

# **RULES, POLICIES AND PROCEDURES**

**OF**

## **THE NAPERVILLE PARK DISTRICT**

### **SWIM CONFERENCE**

**(LAST UPDATED AS OF JUNE 11, 2007)**

**REVISED**

**May 10, 2005** - Rule changes with respect to postpone & cancel of swim meets; Minor changes to Classic and City; All pool depth and starting heights now according to IHSA.

**June 14, 2005** - Added "f" under Classic Meet 3; one relay permitted (page 17) also dropped the text about curled toes on the backstroke under 11, exceptions on page 16.

**July 11, 2005** - Created new automatic MS Word Table of Contents.

**May 8, 2006** - Restate Rules, Policies and Procedures in their entirety to reflect current practices; rule changes with respect to scoring and awards at City Meet and Classic Meet; rule changes to add old Bylaws Art. VII, Sections 3, 4 and 5 regarding age group definitions and qualifications.

**November 13, 2006** - Add new Article XI requiring at least 10 days notice to amend Rules and amend Article VII (C)(1)(c) regarding officials' attire.

**May 14, 2007** - Add Classic Meet scoring and City Meet entry fines provisions.

**June 11, 2007** - Revise Article VII, paragraph A.6.d. to require legal exhibition swim.

**NAPERVILLE PARK DISTRICT SWIM CONFERENCE  
POLICIES AND PROCEDURES**

**NAPERVILLE PARK DISTRICT SWIM CONFERENCE**

**PHILOSOPHY**

To provide an activity that encourages the involvement of both parent and child; where every swimmer participates and will gain a sense of accomplishment - feel good about themselves; that develops good sportsmanship and; that provides an opportunity to enhance their competitive swimming abilities.

To encourage good sportsmanship among all, the Naperville Park District swim conference has established this code of ethics which has been incorporated into this document.

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## **I. Responsibilities of Team Primary and Alternate Directors**

- A. All Team Primary and Alternate Directors are expected to attend and participate in Naperville Park District Swim Conference (“NPDSC” or the “Conference”) board meetings. All Members must be represented by at least one of their Directors at each meeting. In order to encourage attendance at each meeting, the NPDSC has agreed on the following, to be imposed during each NPDSC season (which runs from September 1 through August 30) without exception:
  - 1. 1st unrepresented meeting: warning printed in the meeting minutes
  - 2. 2nd unrepresented meeting: \$50 fine
  - 3. 3rd unrepresented meeting: \$100 fine
  - 4. 4th unrepresented meeting: no voting for 12 months
  - 5. 5th unrepresented meeting: suspension from NPDSC
- B. Maintain communication between the Conference and your swim team and between the Conference and your team coaches. Every effort should be made to encourage and maintain communication between your team coaching staff and the coaching staff from other teams, especially when developing meet entries for dual meets.
- C. Follow the Conference’s calendar for monthly responsibilities and submit team information on a timely basis.
- D. Be a member of at least one standing, special, or championship committee. In addition, each Director shall be required to assist the City Meet chairperson as required. Each committee chair must submit a written report at the end of the season. Each committee chair shall create and maintain a file to be passed on to their successor.
- E. Develop the initial team roster and submit it to the Conference by June 1st, or before the team starts practice, and submit the final team roster to the Conference by July 1st.
- F. Arrange payment of your team’s conference fees by the 2nd Monday in May and payment of your team’s championship fees by the 2nd Monday in July.
- G. All swimmers should be covered by accident and liability insurance. Directors are responsible for ensuring their team complies with this requirement. If a team purchases the Park District liability insurance, its Director is responsible for turning in the team’s estimated number of swimmers to the Secretary by the 2nd Monday in February. Additionally, it is the Director’s responsibility to arrange for payment of the insurance premium which amount will equal the premium per swimmer, as quoted by the insurance company, times the number of swimmers

on the final roster determined as of July 1st. The payment will be made in two installments, the first being due by the 2nd Monday in May in an amount equal to the original estimated number of swimmers times the premium per swimmer. The final payment will be in an amount equal to the number of swimmers from the final July 1st roster less the original estimate of swimmers times the premium per swimmer. The final payment will be due no later than the 2nd Monday in July. All payments are to be delivered to the Treasurer of the NPDSC. Teams providing their own insurance must have proof of insurance on file with Naperville Park District Liaison by June 1st. Teams that have not provided the requisite insurance coverage, either by payment or through evidence of the team's own insurance, shall not be permitted to swim in any NPDSC meets (See Bylaws: Article VI, Section 9). The Directors and Officers of the NPDSC will be covered by a separate insurance policy provided by and paid for by the NPDSC.

