

Greater Peninsula Swimming Association



Rules for Interpool Meets

Table of Contents

I. GENERAL.....	1
II. TROPHIES AND BANNERS.....	1
III. DEFINITION OF BONA FIDE SWIMMER.....	2
IV. ELIGIBILITY.....	2
V. TIME FOR MEETS.....	3
VI. OFFICIALS / EQUIPMENT.....	4
VII. POOL DESCRIPTION AND EQUIPMENT.....	5
VIII. ORDER OF EVENTS, AGE GROUPS, AND DISTANCES.....	6
IX. MEET OPERATIONS.....	8
X. STARTS.....	9
XI. SWIMMING STROKES AND DISQUALIFICATIONS.....	10
XII. SCORING.....	10
XIII. PROTESTS.....	11
XIV. DUTIES OF OFFICIALS.....	12
A. Referee.....	12
B. Starter.....	13
C. Stroke and Turn Judges.....	13
D. Sweep Judges.....	14
E. Timers.....	14
F. Scorekeepers.....	15
G. Coaches.....	15
H. Relay Take-Off Judges.....	16
I. Marshal(s) (Optional).....	16
J. GPSA Representatives.....	16
XV. RULES COMMITTEE.....	19
XVI. DIGITAL PLATFORMS.....	19

I. GENERAL

- A. All swimmers and parents, both those who officiate and those who spectate, should be familiar with the rules and duties of each official
- B. Emphasis must be placed on the fact that to have fair competition, all meets must be conducted strictly according to the rules.
- C. Qualifications of officials: Referees, Starters and Stroke and Turn Judges shall be USA Swimming certified as Stroke and Turn Judges or shall have attended a GPSA training clinic. New Stroke and Turn Judges may watch the USA Swimming training video and take the USA Swimming Stroke and Turn Judge test if they cannot attend the GPSA training clinic. Tests will be submitted to the Rules Committee for scoring. A grade of 90% or better will be considered passing. A list of qualified officials will be posted on the team roster web page.
- D. Each official should be given a copy of the rules and encouraged to review them before each meet.
- E. Officials represent GPSA. Their duty is to ensure fair and equitable competition. For purposes of identification, all officials (Meet Ref and S&T Judges) should wear predominantly white shirts and dark shorts/pants/skirts. Officials' attire should not identify their team affiliation.
- F. Neither smoking nor consumption of alcoholic beverages will be allowed in the pool area for swim meets. The area affected is to be determined by the referee with the concurrence of both GPSA representatives.
- G. Profanity, vulgarity, or disruptions during the meet will not be allowed.
- H. There shall be no filming of swimmers from behind the starting blocks.

II. TROPHIES AND BANNERS

- A. Trophies shall be awarded to the teams finishing 1st, 2nd, and 3rd in each division.
- B. If two teams have identical records, then the winner of their dual meet shall get the top standing if the tie cannot be resolved by head-to-head records, then the winner shall be determined by adding up total points scored by each team in dual meets against the other tied teams. For example, if teams A, B, and C each have identical records add points scored for team A in meets against teams B and team C for team A's total. Similarly, add points for teams B and C. The team with the highest point total is the winner. The intent of the adding points involving tied teams only is to discourage teams from running up point totals against weaker teams in case of a potential tie.
- C. A banner will be awarded to the winning team in each division and the team winning the Championship Meet. The banners will be presented at the Championship Meet to the respective coaches. Teams winning the banners will bring them to the GPSA Board Meeting following the Championship Meet and turn them in for embroidering. The banners will be returned to the respective teams at the following meeting. All banners will be turned in to GPSA at least one

week before the Championship Meet so that they are available for presentation at the meet. Lost or damaged banners will be replaced by the team having possession. Banners will be replaced and old banners retired by GPSA every 10 years.

III. DEFINITION OF BONA FIDE SWIMMER

- A. The swimmer shall be members in good standing of the GPSA pool to be represented. For swimmers on a team representing two or more pools, the swimmer need only be a member of one of the represented pools.

IV. ELIGIBILITY

Responsibility - The responsibility for the team roster and eligibility of all swimmers shall be that of the GPSA Representative or his/her designated alternate (coach excluded), who must be a bona fide member of the GPSA pool he/she represents. A swimmer that is a member of a pool that has not sponsored a team for the season may swim for another team for a period of 1 year after the home pool team has folded. If after the 1 year period is expired and the home pool still does not have a team, the swimmer must comply with Section III of the GPSA Rules which define a bona fide swimmer.

