required for relays (except 15 and overs). The ribbons should be completed at the meet.
16. The referee should settle all disputes. The NBSL may convene to the Exec Rules Committee to arbitrate disputes. Disputes should be submitted in writing.
17. **For 2 way ties, head to head competition will be the tie breaking mechanism to determine which team moves up/down. When ties involve more than 2 teams, scored points will be the mechanism to break the tie. To break the tie, add up the points the team scored at all 5 official meets. The team with the most points is the winner.**
18. The throwing of any person into the pool is prohibited and will result in disqualification of individuals or teams that violate this safety rule.
19. Smoking, alcoholic beverages, cursing, and disorderly conduct are prohibited on the deck at all NBSL Swim meets. Persons violating these rules may be banned from all NBSL events at the discretion of the NBSL Board. Infractions must be reported to the NBSL board within 24 hours after the completion of the meet.
20. Under the NBSL courtesy policy members of a club hosting an NBSL event are permitted to use the visiting pool during the event. It is the responsibility of the NBSL representative to make their club, board and all employees aware of this policy.
21. The starting/diving policies of each club will be presented at the coaches meeting every year. The NBSL looks to the rules and regulations as provided by USS Swimming, which requires a minimum diving depth of 4 feet, but each club determines their policy based on their individual pool circumstances. Please refer the NBSL pool depth addendum, which provides the specific policy for each club.
22. The home team will have the first warm-up. The away team will have the 2<sup>nd</sup> warm-up (before a dual meet).
23. In the event of inclement weather, the Meet Referee with the NBSL reps from each team; and not the coach, will make the final decision if and when the meet will be rescheduled. Teams should wait at least one hour before postponing a dual meet. If the meet needs to be rescheduled it should be swum the next evening or as soon as possible if there is a scheduled event already for the pool. If the meet needs to be rescheduled and the NBSL reps cannot agree then the meet will be swum the next night.

24. If there is a chance of severe catastrophic weather event (Tornado), then the board will make the decision whether or not to postpone any meets that evening. If the meets are to be postponed, the board will disseminate this decision to all pool reps via text message. The meet will then have to be rescheduled as soon as reasonably possible. All official lineups must be exchanged the evening of the postponed meet and no changes will be allowed after this time.
25. A parent should step away or switch lanes (i.e. move from lane 4 to lane 5) when their child is swimming. Parents should not time their child.
26. An individual cannot get in the pool and assist a swimmer down the lane during an NBSL sanctioned swim meet.
27. A representative from each pool is required to attend all NBSL meetings. A letter of warning will be sent to the President of the Board of the offending pool after the second meeting at which a pool fails to have representation. The league fee will double for the offending pool after the third meeting in any one season (September-August) at which a pool fails to have representation.
28. If during the duration of the team assignment at the NBSL Classic and Invitational meets, a pool does not have adequate personnel to cover their assigned duty, swimmers from that pool will not be permitted to participate in the meet until the team's assignment is covered. see current years NBSL Classic and Individual Club Responsibilities.
29. In the event that an NBSL participating club repeatedly violates NBSL rules, the league may vote to suspend that club from the league.
30. If a swimmer requires medical attention from a qualified health provider (Doctor, Paramedic, EMT or Nurse) and the recommendation is for that swimmer to seek further medical attention and to not continue the swim meet, then that athlete will be barred from participating in any further events until she/he is released by note from the medical personnel. Parents or coaches permission to continue without seeking medical attention will not be accepted.
31. Blatant disregard of any of the above rules could result in additional penalties imposed against the offending club at the discretion of the NBSL board. Penalties could include, but are not limited to: deduction of points from the final score, monetary fines, or forfeiture of the meet depending on the type of infraction.

## **V. Eligibility**

The NBSL seeks to provide a fun, family, competitive environment for young swimmers on our member teams. It is expected that each swimmer be a bona fide member of their team.

Recognizing that each club has different requirements for membership and may have different categories of membership within its club, the NBSL will rely on teams to fairly determine eligibility of their swimmers. Please see the full eligibility rules on the NBSL website.

1. A swimmer may only represent one summer recreational club during any season.
2. For NBSL competitions, employees are not eligible to swim for that team unless they were a bona fide member during the previous season.

3. An employee of one club may swim for another club provided they meet all eligibility requirements.
4. Swimmers must compete in at least two dual meets to be eligible to compete in the NBSL Classic or Invitational.
5. All teams must have swimmer eligibility forms submitted to the President of the NBSL Board prior to the first meet of the season. If a team has not turned in a majority of their forms prior to a meet, that team will have 25 points deducted from their final score in that meet. ALL forms must be at the Scorer's Table on the day of the meet, and submitted to the NBSL President within 3 days. A swimmer without a form will be considered ineligible.
6. If an individual swimmer's eligibility or age group is questioned/challenged, the NBSL representative from the challenging pool will notify both the NBSL representative from the pool with the swimmer in question, and the NBSL board asking for documentation supporting that swimmer's eligibility and/or age. The documentation must be provided within 7 days. If the documentation is not provided, or is not satisfactory to the board, the swimmer in question will be disqualified from all events in which they participated, including relays, and the meet will be rescored. In addition, 25 points will be deducted from the offending team's final score.
7. Please see complete eligibility rules as revised for the current swim season.

\*\*\*\* In extraordinary cases, exceptions to these rules may be requested by appealing, in writing, to the Executive Board of the NBSL prior to the start of the dual meet season.

**Revised April 2012**

**Revised May 2013**

**Revised May 2014**

## **2c. Scoring Table Meet Guidelines**

- **Noon:** *Extra Heats* are due to the Home team. Please make sure you have used the approved *extra heat* sheet provided by the NBSL.
- **Before the meet:** *Extra Heats* should be combined and a master heat sheet created or 2 sheets with each team on one. Each heat should ideally alternate swimmers from each team, until either only one team is left or all swimmers are assigned lanes. No swimmer should have to swim by themselves. In the case of only one extra swimmer in an event, the unofficial swimmer/swimmers from the official heat should be moved into the first unofficial heat.

Girls and boys may be combined, but the official event in each case should be swum before unofficial events.

The home team should then copy the names of the swimmers in the extra heats to the event sheets. Ideally the home team will complete their write-up the **official event sheets before 5 pm** so that the away team can begin writing as soon as they arrive.
- **5:00 PM:** Scorers should arrive at the scorer's table  
Each team's *official lineup* is due to the scorer's table
- **5:05 PM** Away team must have access to official *event sheets* to begin writing their swimmers names on the sheets. If the home team has not pre-written the *event sheets*, they may have them back after the Away team is finished,
- **5:45 PM** No more changes will be allowed to the *official lineup*. Entries changed after this time become unofficial.
- **6:00 PM** All *event sheets* (official and unofficial) should be written up, combined (with the official event first, followed by any unofficial heats) and available to the announcer for the start of the meet.