- H. Directors are responsible for turning into the Park District Liaison, signed Naperville Park District Waiver forms for each swimmer on the team prior to the swimmer entering the water for any team practices or meets.
- I. All Directors should be familiar with conference rules found in these Rules, Policies and Procedures (the "Rules"), the Bylaws and the Code of Ethics. (Others from your team will look to you for answers.)
- J. While at practices, meets and organized team functions, always have in your team's possession registration forms with swimmers' emergency and medical information and medical release information.
- K. Submit a copy of a completed accident form to the Naperville Park District within 24 hours whenever an accident involving a swimmer occurs.
- L. Be involved in rescheduling a meet, if the need arises. (See Rules: Article VII, Section E, paragraph 7).
- M. One team Director or designated alternate must attend the Coaches' Meeting. (The team will be assessed a \$50 fine if at least one team Director is not in attendance.)
- N. One team Director must attend each dual meet and Conference recognized invitational in which his or her team participates.
- O. One team Director must attend information meeting(s) for the post-season championship meets.
- P. One team Director or team representative must be available to verify post-season championship meet entry data at the designated time.

- Q. One team Director must attend the scratch meeting at post-season championship meets.
- R. Each team must supply at least two people, at least one of which must be a Director, to set-up for the post-season championship meets.
- S. Directors are responsible for making sure that all their team's coaches and assistants are A.S.E.P. certified and that their team's coaches' Authorization for Youth Program Background Check forms have been submitted to the Naperville Park District.
- T. The Primary Director shall retain a copy of the results from each dual meet for his or her team and the timer sheets for each dual meet for which his or her team was the home team until after the post-season championship meets. These results and timer sheets may be reviewed by coaches or other authorized representatives of Member teams at any reasonable time.

## **II. Preseason Coaching Policies**

- A. The Head Coach and at least one (1) assistant coach from each Member must attend the scheduled Coaches Meeting held prior to the start of each season. The NPDSC will assess teams a \$50 fine for each unauthorized absence by a coach or assistant coach. The NPDSC will strictly enforce this fine and will invoice each team at the NPDSC meeting immediately following the Coaches Meeting.
- B. Each Member team's coaching staff shall satisfy all of the requirements set forth in Sections 5, 6 and 7 of Article VII of the Bylaws, including but not limited to A.S.E.P. certification, CPR and first aid training and the completion and submission of Authorized for Youth Program Background Check forms.
- C. Coaches should be familiar with these Rules, the Bylaws, and the Code of Ethics of the Conference.
- D. No Member team shall schedule any meet for a date prior to the date of the Coaches Meeting.

## **III. Health And Safety Rules**

- A. All Member teams must be in compliance with the rules of the DuPage or Will County Health Department, the Naperville Park District's insurance carrier, and the IHSA.
- B. In pools with a depth of less than 3 feet 6 inches at the starting end of the pool, all swimmers must start in the water. All measurements of water depth are taken from the water surface to the pool bottom at the starting end of the pool.

- C. In pools that have a depth of at least 3 feet 6 inches, but less than 4 feet, at the starting end of the pool, all swimmers must start from either the deck or in the water.
- D. In pools that have a depth of 4 feet or more at the starting end of the pool, swimmers can use blocks that are no more than 30 inches higher than the surface of the pool's water. Measurements are to be taken from the water surface to the surface of the front edge of the block/platform at the starting end of the pool. Portable starting blocks are not permitted.
- E. Before the start of each swim meet, it is the responsibility of the home team to verify for the referee the permitted starting positions (i.e., water, deck and/or block.)
- F. Each pool **must** have a designated lifeguard on duty during warm-ups and the meet. The lifeguard must be in the chair or at the side of the pool, in uniform, plainly visible and only performing the duties of a lifeguard.
- G. Each pool shall be equipped with First Aid materials. Each pool shall have someone present at all meets who is CPR trained.
- H. Official Naperville Park District accident report forms shall be available at each pool. They must be filled out and turned in to the Naperville Park District within 24 hours of an accident or incident.
- I. No alcoholic beverages are allowed at NPDSC meets.
- J. All wading pools **must** be locked, drained or supervised by a lifeguard during a swim meet.
- K. A coach or team representative shall be in possession of all of their swimmers' medical release forms at all meets.
- L. There shall be no swimmers pushing or jumping into the pool at the conclusion of a meet. All coaches will restrain this activity.
- M. If lightning is visible during a meet, any adult shall bring it to the attention of the referee and it is incumbent upon the referee to clear the pool for a minimum of 30 minutes. If there is no sighting of lightning during that time, the meet may resume.