A. Team Roster

1. An Athlete Roster report from SwimTopia in Team Manager format must be submitted by each GPSA team to rosters@gpsaswimming.org. Rosters must be emailed no later than one week before the first regularly scheduled meet. A \$25.00 fine will be assessed to each team failing to comply with this requirement, to be paid to the GPSA treasury.
2. Each swimmer must be a bona fide member of the GPSA pool on whose roster his/her name appears. If requested, the GPSA representative shall provide proof of a swimmer's eligibility to the Rules Committee.
3. A swimmer may swim for only one GPSA team at a time in a season. After the season has begun, no swimmer may change from one team to another unless he/she changes permanent residence.
4. Revisions to the team roster may be made at any time in a manner acceptable to the Rules Committee. This must be done twenty-four hours (reference point is the email timestamp) prior to the scheduled start, or resumption, of a meet. After the Roster Deadline any deleted swimmers cannot be reinstated for that season.
5. The team roster, including revisions, shall be kept current by the GPSA Representative during the course of the swimming season.
6. Swimmers not included on the team roster will not be eligible to participate in regularly scheduled interpool meets.

B. Age Group

1. A swimmer's age shall be their age as of June 1st for the purpose of determining age group. Those swimmers who were born on June 1st shall be considered at the older age for the purpose of determining the age group.

C. Eligibility

1. The Rules Committee shall rule on the eligibility of all swimmers and shall render all decisions promptly in writing to the president of the GPSA and to the GPSA Representative(s) involved. No committee member may vote on a decision involving a team with which he/she is affiliated.
2. A swimmer determined to be ineligible shall not be allowed to further represent his/her team. If a swimmer's ineligibility is extended to previous meets during the current season, those meets will be rescored to reflect the removal of the swimmer. Team standings and awards shall also be changed accordingly.
3. An appeal of an eligibility decision may be made by the GPSA Representative involved, to the Rules Committee chairman within seven (7) days of the date of the decision letter.
4. The Rules Committee shall render the final decision on all questions concerning eligibility.

V. TIME FOR MEETS

- A. Meets must be held as scheduled unless postponed for weather or mutually agreed between GPSA Representatives. Pre-meet briefings shall cover the pool policies concerning inclement weather. If weather is a concern, the teams must notify each other no later than 4:00 pm if the meet is to be postponed due to pool closure due to weather. If after the teams arrive at the meet location, the decision whether to swim is at the discretion of the pool management. In addition to the rules already in place for rescheduling a meet postponed due to weather, there will be two open dates scheduled into each division schedule to accommodate weather-related make-up meets.
- B. Meet times will be 6:00 PM. The meet starts when the referee blows the whistle for the first event.
- C. The home team shall allow visitors use of the pool for warm-ups for at least 20 minutes prior to the meet.
- D. In the event of a meet postponement due to weather, the two GPSA Representatives shall agree on a date to swim the meet. If the GPSA Representatives do not agree on a make-up date, the meet shall be swum on one of the two scheduled make-up dates.
- E. A meet shall be considered completed if all events have been swum or if at least the first 30 events have been swum and there have been at least 2 attempts to reschedule the meet, or if the respective GPSA Reps mutually agree that the meet is complete. If the 2 GPSA reps do not agree it will be counted as a loss for both teams.

VI. OFFICIALS / EQUIPMENT

A. Each team shall furnish the following officials and equipment:

<u>Home Team</u>	<u>Visitors</u>
One referee	One timer per assigned lane
One starter	Two S&T judges
Two S&T judges	One sweep judge
Marshal (optional)	One scorekeeper
One timer per assigned lane	Ribbon writer
One Head timer	One stopwatch per assigned lane
One sweep judge	One stand-by starting gun / horn
One scorekeeper	
Ribbon writer	
Two runners	
One stopwatch per assigned lane	
One additional stopwatch	
One starting gun / horn	
Certified Lifeguard	

**stopwatches are recommended as backup even if using a timing system such as Time Drops*

B. GPSA recommended practice for training officials:

1. Stroke and Turn officials, Referees, and Starters should get recertified on an annual basis. There are three methods of recertification:
 - a) Be a USA Swimming certified Stroke and Turn official.
 - b) Attend one of the yearly GPSA Official's Training Sessions.
 - c) Watch the USA Swimming Stroke and Turn/Meet Referee/Starter videos and take the open-book test.
2. Starters should be familiar with the whistle starts by either attending the GPSA Official's Training Session or watching the USA swimming video for Starters.