This timeline is meant to make the scorer's job easier and ease the stress of the visiting team. Please try to do as much of this work before 5 PM so that the meet may start on time and that there are no issues at the scorer's table.

**Extra Heats:** non-official swimmers written on the NBSL approved Extra Heat Sheets

**Official Lineup:** List of official swimmers, provide 2 copies, one for each team's scorer. Includes all events and all official swimmers.

**Event Sheets:** Read by the announcer, used by the scorer to report points and results, includes all swimmers in a heat.

## 2d. Handling Extra Heats

Extra heat sheets are due to the home pool by noon the day of the meet. The home team should then combine all the heats and make copies of the finished heat sheets for the away team to use in the staging of the kids.

### Example:

10 year old girls freestyle: 5 lane pool

#### Team A

K. Smith, S. Brown, M. Johnson, A. Jones, B. Thomas

#### Team B

M. Lee, R. Hall, H. Young, K. Clark, L. Martin, C. Davis, W. Miller, O. Wilson, E. Anderson

- Please fill out the extra heat sheets using only your lanes. Never put any lane or heat numbers on the sheet, the person combining the heats at the scorer's table will do that.
- After extra heats are combined, make sure you make copies (either handwritten or photocopied) for the other team to use for staging their swimmers.
- Please help us make the scorer's job easier by following these guidelines. If you have any questions please let your NBSL rep or the NBSL board aware and they can help you out.
- Please use a dark pencil or pen so that the names will appear when photocopied.

<i>Examples</i>		Home Team A _____ Vs. Team B _____		
Event #	<b>Boy/Girl 25/50/100 Free/Back/Breast/Fly</b>			
Heat	Lane	Swimmer	Time	
A	1	K. Smith		
A	3	S. Brown		<i>Team A (Home) has lanes 1,3,5</i>
A	5	M. Johnson		
Event #	<b>Boy/Girl 25/50/100 Free/Back/Breast/Fly</b>			
Heat	Lane	Swimmer	Time	
B	1	A. Jones		
B	3	B. Thomas		

*Examples*

Team A Vs. Team B

Event #		Boy/Girl 25/50/100 Free/Back/Breast/Fly		
Heat	Lane	Swimmer		Time
A	2	M. Lee		
A	4	R. Hall		

*Team B (Away) has lanes 2,4*

Event #		Boy/Girl 25/50/100 Free/Back/Breast/Fly		
Heat	Lane	Swimmer		Time
B	2	H. Young		
B	4	K. Clark		

Event #		Boy/Girl 25/50/100 Free/Back/Breast/Fly		
Heat	Lane	Swimmer		Time
B	5	L. Martin		
C	1	C. Davis		

Event #		Boy/Girl 25/50/100 Free/Back/Breast/Fly		
Heat	Lane	Swimmer		Time
C	2	W. Miller		
C	3	O. Wilson		

Event #		Boy/Girl 25/50/100 Free/Back/Breast/Fly		
Heat	Lane	Swimmer		Time
C	4	E. Anderson		

## **2e. Place Judge: Relay Takeoffs**

The place judges are responsible for relay takeoffs only for the following events because swimmers start at both ends of the pool and the stroke and turn judge cannot be at both end

- 10 & Under Boys Girls 100 Medley Relay
- 10 & Under Girls 100 Medley Relay
- 8 & under Boys 100 Freestyle Relay
- 8 & under Girls 100 Freestyle Relay
- 10 & Under Boys 100 Freestyle Relay
- 10 & Under Girls 100 Freestyle Relay

### **Responsibilities:**

- Swimmer #1: The starter is responsible for this takeoff.
- Swimmer #2: The Stroke and Turn officials are responsible for their takeoff (at the far end of the pool: the turn end)
- Swimmer #3: The Place Judges are responsible for THIS takeoff.
- Swimmer #4: The Stroke and Turn officials are responsible for their takeoff (at the far end of the pool: the turn end)

Both place judges must observe the relay takeoffs of ALL lanes at the start end of the pool. They must be across from each other, one on each side of the pool. Each place judge will have a Relay takeoff Slip. For a good takeoff a Circle (O) will be marked across the swimmer's number representing their order in the relay. If the takeoff is early it will be indicated by an "X" across the swimmer's number.

At the conclusion of the race forms should be handed to the runner to be taken to the scorer's table. The scorer will be responsible for documenting the DQ of a relay that is dual confirmed by the place judges; BOTH place judges must see and document the infraction for the DQ to stand. Stroke and turn officials will also fill out the relay take-off form and continue to fill out a DQ form and turn them in to the runner.

Both Judges must sign their own slip. Please do NOT raise your hand at the time of the infraction.

**How to watch for an early take-off:** Watch the feet of the swimmer on the starting block, after they leave the block look down to the incoming swimmer to see if they have touched the wall.

## **Relay Take-off Judge**

EVENT # _____	Swimmer Number		
Lane 1	2	3	4
Lane 2	2	3	4
Lane 3	2	3	4
Lane 4	2	3	4
Lane 5	2	3	4
Lane 6	2	3	4

\_\_\_\_\_  
Signature

O = OK, X = Early Takeoff

## **2f. Results Reporting**



The Home Team is responsible for reporting the following information to the News Journal and to the NBSL. This report should be sent as soon as possible after the meet.

1. New Journal Reporting

- a. An email will be sent to [scores@delawareonline.com](mailto:scores@delawareonline.com)
- b. Please submit the results in a timely manner so that the News Journal can report them and the results can be put up on the website. Those submitting results should include a phone number where they can be reached in case questions arise.
- c. The format must be...
  - Date of Meet
  - Winning Team Score, Losing Team Score
  - Triple Winners (If in Blue Division): Team Name; Swimmer's name (First initial and last name), separated by commas; Other team name; follow same format.
  - Double Winners: Team Name; Swimmer's name (First initial and last name), separated by commas; Other team name; follow same format.