- N. Each pool submitted a copy of the deck and pool area plan for their pool prior to the 1994 season. If any changes to that plan have occurred, that pool is required to submit a new plan prior to the start of each season. These plans shall include the following:
  - 1. Dedicated swimmer and official workers area shall be at least 8 feet wide.
  - 2. Spectator access and seating areas shall be separated from the dedicated swimmer area by a barrier at least 3 feet 6 inches in height. This may be either a plastic snow type fence or a double rope spaced on stanchions set 15 inches apart.
  - 3. Concession areas are to be separated from the pool area by a 3 foot 6 inch barrier.
- O. **NO** electrical cords allowed on deck except microphone or low voltage (12v) cords.
- P. **NO** glass on deck or in the concession or spectator areas of the pool.
- Q. Officials in street clothing who are allowed on deck during a swimming meet shall be required to either replace street shoes with clean clogs or to wear clean rubber shoes.
- R. Spectators shall be controlled to minimize street shoe traffic on pool decks, and the decks in such areas will be disinfected after the swim meet.
- S. **NO** food, drink, tobacco or gum will be allowed on deck.
- T. Drinks served to Official Meet Workers during a meet must be served in paper or Styrofoam cups **ONLY**. (If a pool inspection occurs during the meet, you will lose three (3) points on the inspection form, since food or drinks are not allowed on deck.)
- U. Teams must be in compliance with the dictates of the DuPage or Will County Health Department concerning the running of concessions and the serving of food. Contact the DuPage or Will County Health Department for licensing information.

**IV. Insurance** As a sponsored group of the Naperville Park District, all Conference Members shall comply with the following:

- A. To abide by all safety rules, policies or procedures of the Naperville Park District and Article VI, Section 9, of the Bylaws of the Naperville Park District Swim Conference. Failure to comply with this provision could subject the Member to disciplinary action or revocation of insurance coverage.

- B. That all incidents/accidents be reported to the Naperville Park District as per the regular reporting procedure. (See Rules: Article III, Section H).
- C. That all participants serving as coaches, referees, league officials, etc. must receive training as determined by the Naperville Park District.
- D. That all Members' insurance premiums must be paid in advance of the start of the swim season (See Rules: Article I, Section G).

**V. Computer Guidelines**

- A. A computer training meeting is held by the Computer Committee each year. Each team is strongly encouraged to have at least one computer personnel member and/or coach attend this meeting.
- B. NPDSC requires of all teams to purchase and run Hy-Tek's Team Manager 4.0 (TM) to maintain their team roster and generate meet entries.
- C. Each team is required to purchase and use Hy-Tek's Meet Manager 2.0 (MM) for scoring. The program may be purchased from the Naperville Park District at a cost of \$200.
- D. Detailed instructions for the use of TM and MM are covered in the Conference's current Computer Training Guide that is posted on its website. Further instructions are provided in the Computer Training Guide for printing necessary reports for filing with the NPDSC.

**VI. Age Group Definitions**

- A. A swimmer's age group will be determined by his or her age on May 31 in the calendar year of each season.
- B. Age group competition shall consist of the following six age groups: 6 and under, 8 and under, 9-10, 11-12, 13-14 and 15-18, except that a swimmer over 18 years of age may compete as a 15-18 age group swimmer in the season immediately following his or her high school graduation.
  - 1. Swimmers in the 6 and under age group may compete in an exhibition event to win ribbons, but not to score points.
  - 2. A swimmer's participation in any 6 and under event makes that swimmer ineligible for 8 and under age group individual events for that meet; however, that swimmer is eligible for 8 and under age group relay events.