3. Officials who have gained their qualification will have their name and certified position posted on their team roster. It is the responsibility of each GPSA Representative to encourage yearly refresher training of their officials.
4. Individuals not listed on the GPSA website may volunteer to fill any position at the discretion of their GPSA Representative. Lack of certified officials does not constitute grounds for forfeiture of a meet.
5. Visiting team or GPSA may provide a qualified official if agreed upon by both teams. Two or three timers per lane may be used if agreeable with both teams.

VII. POOL DESCRIPTION AND EQUIPMENT

A. Pool

1. The pool shall be 25 meters in length. If not, an appropriate correction factor shall be applied to times swum in the non-conforming pool.

B. Lanes

1. The pool must have at least four swimming lanes of approximately equal width divided by some type of lane rope stretched tightly along the surface of the water between lanes.
2. Lanes shall be numbered consecutively from 1 to 4 across the pool, facing the course.
3. The home team will swim in lanes 1 and 3, the visitor's team in lanes 2 and 4.
4. Lanes must be marked along the bottom center by black lines at least six inches wide, extending to a distance approximately 39 inches from each end of the pool.
5. There must be target lines at least six inches wide placed on each end of the pool in the center of each lane.
6. Exhibition lanes shall be provided, if available, for use.
7. All pools must be marked at the 15 meter point from each end of the pool (If Practical).

C. Turn Flags

1. Turn flags shall be as follows:
 - a) A firmly suspended line carrying small, easily visible flags and extending the full width of the course.
 - b) For a 25-yard pool, be placed 15 feet \pm 1 foot from the end of the pool.
 - c) For a 25-meter pool, be placed 5 meters (16.5 feet) \pm 1 foot from the end of the pool.
 - d) Positioned approximately 7 feet above the water.

2. The penalty for failure to have appropriately located backstroke flags will be the forfeit of all Backstroke, Individual Medley, and Medley Relay events by the Home team.

D. Starting Platform

1. Starting requirements and block heights shall be as follows:
 - a) In pools with water less than 3'6" at the starting end and measured 3' from the bulkhead, starts shall be from the water.
 - b) In pools with water 3'6" to less than 4' at the starting end, starting blocks shall be no more than 18" above the water surface.
 - c) In pools with water 4' and more at the starting end, starting blocks shall be no more than 2'6" above the water surface.
2. The platform must have a horizontal handgrip about 18 inches above the water.
3. The platform shall be marked with a lane number.
4. A towel may NOT be used at the starting end of backstroke events.

E. Scoring Table

1. A table for scorekeepers shall be provided.

F. Lifeguard

1. A Lifeguard shall be on duty during the entire meet.

VIII. ORDER OF EVENTS, AGE GROUPS, AND DISTANCES

All meets shall be swum in the following order:

BOYS	EVENT	GIRLS
0	Mixed 8&U 100M Free Relay	0
1	9-10 100M IM	2
3	11-12 100M IM	4
5	13-14 100M IM	6
7	15-18 100M IM	8
9	6&U 25M Free	10
11	7-8 25M Free	12
13	9-10 50M Free	14

15	11-12 50M Free	16
17	13-14 50M Free	18
19	15-18 50M Free	20
21	8&U 25M Breast	22
23	9-10 50M Breast	24
25	11-12 50M Breast	26
27	13-14 50M Breast	28
29	15-18 50M Breast	30
31	6&U 25M Back	32
33	7-8 25M Back	34
35	9-10 50M Back	36
37	11-12 50M Back	38
39	13-14 50M Back	40
41	15-18 50M Back	42
43	8&U 25M Butterfly	44
45	9-10 50M Butterfly	46
47	11-12 50M Butterfly	48
49	13-14 50M Butterfly	50
51	15-18 50M Butterfly	52
5 Minute Break		
53	Open 200M Medley Relay	54
55	Open 200M Free Relay	56

- A. The order of strokes for the individual medley is butterfly, back, breast, and any other stroke not previously swum (freestyle).
- B. There shall be a five (5) minute break before event 53 to allow the officials to prepare for the relays
- C. Relay teams for event 0 will be composed (at best-effort) of two (2) boys and two (2) girls.
- D. Relay teams for events 53 - 56 will be composed of four (4) swimmers, one (1) each for age groups 10 and under, 11 - 12, 13 - 14, and 15 - 18.