2. NBSL Reporting

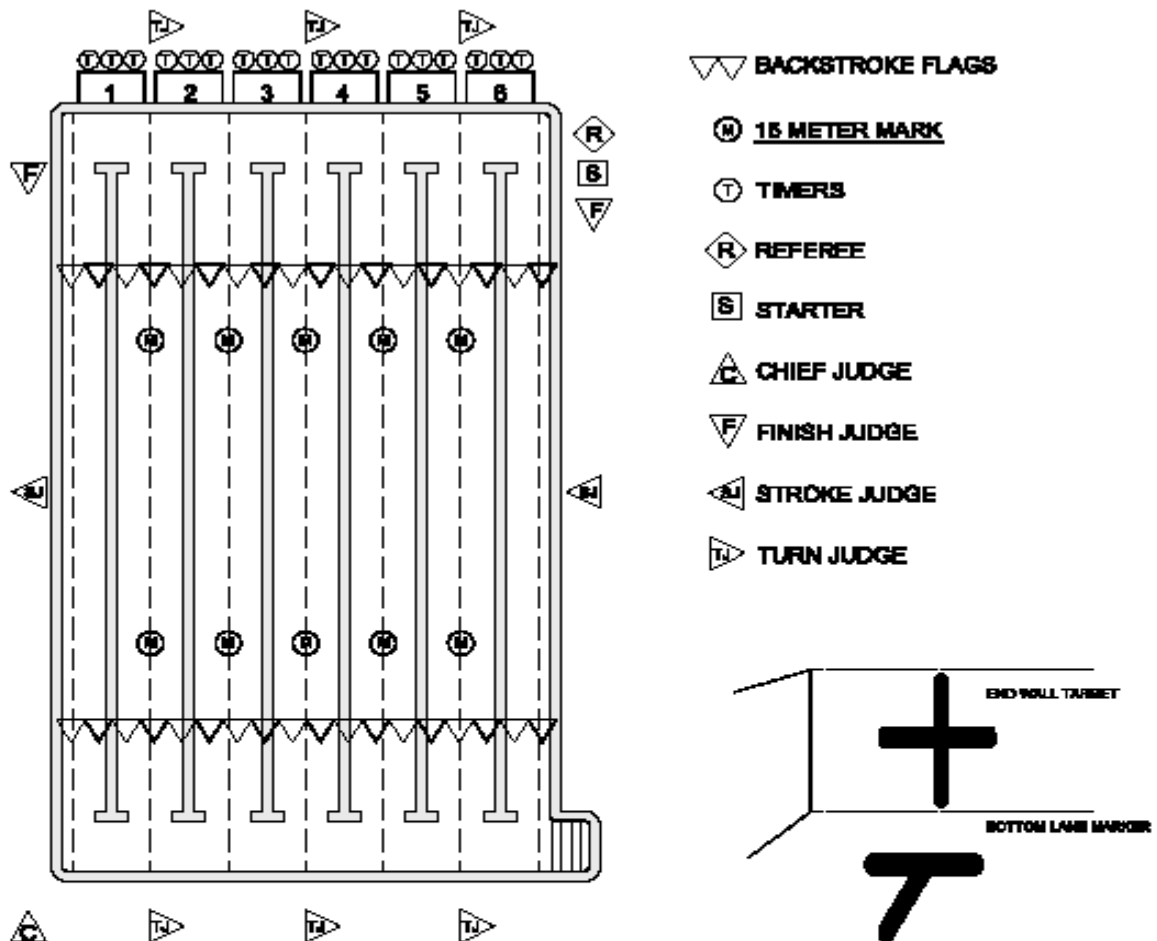
- a. A copy of this email report must also be sent to the NBSL website at [nbslswim@gmail.com](mailto:nbslswim@gmail.com). The NBSL will post team scores only.
- b. Please submit your score within 3 days of your meet.

3. Special Scoring Circumstances

- a. Please score the meet all the way through to the last event.
- b. In the event that the dual meet score does not reflect the entire meet's score, please include that information with the score when reported to the NBSL for publication.

## 2g. Pool Setup and Official Placement

### YMCA of the USA Swim Officials' Training Program Instructor Guide - Pool Set-up and Officials' Placement



#### Backstroke Flags

- 5 yards from each end wall in yards pools and 5 meters from each end wall in meters pools
- 7' above water surface
- At least three flags over each lane
- Two or more alternating colors

#### Lane Dividers (Lines)

- Floats from end walls to backstroke flags must be distinct from other floats

#### Starting Blocks

- No more than 30" above water surface
- Platform edge flush with end of pool
- Platform 20" by 20"; maximum slope 10°
- Lane numbers visible to competitors and officials

#### 15 Meter Mark

- Clearly designated on lane lines
- Visible to competitors and officials

#### Water Conditions

- Water Depth - YMCA - 5'  
USA - 3 - 4'
- Water Temp. - 77° - 82.4°F

#### Lap Counters

- Black 12" numbers on white background
- Last counter must be fluorescent orange with or without numbers

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# NBSL CLASSIC MEET

Saturday, July 19, 2014

Graylyn Crest Swim Club

2202 Marsh Road, Wilmington DE 19810

<b>Directions</b>	<p><u>From Naamans Road:</u> Turn south on Marsh Road/Rt 3. Go past Grubb Road and Old Orchard Road and the pool is on your right.</p> <p><u>From Silverside Road:</u> Take Silverside Road east towards Branmar Plaza. Turn left onto Marsh Road. Go past Forwood Manor and the pool is on your left.</p>
<b>Parking</b>	<p>It is best to park at Forwood Elementary School followed by a short walk to the back of the Graylyn Crest Facility. Forwood Elementary is accessed from Silverside Road- turn onto Floral Road (in North Graylyn Crest development) then turn right onto Matwood Road and right onto Westminster Drive. Forwood is not accessible from Marsh Road. Please check the NBSL website for additional information and a map. <a href="http://www.nbslswim.com">www.nbslswim.com</a></p>
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>▪ Swimmers who have <b>NOT</b> met the qualifying time for a given individual stroke for the Invitational Meet are invited to attend the Classic Meet.</li> <li>▪ Swimmers must have competed in at least two dual meets during the NBSL season.</li> </ul>
<b>Eligibility Limitations</b>	<p>Swimmers who have met the qualifying time for an individual event must swim in the Invitational Meet; they may <b>NOT</b> swim that event at the Classic Meet.</p>
<b>Rules</b>	<ul style="list-style-type: none"> <li>▪ All NBSL league rules and the Code of Conduct will be in effect.</li> <li>▪ Swimmer's age is as of June 1<sup>st</sup> current year, same as for dual meets.</li> <li>▪ The Classic Meet will be run as a positive check-in meet. Swimmer's heat and lane assignments will be made on the day of the meet after swimmers have checked in.</li> <li>▪ Dual confirmation of a stroke or turn disqualification will be in effect for all events as swimmers at this age and ability sometimes have awkward, but proper, mechanics.</li> <li>▪ If a coach has a question or an issue during the course of the meet, it should be directed <b>only</b> to the meet referee. The name of the referee will be announced prior to the start of the meet.</li> </ul> <p><b><u>SPECIAL RULES FOR 6&amp;U SWIMMERS</u></b></p> <ul style="list-style-type: none"> <li>▪ The only 6&amp;U events at this meet are Freestyle and Backstroke. 6&amp;U swimmers who wish to swim Breaststroke or Butterfly may swim as an 8&amp;U but will be subject to 8&amp;U disqualification rules.</li> <li>▪ A 6&amp;U should <b>only</b> be entered into an event if they can <u>consistently</u> swim the stroke. There <b>WILL</b> be disqualification of swimmers in 6&amp;U events at this meet.</li> </ul>
<b>Entry</b>	<ul style="list-style-type: none"> <li>▪ Swimmers are limited to 2 individual events at this meet. In addition to the 2</li> </ul>

<b>procedures</b>	<p>individual events, swimmers may participate in relay event. Each club may enter only one relay team per relay event.</p> <ul style="list-style-type: none"> <li>▪ Swimmers may swim up in age, but may not swim the same stroke in different age groups.</li> <li>▪ Entries with “no time” (N.T.) are not allowed.</li> <li>▪ <i>Swimmers who <b><u>DO NOT</u></b> have a Qualifying time for the NBSL Invitational meet in the freestyle are allowed to participate in the mixed relay. A swimmer who enters the free relay in the Classic meet is still eligible to swim on a relay team in the NBSL Invitational.</i></li> <li>▪ Fee is \$2.75 per individual event and \$4.00 for each relay.</li> <li>▪ Coaches must submit the names of swimmers attending this meet, their entry times and payment (by check) for entries to the NBSL on <b>Sunday July 6<sup>th</sup>, 2014, between 5:30 and 7:00 pm, at Elks Swim Club</b>. Entries may be emailed, but must be sent before 4:00 pm on that day. If entries are emailed, payment by check for entries must be turned in between 5:30 and 7:00 pm.</li> <li>▪ Do not submit entries for swimmers that you know will not show up for this meet.</li> <li>▪ This meet will be run as a positive check-in meet. All swimmers must arrive during the check-in time to be seated in appropriate heat. NBSL will process the no-shows and produce the heat sheets with heat and lane assignments the morning of the meet.</li> <li>▪ <b>NOTE:</b> If a swimmer is not checked in by 7:30, NBSL officials will do their best to accommodate the swimmer, but due to the nature of this meet, the entry and/or the proper heat cannot be guaranteed. <u>Therefore, make certain all swimmers arrive for mandatory check-in before 7:30 am!</u></li> </ul>	
<b>Meet Volunteers</b>	<ul style="list-style-type: none"> <li>▪ The NBSL requires that each swim team provide volunteers to help run this meet. All of the positions needed for a Dual meet are needed for this meet as well – timers, runners, starters, announcer and Stroke and Turn officials.</li> <li>▪ Each team’s coach or NBSL representative will be responsible for submitting the names of volunteers by the <b>Sunday before the meet</b> on paper or via Sign-Up Genius(an Internet-based sign-up program). Please check the website for the current link for this meet. (<a href="http://www.nbslswim.com">www.nbslswim.com</a> )</li> <li>▪ Volunteers do not work the whole meet! Each job is broken into shifts and volunteers work for 2-3 hours in their specific job.</li> <li>▪ Kids, 13 and up, can volunteer to be runners. Kids over 16 can volunteer to be timers. Volunteer hours can count as community service.</li> </ul>	
<b>Admission Fees</b>	Volunteers/ Officials/ Swimmers NBSL Reps	Free
	Families/Guests	\$5.00 per spectator, children under 12 are free.
	Meet Program book	Free with admission cost (program will be a Psych sheet with additional programs listing lanes and heats handed out as they are finished with seeding)

<b>Schedule for the Day</b>	6:45am	Gates Open
	6:45 - 7:30 am	Swimmer Check-In: Mandatory Positive Check-In for ALL
	7:00 - 8:00 am	Warmups
	8:10am	First call for the first event
	8:20am	Final call for the first event
	8:30am	Meet begins
Special Awards: Susie Soltis Trophy: 6 & U Girls Backstroke winner Savannah Strong Trophy: 10 & U Girls Butterfly winner		
<b>Warm ups</b>	<ul style="list-style-type: none"> <li>• 7:00am - 7:15am (Silverside, TimberLane, Lane, Windybush, River Road, Ashbourne)</li> <li>• 7:15am - 7:30am (Elks, Green Acres, Graylyn Crest, Del Vets, Darley, JCC)</li> <li>• 7:30am - 7:45am (Shellcrest, Crestview, Tatnall, Fair Blue, High Point, Arden)</li> <li>• 7:45am – 8:00am (Open warm up)</li> </ul> <p>*** Please note - lanes 1 and 2 will be designated as sprint lanes for warm ups***</p>	
<b>Officials/ Coaches Meetings</b>	6:45am	Officials report and sign in
	7:50am	Timers meeting with Head Timer
	7:50am	Place Judges and Stroke & Turn meeting with Referee
	8:00am	Coaches Meeting for final corrections/scratches and any questions
	8:30am	Relay swimmer names on index cards are due to the Scoring Table
<b>Awards</b> <i>Only coaches may pick up the awards</i>	<p>Individual Events</p> <ul style="list-style-type: none"> <li>▪ First place through sixth place will receive medals.</li> <li>▪ Seventh place to tenth place will receive ribbons.</li> </ul> <p>Relay Events</p> <ul style="list-style-type: none"> <li>▪ First through third place will receive medals.</li> <li>▪ Fourth through tenth will receive ribbons.</li> </ul> <p>Heat winner ribbons will also be provided.</p> <p>Participation ribbons will be awarded to all 6&amp;U swimmers if they do not finish in the top 10, even if they are disqualified.</p>	
<b>Scoring of the Meet</b>	<ul style="list-style-type: none"> <li>▪ Scoring will be based on the final results of the race. The top 16 individuals in each race will score points for their team as follows (20, 17, 16, 15, 14, 13, 12, 11, 9, 7, 6, 5, 4, 3, 2, 1)</li> <li>▪ For individual events, only the top 2 swimmers from each team score points.</li> <li>▪ Place and time will be determined primarily by the Colorado Timing System.</li> <li>▪ The Classic meet will declare its own champion. <ol style="list-style-type: none"> <li>1. The points will not carry over from the Classic to the Invitational meets.</li> <li>2. There will be a 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place trophy for this meet</li> <li>3. The relays at the Classic will not be scored</li> <li>4. The classic meet will be a 'last chance' meet to qualify for the Invitational. If a swimmer makes a time for a stroke, they will be allowed to swim in the Invitational meet. <i>Please include swimmers wishing to swim in the Invitational with your Invitational swimmer entries.</i></li> </ol> </li> </ul>	
<b>Refreshments</b>	Graylyn Crest Swim Club will host a Snack bar with a variety of food and drinks. Teams and individuals are also allowed to bring in food and drinks for their own consumption. Volunteers will get some tickets for free refreshments.	