- E. The order of strokes in the medley relay is backstroke, breaststroke, butterfly, and any other stroke not previously swum (freestyle).
- F. Exhibition lanes should be used, if available. Up to 5 exhibition heats per team must be allowed. For more than 5 heats, both GPSA Representatives must concur.

IX. MEET OPERATIONS

A. Swimmer Participation

1. Swimmers are allowed to participate in any event in age group events older than their actual age in interpool meets but must swim within their actual age group, except relays, in the Championship Meet.
2. Any swimmer is allowed to participate in no more than three (3) individual events and one (1) relay event (not including exhibition). If any swimmer is found to have participated in more than the above number of events, he/she will be disqualified in all events in which he/she was an entrant, and team scores and awards will be adjusted accordingly.
 - a) For a team with fewer than 64 swimmers on the official roster, only swimmers in age/gender groups that have three (3) or fewer swimmers in that bracket would be allowed to compete in four (4) individual events and one (1) relay event (not including exhibition). This rule would not be applicable to either the Mini Meet or the GPSA Championship meet.
 - b) Event 0 shall not count against a swimmers relay entry limit.
3. Each team is allowed a maximum of two (2) entrants in any individual event and one (1) relay team in any one relay event. All other entrants from a team for a particular individual event or relay must be marked as exhibition.

B. Swimmer Readiness

1. It shall be the coaches' responsibility to keep the swimmers for the next two consecutive events or heats behind the starting blocks or in the designated locations.

C. Substitutions

1. No substitutions will be allowed for the next three events after the event is in the water. Example: If event 1 is in the water, no substitutions can be made in the events 2, 3, and 4.
2. Only the coach or coach's designated representative may approach the scoring table and present a written note, bearing the event, lane, and name of the swimmer for the desired substitution.

3. In the event of a postponed swim meet, substitutions may be made at the beginning of the restarted meet for all events not previously swum, in which case Rule IX C 1 does not apply.
 4. Exceptions to Rule IX C 1. may be made by the referee to allow substitution for an injured/sick swimmer. In this case the event shall count as an event swum for both the original swimmer and the substituted swimmer.
- D. Lane Slips *This section is required only for those meets at which manual timing (i.e., stopwatches) is to be used
1. When a swimmer takes his place behind the blocks, he/she must have in his/her possession a lane slip on which his/her team, his/her name, the lane and the event he/she is to swim have been entered. Names shall be as shown on the team roster except that initials for first and/or middle name may be used when that serves to fully identify the swimmer.
 2. The swimmer is to give this slip to the lane judge as he/she comes to the starting block.
 3. Upon completion of the event, the timer will enter the swimmer's time in the event and turn the slip over to the runner. Times should be captured to two decimal places (hundredths).
 4. The runner will take all the slips for the event to the sweep judges.
 5. The sweep judges will mark the swimmers' places in the event on the lane slips and place them in finishing order with any exhibition lane slips inserted behind the scoring lanes. The slips will be handed to the referee, directly or by way of the runner, for verification of place, resolution of any ties or disagreement on order of finish by the sweep judges, and recording of disqualifications.
 6. The referee or runner will then take the slips for the event to the scorekeeper.
- E. Heat Sheets
1. The hosting team shall provide six (6) printed heat sheets, one for each of the following officials: Referee, Starter, Stroke & Turn Judges (4)

X. STARTS

- A. The starter has authority for the starts, including false starts.
- B. Each event will be started by gun, sound, light or any combination.
- C. A swimmer who is not present when the starter takes command of an event shall not be allowed to swim that event at the discretion of the referee.
- D. Starts shall be conducted in accordance with Articles 101.1 of USA Swimming Rules and Regulations in effect for the current year.

- E. Two false starts by the same swimmer in any one event disqualifies that swimmer, or, if in the opinion of the starter and referee a swimmer deliberately false starts, that swimmer may be disqualified after one false start. This includes the Championship Meet (City Meet).
- F. Events may be started from a starting block or the edge of the pool adjacent to the block.

XI. SWIMMING STROKES AND DISQUALIFICATIONS

- A. General Rules for swimming strokes shall be those contained in Articles 101.2-101.7 of the USA Swimming Rules and Regulations in effect for the current year for all ages.
- B. Disqualifications shall adhere to Article 102.22 of the USA Swimming Rules and Regulations in effect for the current year for all ages.

XII. SCORING

A. Scoring

1. For all individual events, five (5) points shall be awarded for 1st place, three (3) points for 2nd place, and one (1) point for 3rd.
2. For all relay events, seven (7) points shall be awarded for 1st place.
 - a) With exception for Event 0, this is a non-scored event.
3. Where two or more swimmers tie for any place in any event, the points credited to such places, if any, next in order shall be divided equally between such swimmers.
4. When an individual or team is disqualified, the following places will be moved up and points awarded accordingly.

B. Lane Slips *(if used)

1. Lane slips are an official artifact of the meet and should be kept by the scorekeeper and given to the home GPSA Representative after the meet.
2. The GPSA Representative shall keep the lane slips for the duration of the current season.

C. Meet Maestro

1. Each coach/rep shall complete the meet entries on Swimtopia no later than 12 noon before the scheduled start of the meet, and then notify the other coach/rep that the entries are ready to be merged. The Home Team will then merge the meet.
2. Substitutions may be made according to rule IX.C. by notifying the scorekeeper and presenting a properly filled out piece of paper, initialed by the coach.

3. In the event of a postponed swim meet, each team's entries shall remain unchanged and saved in Meet Maestro until the resumption of the meet. Changes may be made in accordance with the rules described elsewhere.

D. Ribbons

1. The home pool shall award ribbons for first (blue), second (red), and third (white) place winners in all individual events and first place ribbons (blue) to all participants on winning relay teams. Ribbons must be awarded to 1st, 2nd, and 3rd places.
2. The design of these ribbons will be at the discretion of the home pool.
3. Such awards should be given to the coaches after the meet or mailed to the GPSA Representative the following day.

E. Publicity

1. It is the responsibility of the home team GPSA Representative to submit meet results to the Publicity Chairman for publication.
2. Meet results are due to the Publicity Chairman within 24 hours of the scheduled meet completion. If publicity sheets are not submitted by this deadline, the team may be assessed a penalty of 50 points for the next meet at the discretion of the Rules Committee.
3. Meet results are defined as a combination of the following:
 - a) Meet Maestro Team Scores report
 - b) Meet Maestro report with only first place finishers

F. Championship Meet Qualifying Times

1. Pools having less than 25 meters length shall apply the following multiplication conversion factors for Championship Meet qualifying times for all events: Colony 1.07 and Hidenwood/Wythe/Wendwood 1.09.

XIII. PROTESTS

- A. Protests arising from the competition itself shall be made only by the GPSA Representative to the referee within 30 minutes after the alleged infraction. The referee shall resolve the protest immediately, stopping the meet.
- B. Particularly in the event that any protest resolved by the referee shall have determined the winning team for that meet, such protest may be referred to the Rules Committee in writing within three days after the date of the meet for determination by the GPSA Representative.
- C. Protests affecting the right of any swimmer to have competed in any event shall be made to the Rules Committee within three days after adjudication by the GPSA Representative.

- D. Protests arising from a post meet review shall be made only by the GPSA Representative to the Rules Committee. The GPSA Representative will notify the Rules Committee of the protest within 24 hours of the completion of the meet, and submit a formal written protest within 3 days.
- E. Any ruling made by the Rules Committee shall be final. If the Rules Committee sustains a protest, then meet scores and awards will be adjusted accordingly.