<b>Tee Shirt sales</b>	NBSL will be selling Tee shirts with the League's 2014 logo at the meet in a variety of sizes for swimmers and families.
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### Order of Events

WARM-UP 7:00-8:00 am START 8:30 am				
Boys Event #	Time (in meters) must be slower than	EVENT	Time (in meters) must be slower than	Girls Event #
1	*	6 & U 25 Freestyle	*	2
3	24.0	8 & U 25 Freestyle	24.0	4
5	19.5	10 & U 25 Freestyle	19.5	6
7	38	12 & U 50 Freestyle	39.0	8
9	1:20.0	14 & U 100 Freestyle	1:20.0	10
11	*	6 & U 25 Backstroke	*	12
13	35.0	8 & U 25 Breaststroke	33.0	14
15	26.0	10 & U 25 Breaststroke	26.0	16
17	51.0	12 & U 50 Breaststroke	51.0	18
19	45.0	14 & U 50 Breaststroke	45.0	20
21	30.0	8 & U 25 Backstroke	30.0	22
23	25.0	10 & U 25 Backstroke	25.0	24
25	48.0	12 & U 50 Backstroke	50.0	26
27	42.0	14 & U 50 Backstroke	45.0	28
29	28.0	8 & U 25 Butterfly	30.0	30
31	24.0	10 & U 25 Butterfly	23.0	32
33	58.0	12 & U 50 Butterfly	50.0	34
35	40.0	14 & U 50 Butterfly	41.0	36
37	*	8 & U Mixed (boys and girls) 100 Freestyle Relay	*	37
38	*	10 & U Mixed (boys and girls) 100 Freestyle Relay	*	38
39	*	12 & U Mixed (boys and girls) 100 Freestyle Relay	*	39
40	*	14 & U Mixed (boys and girls) 200 Freestyle Relay	*	40

\* No qualifying time standard. Please note we will not accept any N.T.'s. All entries MUST have a time.

## 4a. NBSL Invitational

### 2014 NBSL Invitational Qualifying Times

25 METERS (Yard time * 1.11 USS conversion factor = Meter time)						25 YARDS					
GIRLS						GIRLS					
AGE	FREE	BREAST	BACK	FLY	IM*	AGE	FREE	BREAST	BACK	FLY	IM*
8 <u>&amp;u</u>	24.0	33.0	30.0	30.0	N/A	8 <u>&amp;u</u>	21.6	29.7	27.0	27.0	N/A
10 <u>&amp;u</u>	19.5	26.0	25.0	23.0	N/A	10 <u>&amp;u</u>	17.6	23.4	22.5	20.7	N/A
12 <u>&amp;u</u>	39.0	51.0	50.0	50.0	1:33	12 <u>&amp;u</u>	35.1	45.9	45.0	45.0	1:20
14 <u>&amp;u</u>	1:20	45.0	45.0	41.0	1:36	14 <u>&amp;u</u>	1:08	40.5	40.5	36.9	1:23
18 <u>&amp;u</u> **	1:15	44.0	40.0	35.0	1:28	18 <u>&amp;u</u> **	1:04	39.6	36.0	31.5	1:15
BOYS						BOYS					
AGE	FREE	BREAST	BACK	FLY	IM*	AGE	FREE	BREAST	BACK	FLY	IM*
8 <u>&amp;u</u>	24.0	35.0	30.0	28.0	N/A	8 <u>&amp;u</u>	21.6	31.5	27.0	25.2	N/A
10 <u>&amp;u</u>	19.5	26.0	25.0	24.0	N/A	10 <u>&amp;u</u>	17.6	23.4	22.5	21.6	N/A
12 <u>&amp;u</u>	38.0	51.0	48.0	48.0	1:40	12 <u>&amp;u</u>	34.2	45.9	43.2	43.2	1:26
14 <u>&amp;u</u>	1:20	45.0	42.0	40.0	1:31	14 <u>&amp;u</u>	1:08	40.5	37.8	36.0	1:18
18 <u>&amp;u</u> **	1:05	42.0	36.0	35.0	1:21	18 <u>&amp;u</u> **	58.3	37.8	32.4	31.5	1:09

The qualifying times listed are to be used to determine which events a swimmer may or may not be eligible to participate in. Both meter and yard times have been provided.

**ALL NBSL INVITATIONAL ENTRIES MUST BE PRESENTED IN METERS.**

25 Yard times are to be multiplied by 1.11 to determine equal meter times. This is a conversion factor provided by USS Swimming. 20 Yard times are to be multiplied by 1.44 to determine meter times.

\* Times listed for I.M.'s are only a guideline. There will be no I.M.'s at the NBSL Classic.

\*\* 18 & under swimmers swim only at the NBSL Invitational and a qualifying time is not required.

However, the times provided are based on past results for the majority of the 18 and under swimmers and they should be used as a recommended guideline when entering an event at the NBSL Invitational. To determine Qualifying times from a 20 yard pool please use the other Qualifying Times sheet set up for 20 yard pools.

## 2014 NBSL Invitational Qualifying Times To be used for 20 yard Pool such as Timberlane

### 20 yards

#### GIRLS

AGE	FREE	BREAST	BACK	FLY	IM <sup>+</sup>
<b>8&amp;u</b>	16.6	22.8	20.7	20.7	N/A
<b>10&amp;u</b>	13.6	18.0	17.3	16.0	N/A
<b>12&amp;u</b>	27.0	35.3	34.6	34.6	1:04
<b>14&amp;u</b>	55.4	31.2	31.2	28.5	1:06
<b>18&amp;u<sup>**</sup></b>	52.0	30.5	27.7	24.2	1:01

#### BOYS

AGE	FREE	BREAST	BACK	FLY	IM <sup>+</sup>
<b>8&amp;u</b>	16.6	24.3	20.8	19.4	N/A
<b>10&amp;u</b>	13.6	18.0	17.3	16.6	N/A
<b>12&amp;u</b>	26.3	35.4	33.3	33.3	1:09
<b>14&amp;u</b>	55.4	31.2	29.2	27.7	1:03
<b>18&amp;u<sup>**</sup></b>	45.0	29.2	25.0	24.3	56.1

The qualifying times listed are to be used to determine which events a swimmer may or may not be eligible to participate in. 20 yard times have been provided.

**ALL NBSL INVITATIONAL and CLASSIC ENTRIES MUST BE PRESENTED IN METERS.**

Please use NBSL conversion chart to convert to meters or multiply times by 1.44.

\* Times listed for I.M.'s are only a guideline. There will be no I.M.'s at the NBSL Classic.

\*\* 18 & under swimmers swim only at the NBSL Invitational and a qualifying time is not required. However, the times provided are based on past results for the majority of the 18 and under swimmers and they should be used as a recommended guideline when entering an event at the NBSL Invitational.