XIV. DUTIES OF OFFICIALS

A. Referee

1. Shall check to see that meet entries are completely filled according to rule XIII. C. before the meet begins.
2. Shall have full authority over all officials on deck, shall assign and instruct them in order to provide fair and adequate coverage of the pool, enforce all rules and shall assure a fair and friendly meet under the rules of GPSA. He/she can overrule any meet official on a judgment decision. He has responsibility to address any question raised by either GPSA Representative or their duly appointed alternate with regard to the conduct of the meet. On a point of rule modification the referee should defer to the judgment of both GPSA Reps.
3. May disqualify swimmers for any violations of the rules that he/she personally observes.
4. He/she shall assign marshals as needed with specific instructions, i.e., control of "on deck" benches.
5. Shall give a decision on any point where the opinions of the judges differ. In the event that sweep judges determine a different order of finish for two or more lanes, the referee shall declare a tie unless he/she has personally observed otherwise.
6. Shall have authority to interfere in a competition at any stage to ensure that racing conditions are observed.
7. Shall control any abusive language or actions used by any swimmer or spectator that is generally made aware to the attendees of the meet.
 - a) The offender will be warned by the referee to desist.
 - b) On continuing, the referee will request the home-team GPSA Representative, with the assistance of the home pool manager, to have the offender ejected.
8. Shall resolve any protest arising from the competition itself immediately.
9. Shall have authority to postpone the meet or any part of the meet if in his/her opinion it is desirable because of weather.
10. Shall verify appointment of two relay take-off judges to judge opposing teams.

11. Shall initial all lane slips, if used, that involve ties, disqualifications and referee decisions that overrule a decision made by another official. Shall ensure that the DQ slip is filled out properly, shall initial it and attach it to the proper lane slip, if used, prior to its going to the scorekeepers, or shall directly submit the initialed DQ slip directly to the Scorekeeper.
12. Shall blow a whistle to signify readiness for the next event in accordance with Article 102.14.4 (Appendix III "Whistle Starts") of the USA Swimming Rules and Regulations in effect for the current year.
13. Shall confirm the order of finish for each first heat either by reviewing the lane slips and making any necessary adjustments before sending to the Scorekeeper, or by periodically consulting with the Sweep Judges and recording the order of finish on a paper to be submitted to the Scorekeeper.

B. Starter

1. Shall take a position within ten feet of the starting edge of the pool.
2. Shall see that the event is announced, and if any blocks are not filled, a second announcement shall be made. At this point he/she assumes control of the contestants until the race is properly underway.
3. Places swimmers in proper starting position and explains to them the event, order of strokes, distances, and the starting signal (if unique for this particular event).
4. When the swimmers are in their proper places, he/she commands them to, "Take your marks".
5. He/she can verbally relieve the swimmers from the command, "Take your marks", by the command, "Stand up".
6. When he/she sees that all are set, he/she fires the gun or starting signal.
7. If in his/her opinion, a false start has been committed, he/she shall recall the swimmers by a second signal, false start rope or false start swimmers.
8. Following a false start and recall of the swimmers, he/she may charge one or more with a false start with agreement with the referee.
9. He/she shall disqualify any swimmer charged with two false starts or with deliberate delay or misconduct with agreement with the referee and shall not allow him/her to swim the event.

C. Stroke and Turn Judges

1. Stroke and Turn Judges shall operate at the ends of the pool, each monitoring only the swimmers in their assigned lanes. They shall ensure that the rules relating to the style of swimming, turns and finishes designated for the event are being observed.

2. Shall not attempt to determine the places achieved by the swimmers.
3. Must raise their hand with the palm open at the time of observing a rule infraction in order for the disqualification to be considered valid. They must fill out the DQ slip fully, which should then be given to the referee for verification.

D. Sweep Judges

1. Shall be co-located at the same side of the pool at the finish end, where they have a clear view of all lanes and shall determine the place in which the swimmers finish.
2. Each judge shall determine independently in which place the swimmers finish, and shall record this on the sweep judge ranking sheet.
3. Shall not be concerned with the legality of the finish.
4. If both sweep judges agree on the order of finish they shall record this order on the lane slips, if used, and submit them to the Referee. If lane slips are not used, the Referee, after consulting with both Sweep judges, will record the order of finish on a slip of paper that will be submitted to the Scorekeeper (this can be an aggregate of several events submitted periodically throughout the meet).
5. If there is disagreement on the order of finish, the Referee will determine the official order of finish. See rule XV.A.6.

E. Timers

1. Verify that watches or timing devices are running properly.
2. As the swimmers approach the starting platforms, the timer takes the lane slip, if used, and checks it to determine if the swimmer has the correct event and lane.
3. Position themselves at the finish end of the pool, over their assigned lanes and times the swimmers in their assigned lanes.
4. Start watch (if used) at the instant of observing the visual or audible starting signal.
5. Contact the Head timer immediately if help is needed
6. Stops watch or depresses timing button when the swimmer has finished the course
7. If used, record the time on the lane slip after the race to hundredths of a second. Shall be responsible for verifying order of swimmers in relay events and notifying the referee of any violations.
8. Head timer operates the backup watches (if used) and offers to time any lane whose timer's watch may have failed; if using electronic timing devices, the Head Timer manages the Time Drops tablet or other timing interface.
9. If two timers per lane are used, the average of the two times will be official.