# NBSL INVITATIONAL MEET

**Friday and Saturday July 25-26, 2014**

(Sunday July 27, 2014 – Rain date)

Ashborne Swim Club

900 Darley Road, Wilmington DE 19810

<b>Directions</b>	From Marsh Road: Turn right onto Chestnut Street. Go past YMCA Hanby Outdoor Center. Turn right on Darly Road and the pool is on your left.
<b>Parking</b>	Ashbourne Swim Club has the capability for 135 cars in the pool area and another 75 across the street from the pool in the church lot. Crossing guards will be on the street to provide assistance to the participants that will be parking in the church or on the street. There is also overflow parking on Darley Road.
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>▪ Swimmers who have met the qualifying time for an individual event.</li> <li>▪ Swimmers must have competed in at least 2 dual meets during NBSL season.</li> <li>▪ Swimmers are allowed to participate in relay events at this meet if they participated in relay events at the Classic meet.</li> </ul>
<b>Eligibility Limitations</b>	If a swimmer participated in an individual event at the Classic meet, they are NOT eligible to swim in this meet, except in a relay event.
<b>Rules</b>	<ul style="list-style-type: none"> <li>▪ All NBSL league rules and the Code of Conduct will be in effect.</li> <li>▪ Swimmer's age is as of June 1<sup>st</sup>, same as for dual meets.</li> <li>▪ Due to the NBSL pool depth addendum, only 4 lanes will be used for the diving events. All 6 lanes will be used for all backstroke events.</li> <li>▪ Relay in-water starts are in place for the shallow end of the pool.</li> <li>▪ Dual confirmation of stroke or turn disqualification will be in effect for all events.</li> <li>▪ If a coach has a question or an issue during the course of the meet, it should be directed <b>only</b> to the meet referee. The name of the referee will be announced prior to the start of the meet.</li> </ul>
<b>Entry procedures</b>	<ul style="list-style-type: none"> <li>▪ Swimmers are limited to 2 individual events at this meet. In addition to the 2 individual events, swimmers may participate in relay events. Each club may enter only one relay team per age group per relay event.</li> <li>▪ Swimmers may swim up in age, but may not swim the same stroke in different age groups.</li> <li>▪ Fee is \$2.75 per individual event and \$4.00 for each relay.</li> <li>▪ Coaches must submit the names of swimmers attending this meet, their entry times and payment (by check) for entries to the NBSL on <b>Sunday, July 13, 2014, between 5:30 and 7:00 pm, at Elks Swim Club</b>. Entries may be emailed, but they must be sent before 4:00 pm on that day. If entries are emailed, payment by check for entries must be turned in by 7:00 pm.</li> <li>▪ Coaches must attend a meeting at Ashbourne pool from 5:30-7:00 pm to review entries, scheduled for Thursday, July 17, 2014. This is the final opportunity for last minute changes, which will not be in the program, and to pick up pre-meet information.</li> <li>▪ Changes may not be accepted the day of the meet.</li> </ul>

<b>Meet Volunteers</b>	<ul style="list-style-type: none"> <li>▪ The NBSL requires that each swim team provide volunteers to help run this meet. All of the positions needed for a Dual meet are needed for this meet as well – timers, runners, starters, announcer and Stroke and Turn officials.</li> <li>▪ Each team’s coach or NBSL representative will be responsible for submitting the names of volunteers by the <b>Sunday before the meet</b> on paper or via a Sign-Up Genius (an internet-based sign-up program). Please check the NBSL website for the current link for this meet at <a href="http://www.nbslswim.com">www.nbslswim.com</a></li> <li>▪ Volunteers do not work the whole meet! Each job is broken into shifts and volunteers work for 2-3 hours in their specific job.</li> <li>▪ Kids, 13 and up, can volunteer to be runners. Kids over 16 can volunteer to be timers. Volunteer hours can count as community service.</li> </ul>	
<b>Admission Fees</b>	Officials/Volunteers/ Swimmers/ NBSL Reps	Free
	Families/Guests	\$3.00 per spectator, children under 12 are free.
	Meet Program book	\$2.00
<b>Awards</b> <i>Only coaches may pick up the awards.</i>	<b>Individual Events</b> <ul style="list-style-type: none"> <li>▪ 1<sup>st</sup> - 6<sup>th</sup> will receive medals;</li> <li>▪ 7<sup>th</sup> - 10<sup>th</sup> place will receive ribbons.</li> </ul>	<b>Relay Events</b> <ul style="list-style-type: none"> <li>▪ 1<sup>st</sup> – 3<sup>rd</sup> will receive medals</li> <li>▪ 4<sup>th</sup> – 10<sup>th</sup> will receive ribbons</li> </ul>
Heat winner ribbons will also be provided.		
<b>Scoring of the Meet</b>	<ol style="list-style-type: none"> <li>1. Scoring will be based on the final results of the event. The top 16 individuals and relays in each event will score points for their team as follows: 20, 17, 16, 15, 14, 12, 12, 11, 9, 7, 6, 5, 4, 3, 2, 1. Relay points are double.</li> <li>2. Individual events: only the top two swimmers from each team will score points.</li> <li>3. Place and time will be determined primarily by the Colorado Timing System.</li> <li>4. This meet will be scored and declare its own champion.</li> <li>5. These points determine the team’s standing at the end of the swim season.</li> </ol>	
<b>Refreshments</b>	Ashbourne Swim Club will host a Snack bar with a variety of food and drinks. Teams and individuals are also allowed to bring in food and drinks for their own consumption.	
<b>Tee Shirt sales</b>	NBSL will be selling Tee shirts with the League’s 2014 logo at the meet in a variety of sizes for swimmers and families.	

## Session #1: Friday, July 25, 2014

Ages 18U and 14U Girls and Boys

<b>Schedule for the Day</b>	3:30 pm	Gates Open
	4:00-4:45 pm	Warm-ups
	4:45 pm	First call for first event
	5:00 pm	Meet begins
	9:30 pm	<ul style="list-style-type: none"> <li>• Meet Finish (approximate)</li> </ul>
Special Award Presentations: (at completion of the backstroke events)		
Bruce E Smith Trophy 18 & U Girls Back		
<b>Warm ups</b>	<ul style="list-style-type: none"> <li>▪ 4:00 pm - 4:15 pm (Elks, Green Acres, Graylyn Crest, Del Vets, Darley, JCC)</li> <li>▪ 4:15 pm - 4:30 pm (Silverside, TimberLane, Lane, Windybush, River Road, Ashbourne)</li> <li>▪ 4:30 pm - 4:45 pm (Shellcrest, Crestview, Tatnall, Fair Blue, High Point, Arden)</li> <li>▪ <i>***Please note lanes 5 and 6 will be designated as sprint lanes for warm ups***</i></li> </ul>	
<b>Official's Coach's Meetings</b>	3:45 pm	Officials report and sign-in
	4:30 pm	Timers meeting with Head Timer
	4:30 pm	Place Judges and Stroke & Turn Meeting with Referee
	4:30 pm	Coaches Mtg for final corrections/scratches and any questions
	4:30 pm	Relay swimmer names are due to Scoring Table