F. Scorekeepers

1. Sit at the scorekeepers' table and record on Meet Maestro the order of finish, times of each swimmer, and disqualifications, as noted on the lane slips, if used, or by signed DQ slips, and maintain a running record of the score.
 - a) If two timers are used, the times must be averaged. If three timers are used, the middle time must be used.
2. In the event of any questions regarding place, time, or disqualification for an event, or order of relays, he/she shall immediately notify the referee and wait for resolution.
3. Only the meet referee, the GPSA Representatives, the team's scorekeeper, and Head Timer (if using digital timing system) shall have access to the Meet Maestro laptop/tablet after the meet has begun.
4. After the meet has begun, the scorekeeper shall accept changes only in accordance with rules IX.C. and XIII.C.
5. All lane slips, if used, including those with changes or substitutions, will be retained and turned over to the home GPSA Representative at the end of the meet. One copy of the DQ slip should be given to the disqualified swimmer's team coach, and the other copy should remain with the affected lane slip, if used, or with the official record of the meet.

G. Coaches

1. Shall stay in the area designated for his/her team and help to ensure that swim team members do not crowd the course or disrupt the officiating.
2. Are responsible for declaring all entries in SwimTopia, ensuring that all exhibition swimmers are flagged as such, and notifying the opposing team's Coach and/or GPSA Representative that your entries are ready to be merged no later than 12 noon before the scheduled start of the meet.
3. Are responsible for keeping the next two heats of swimmers behind the blocks or in designated areas.
4. Are responsible for seeing that each swimmer behind the blocks and waiting to swim has, if used, a properly completed lane slip; i.e., event name and number, lane assignment, first and last name (same as listed on the roster sheet) of swimmer and order of swimmers in relays.
5. May make Substitutions any time except in the three events following that event in the water, in accordance with rules IX.C, XIII.C and XV.F.4.
6. Are responsible for the conduct of their respective teams.
7. Will not interfere with the officiating of the meet.

H. Relay Take-Off Judges

1. The Meet Referee will identify two take-off judges and two S&T judges to observe relays.
2. Shall adhere to Article 102.13.6 of the USA Swimming Rules and Regulations for the current year.

I. Marshal(s) (Optional)

1. Shall take positions as instructed by the referee and maintain stillness in the rear of the starting platform at each start and prevent crowding by spectators and swimmers on the course.

J. GPSA Representatives

1. Code of Conduct

- a) Shall sign and agree to abide by the provisions of the GPSA Code of Conduct in Appendix II.
- b) Shall ensure that coaches sign and agree to abide by the provisions of the GPSA Code of Conduct.
- c) Shall ensure that the swim team registration contains the following clause with signature blocks for parents and guardians:
 - (1) "I hereby agree to abide by the rules set forth in Part III of the GPSA Code of Conduct and acknowledge that, should we violate any provision of Part III, we will be subject to disciplinary actions as set forth in Part IV."
- d) Shall enforce sanctions imposed by the Rules Committee and the GPSA Board for violations of the Code of Conduct.
 - (1) If a suspended/banned individual attends a meet while the suspension/ban is in effect, the GPSA representatives from each team will approach the individual and respectfully request that they leave the meet.
 - (a) If the suspended/banned individual refuses to leave the GPSA meet, beyond sight and sound, then the GPSA team that the suspended/banned member belongs to will forfeit the meet. Swimmers' times from the affected team will not stand.
 - (b) If the suspended/banned individual willingly leaves beyond sight and sound, no further action is required and the meet will be conducted as normal.
- e) Shall ensure that the signed Code of Conduct is filed no later than 7 days before the first scheduled meet. Teams that do not submit signed copies of the Code of Conduct shall forfeit all scheduled meets, until the Code is received.

- f) A new Code of Conduct must be filed if the GPSA Representative changes or new coaches are added throughout the season.

2. Rules

- a) Shall have a thorough knowledge of GPSA rules for interpool meets and be prepared to resolve any issues of rule interpretation.
- b) Shall be responsible for ensuring that the Referee conducts the meet in accordance with the rules, and for making sure the referee abides by any stipulations or modifications agreed upon by the GPSA Rep during the officials meeting.