### Order of Events

WARM-UP 4:00-4:45 pm START 5:00 pm				
Boys Event #	Qualifying Time (meters)	EVENT	Qualifying Time (meters)	Girls Event #
1	*	14 & U 200 Medley Relay	*	2
3	*	18 & U 200 Medley Relay	*	4
5	1:31	14 & U 100 IM	1:36	6
7	1:21	**18 & U 100 IM	1:28	8
9	1:20	14 & U 100 Freestyle	1:20	10
11	1:05	**18 & U 100 Freestyle	1:15	12
13	45.0	14 & U 50 Breaststroke	45.0	14
15	42.0	**18 & U 50 Breaststroke	44.0	16
17	42.0	14 & U 50 Backstroke	45.0	18
19	36.0	**18 & U 50 Backstroke	40.0	20
21	40.0	14 & U 50 Butterfly	41.0	22
23	35.0	**18 & U 50 Butterfly	35.0	24
25	*	14 & U 200 Freestyle Relay	*	26
27	*	18 & U 200 Freestyle Relay	*	28

\* No qualifying time standard \*\* 18 & under swimmers swim only at the NBSL Invitational and a qualifying time is not required. However, the times provided are based on past results for the majority of the 18 and under swimmers and they should be used as a recommended guideline when entering an event at the NBSL Invitational.

## Session #2: Saturday, July 26, 2014

Ages 8U to 12U Girls and Boys

<b>Schedule for the Day</b>	6:45 am	Gates Open
	7:00-7:45 am	Warm-ups
	7:45 am	First call for first event
	8:00 am	Meet begins
	2:00 pm	Meet Finish (approximate)
	Special Award Presentations: (at completion of the backstroke events) Chris Starkey Trophy 12 &U Boys Free Stella Williams Trophy 12 & U Girls Breast 10 & U Boys and Girls Medley Relay Trophy	
<b>Warm ups</b>	<ul style="list-style-type: none"> <li>▪ 7:00 am - 7:15 am (Silverside, TimberLane, Lane, Windybush, River Road, Ashbourne)</li> <li>▪ 7:15 am - 7:30 am (Shellcrest, Crestview, Tatnall, Fair Blue, High Point, Arden)</li> <li>▪ 7:30 am - 7:45 am (Elks, Green Acres, Graylyn Crest, Del Vets, Darley, JCC)</li> </ul> <p><i>***Please note lanes 5 and 6 will be designated as sprint lanes for warm ups***</i></p> <ul style="list-style-type: none"> <li>▪ 4:00 pm - 4:15 pm</li> <li>• 4:15 pm - 4:30 pm</li> <li>▪ 4:30 pm - 4:45 pm</li> </ul>	
<b>Officials Meetings</b>	6:45 am	Officials report and sign-in
	7:30 am	Timers meeting with head timer
	7:30 am	Place Judge and Stroke & Turn Meeting with Meet Referee
	7:30 am	Coaches Meeting for final corrections/scratches and any questions
	7:30 am	Relay swimmer names due to Scoring Table

## Session #2: Saturday, July 26, 2014

Ages 8U to 12U Girls and Boys

### Order of Events

WARM-UP 7:00-7:45 am START 8:00 am				
Boys Event #	Qualifying Time (meters)	EVENT	Qualifying Time(meters)	Girls Event #
29	*	12 & U 200 Medley Relay	*	30
31	*	10 & U 100 Medley Relay	*	32
33	1:40	12 & U 100 IM	1:36	34
35	24.0	8 & U 25 Freestyle	24.0	36
37	19.5	10 & U 25 Freestyle	19.5	38
39	38.0	12 & U 50 Freestyle	39.0	40
41	35.0	8 & U 25 Breastroke	33.0	42
43	26.0	10 & U 25 Breastroke	26.0	44
45	51.0	12 & U 50 Breastroke	51.0	46
47	30.0	8 & U 25 Backstroke	30.0	48
49	25.0	10 & U 25 Backstroke	25.0	50
51	48.0	12 & U 50 Backstroke	50.0	52
53	28.0	8 & U 25 Butterfly	30.0	54
55	24.0	10 & U 25 Butterfly	23.0	56
57	48.0	12 & U 50 Butterfly	50.0	58
59	*	8 & U 100 Freestyle Relay	*	60
61	*	10 & U 200 Freestyle Relay	*	62
63	*	12 & U 200 Freestyle Relay	*	64

\* No qualifying time standard

## **5a. Individual Eligibility Form**

I have read the NBSL Eligibility Rules provided to me by my league pool and acknowledge that any infraction of these rules will result in both individual and team penalties for the current season. Such penalties will include and not be limited to the following:

- restriction of a swimmer from any NBSL sanctioned event during the current season
- forfeiture of a meet for a team who swims an ineligible swimmer in dual meets/champs during the current season

**1<sup>st</sup> Swimmer's Name:** \_\_\_\_\_

**1<sup>st</sup> Swimmer's birth date:** \_\_\_\_\_

**2<sup>nd</sup> Swimmer's Name:** \_\_\_\_\_

**2<sup>nd</sup> Swimmer's birth date:** \_\_\_\_\_

**3<sup>rd</sup> Swimmer's Name:** \_\_\_\_\_

**3<sup>rd</sup> Swimmer's birth date:** \_\_\_\_\_

**4<sup>th</sup> Swimmer's Name:** \_\_\_\_\_

**4<sup>th</sup> Swimmer's birth date:** \_\_\_\_\_

**5<sup>th</sup> Swimmer's Name:** \_\_\_\_\_

**5<sup>th</sup> Swimmer's birth date:** \_\_\_\_\_

Parent's/Guardian's

Signature: \_\_\_\_\_

Swim Club: \_\_\_\_\_ Date: \_\_\_\_\_

\*Note: All swimmers must have at least one parent's/guardian's signature prior to participating in an NBSL event.

*Please have Pool Rep return forms to NBSL President before first meet*

## **5b. Team Roster Form**

The following team roster for \_\_\_\_\_ is in accordance with “Section IV-Eligibility” of the North Brandywine Swim league Rules. All swimmers are eligible to swim for their particular age group as indicated below.

Roster As of: \_\_\_\_\_

<b>Swimmer Name</b>	<b>Gender</b>	<b>Age (as of June 1<sup>st</sup>, 2014)</b>
1.		
2.		
3.		
4.		
5.		
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33.		
34.		

# 5c. Meet Lineup Form

A copy of this form can be found at [www.nbslswim.com](http://www.nbslswim.com) . Please feel free to download and copy this form.

Date _____		Relay scoring		1st: 5 points								
Team _____				2nd: 2 points						_____ Team		
Event	Lane	Home Team	Place	Time	Points	Points	Time	Place	Visitors	Lane	Event	
101 6&U Boys 25 Free	1				X	X				2	101 6&U Boys 25 Free	
	3											4
	5											6
102 6&U Girls 25 Free	1				X	X				2	102 6&U Girls 25 Free	
	3											4
	5											6
01 10&U Boys 100 Medley	1				/	/				2	01 10&U Boys 100 Medley	
	3											4
	5											6
02 10&U Girls 100 Medley	1				/	/				2	02 10&U Girls 100 Medley	
	3											4
	5											6
03 12&U Boys 200 Medley	1				/	/				2	03 12&U Boys 200 Medley	
	3											4
	5											6
04 12&U Girls 200 Medley	1				/	/				2	04 12&U Girls 200 Medley	
	3											4
	5											6
05 14&U Boys 200 Medley	1				/	/				2	05 14&U Boys 200 Medley	
	3											4
	5											6
06 14&U Girls 200 Medley	1				/	/				2	06 14&U Girls 200 Medley	
	3											4
	5											6
07 18&U Boys 200 Medley	1				/	/				2	07 18&U Boys 200 Medley	
	3											4
	5											6
08 18&U Girls 200 Medley	1				/	/				2	08 18&U Girls 200 Medley	
	3											4
	5											6
Medley Relay Events												





## 5e. Dual Meet Volunteer Form

Home: \_\_\_\_\_

Visitor: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

	<b>HOME</b>	<b>VISITOR</b>
Meet Referee	_____	_____
Starter	_____	_____
Stoke and Turn Official	_____	_____
Place Judge	_____	_____
Head Timer	_____	_____
Timer 1	_____	_____
Timer 2	_____	_____
Timer 3	_____	_____
Timer 4	_____	_____
Timer 5	_____	_____
Timer 6	_____	_____
Runner	_____	_____
Announcer	_____	_____
Scorer 1	_____	_____
Scorer 2	_____	_____
Ribbon Writer 1	_____	_____
Ribbon Writer 2	_____	_____

## 5f. Double and Triple Winners Form

A copy of this form can be found at [www.nbslswim.com](http://www.nbslswim.com) . Please feel free to download and copy this form.

DATE: _____	FINAL SCORE: _____		HOME: _____		AWAY: _____	
<b>"BOYS"</b>						
	<b>Double/Triple Winner Worksheet</b>					
	MEDLEY	FREE	BREAST	BACK	FLY	
6 & UNDER	<del>        </del>					
8 & UNDER	<del>        </del>					
10 & UNDER						
12 & UNDER						
14 & UNDER						
18 & UNDER						
<b>"GIRLS"</b>						
	MEDLEY	FREE	BREAST	BACK	FLY	
6 & UNDER	<del>        </del>					
8 & UNDER	<del>        </del>					
10 & UNDER						
12 & UNDER						
14 & UNDER						
18 & UNDER						

## 5g. NBSL General Code of Conduct Swim Team Agreement

My signature below indicates that I have read and fully understand and agree to uphold the terms of the 2014 NBSL Code of Conduct while participating in or attending any NBSL sanctioned event.

\_\_\_\_\_  
Name of Swim Club

\_\_\_\_\_  
NBSL Representative (print name)

\_\_\_\_\_  
NBSL Representative (signature)    Date

\_\_\_\_\_  
Head Swim Coach (print name)

\_\_\_\_\_  
Head Swim Coach (signature)    Date

\_\_\_\_\_  
Assistant Swim Coach (print name)

\_\_\_\_\_  
Assistant Swim Coach (signature)    Date

\_\_\_\_\_  
Assistant Swim Coach (print name)

\_\_\_\_\_  
Assistant Swim Coach (signature)    Date

\_\_\_\_\_  
Assistant Swim Coach (print name)

\_\_\_\_\_  
Assistant Swim Coach (signature)    Date

\_\_\_\_\_  
Assistant Swim Coach (print name)

\_\_\_\_\_  
Assistant Swim Coach (signature)    Date

It is mandatory for each Swim Club to return the signature page with the required signatures prior to the start of the swim season. **No Swim Team will be permitted to participate in an NBSL sanctioned event until the completed signature page has been returned to the NBSL board.** The President of each pool should review the Code of Conduct with the board members of the pool.

Please keep in mind that the purpose of the Code of Conduct is to ensure a positive experience for our swimmers and all other participants. Thank you for your dedication and support of our swimmers!

## 5h. Meet Day Timetable Agreement

Team name: \_\_\_\_\_ Date: \_\_\_\_\_

Coaches name: \_\_\_\_\_

signature: \_\_\_\_\_

Pool Rep's name: \_\_\_\_\_

signature: \_\_\_\_\_

- I understand that the extra heats will be due to the home team by noon the day of the meet.
- I understand that my pool's extra heats must be presented to the other team on a standard sheet dictated by the NBSL.
- I understand that my pool will provide adequate copies of the extra heats with their lane assignments to the away team and expect the same from them.
- I understand that my team's official lineup will be presented to the scorer's table by 5 PM the day of a meet.
- I understand that changes made to the official lineup after 5:45 PM will not be allowed for any official events.

This does not mean that the coach or NBSL Rep must do all of these things, just be aware that these deadlines must be met by someone responsible on the team. Any special instructions or needs must be discussed well prior to the meet with the other pool's NBSL rep.

If any of these deadlines cannot be met, the other team's NBSL Rep and coaches must be contacted before the meet. We do not want to have to impose penalties\*.

These deadlines are meant to make meets easier for the away team and should lead to less stress at the scorer's table.

Thank- you for your attention to this matter.

*\*If these conditions are not met consistently and meets are being delayed, penalties will be imposed.*



## **5j. Dual Meet Satisfaction Survey**

Please fill one of these out for each meet. Your feedback will help us make next year run smoother.

Team name: \_\_\_\_\_ Date: \_\_\_\_\_

How was the speed of the meet?

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How were things at the scorer's table?

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How were things for the Ribbon Writers?

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Additional Comments:

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This comment sheet should be collected by the rep at the end of each meet and given to Renee Reasons by the end of the season or can be brought to Prelims or Champs. If you have any serious issues that arise, please feel free to bring them immediately to the attention of the NBSL board.

## **5k. Calendars**

## June 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11 Coach Rep Meeting 6:30 PM	12	13	14
15	16	17	18 Scorer's Training  Officials Training 6:30 PM  Eligibility Forms due by today!!!	19 Roster Due	20	21
22	23	24	25	26 Friendly Meet	27	28



## July 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1 Meet One	2	3	4 4 <sup>th</sup> of July	5
6	7	8 Meet Two	9	10 Meet Three	11	12
13 Classic Entries Due	14	15 Meet Four	16	17 Meet Five	18	19 NBSL Classic
20 Invitational Entries due	21	22	23	24 Mandatory Coaches Meeting	25 NBSL Invitational 18U and 14U	26 NBSL Invitational 12 and under
27 Rain Date for NBSL Invitational						