3. Eligibility

- a) Shall know and understand the GPSA eligibility requirements.
- b) Shall develop the team roster and ensure the correct age of each swimmer.
- c) Shall maintain the currency of the roster for the league. This is not the coach's responsibility.
- d) May appeal a decision on eligibility to the Eligibility Committee within seven (7) days of the date of the decision letter.
- e) If the GPSA rep is participating in the meet as an official, an alternate GPSA representative should be designated.

4. Establish the Meets

- a) Shall, together with the opposing GPSA Rep, reach mutual agreement on postponements. Make The home Rep shall ensure that both teams are aware of pool policies concerning inclement weather at the pre-meet conference.
- b) Shall schedule "friendly" meets, if desired.

5. Officials

- a) Shall ensure that your officials for each meet are scheduled and are present at the meet in a timely manner.
- b) Shall assure attendance of officials at the GPSA Officials' Clinic, prior to each season, and shall review the rules, especially changes.
- c) Introduce the officials to the other team's officials in the pre-meet conference.
- d) Be prepared to discuss consistency of officiating, according to GPSA Rules.

6. Team Coordination

- a) Shall be prepared to review team lineups.

- b) Shall ensure that the coach knows the GPSA Rules.
- c) Shall transfer GPSA-provided lane slips to the coach, if needed.
- d) Shall ensure meet ribbons are obtained.
- e) Shall ensure that ribbons are available to other teams as soon as possible after a meet, hopefully no later than the next day.
- f) See that the publicity sheets are correctly filled in for home meets and be sure that these sheets are submitted to the Publicity Chairman in accordance with rule XIII.E..
- g) In the event of a meet postponement, shall notify the Publicity Chairman within 24 hours of the scheduled meet completion. Failure to make the proper notification is subject to the penalties of rule XIII.E.2
- h) Shall Attend and participate in the organizational meetings of the GPSA Board of Directors.
- i) Shall ensure that an official record of the meet results has been properly filed.

7. Protests

- a) You are responsible for raising any protest during the conduct of any meet.
- b) You have 30 minutes from the contest to protest a decision to the referee.
- c) You must notify the Rules Committee about any protest within 24 hours of completion of the meet. A properly documented protest in the form of a letter must be received by the Rules Committee chairman within 3 days.

8. Equipment and Pool Setup

- a) Prior to the beginning of the season, review and inspect equipment required for a meet to ensure proper operating order and safety. Don't wait until the first meet to do this.

9. General

- a) Assist in crowd control.
- b) Observe your officials in a meet and note weaknesses. Be prepared to provide training and provide replacements on the spot.

10. Meet Maestro

- a) Both reps must mutually agree to the publication of Heat Sheets to the Mobile App. Any disagreement will default to not publishing.
- b) Live publishing of scoring shall not be enabled or announced during the meet.

XV. RULES COMMITTEE

- A. A Rules Committee shall consist of three members and two alternates: a chairman, two members, and two alternates who shall be appointed by the GPSA President. If possible, have a member from each division.
- B. This committee shall review the rules before each swimming season and recommend changes needed. Such recommendations shall be voted on by the GPSA Board of Directors and if approved, shall be incorporated into the existing rules.
- C. Recommended rules changes shall be submitted to the Rules Committee for consideration and recommendation to the GPSA Board of Directors.
- D. This committee shall have authority over any protest and shall render their resolution promptly, in writing, to the GPSA Representative involved and to the President of the GPSA. Such resolutions will be final.
- E. For the purpose of resolving any protest, a vote shall be taken of three members, none of whom shall be affiliated with the teams in question.

XVI. DIGITAL PLATFORMS

- A. The use of the digital platform Swimtopia/Meet Maestro, has been officially adopted by GPSA. The platform will be used for:
 - 1. Creation of meet entries and heat sheets
 - 2. Calculation and production of a digital scoresheet. One scorekeeper from each team is required to support.
 - 3. Optionally, a digital timing system such as TimeDrops may be used in conjunction with Meet Maestro, to start an event or heat in conjunction with a starting system or whistle. A Meet Ref and Starter are required.
 - 4. Capturing times for each swimmer. Timers and Head Timers are required.
- B. Sweep Judges shall be used to determine placements for a given event.
- C. All standing GPSA rules for interpool meets still apply.