## VII. Dual Meets

### A. Pre-Meet Entries

1. Meet entries and rosters are to be completed using Hy-Tek's Team Manager and/or Meet manager software. The procedure to be followed is designated in the Conference's current Computer Training Guide that is posted on its website.
2. Swimmers are placed in lanes according to the following:

Teams	Swimmers	4-Lane	6-Lane	8-Lane
Visitors	1 <sup>st</sup> Fastest	2	4	4
Visitors	2 <sup>nd</sup> Fastest	4	2	6
Visitors	3 <sup>rd</sup> Fastest	-	6	2
Visitors	4 <sup>th</sup> Fastest	-	-	8
Home	1 <sup>st</sup> Fastest	3	3	5
Home	2 <sup>nd</sup> Fastest	1	5	3
Home	3 <sup>rd</sup> Fastest	-	1	7
Home	4 <sup>th</sup> Fastest	-	-	1

3. The home team is responsible for confirming the validity of each team's meet entry. Each swimmer must appear on the swimmer's team roster. No swimmer may swim more than five events.
4. The visiting team coach should contact the host team coach in advance of creating the meet entry to attempt to construct a competitive meet that will be fun for both teams and to keep the score within 100 points. Other than by prior agreement of the coaches, meets shall not last longer than 4 hours in length.
5. Coaches should limit the number of heats in which there are only swimmers from their own teams. Teams should consolidate any heats as necessary to eliminate empty lanes and extra heats. Any heat changes require both teams agreement.
6. Exhibition heats and exhibition swims:
  - a. Exhibition heats (anything more than 1 heat per event) are scheduled at the discretion of the home team following pre-meet discussions between the coaches of both teams (the visiting coach must be made aware of any extra heats before meet entries are due). The home team should be sensitive to the needs of the visiting team when scheduling exhibition heats, including scheduling of exhibition heats with only swimmers from one team. Each team must be allowed an opportunity to fill their assigned lanes in exhibition heats before the other team fills those

lanes with its own swimmers. Any abuses or complaints should be reported to the Coaches Committee.

- b. Any swim in an "official" heat (heat 1) may be designated as an exhibition swim (usually to keep the score of the meet close).
  - c. Under certain circumstances a team may wish to enter an exhibition swim that would normally be illegal (for example, entering a swimmer doing a different stroke to fill an empty lane, or entering a relay team with 3 swimmers, etc.). Such entries can only be made with the agreement of the meet referee and the other team's head coach (although in most cases, this agreement should be automatic). Again, any abuses of this rule should be reported to the Coaches Committee.
  - d. All legal exhibition swims (i.e. no disqualification), either in an official or exhibition heat, shall count for purposes of achieving a city qualifying time standard or a pool or team record.
7. Entry changes after the initial due date/time may be made as practicable.
  8. A current Team Manager Athlete Roster along with the Team Manager or Meet Manager meet entry file should be exported and sent via e-mail to the host team's computer representative and/or Head Coach according to the procedures set forth in the NPDSC's Computer Training Guide that is posted on its website.
  9. Meet Entries and Athlete Rosters are due to the host team by:
    - a. Sunday at 6 p.m. for a Tuesday meet.
    - b. Tuesday at 6 p.m. for a Thursday meet.
    - c. Thursday at 6 p.m. for a Saturday meet.
  10. For any exceptions to the above schedule, arrangements must be made with the host team and at their discretion. Failure to adhere to the timetable may result in the host team reporting it to the Coaches Committee. Repeated offenses may result in fines or other penalties imposed by the Coaches Committee.
- B. **Equipment** The home team shall provide the following equipment for dual meets, except for the requirement to provide one-half of the stop watches and a container to store the visiting team's ribbons, as set forth in paragraphs 3 and 10 below, both of which shall be provided by the visiting team:
1. Starting system.
  2. For Officials: Clipboard, pencil, DQ cards.

3. Stop Watches
  - a. Each team shall provide the watches for their own timers. The recommended number of stop watches to have on hand is the number of lanes at the home pool times 1.5, plus one additional watch per team as back-up.
  - b. Clipboards for timers (one per lane), pencils.
  - c. It is the responsibility of the Head Timer to be sure all watches are properly functioning BEFORE the start of the meet.
  - d. Keep extra batteries on hand at all times.
4. Timing Console and/or touch-pads are optional. When automatic timing equipment is being used, a backup system of at least one manual stop watch is required.
5. Backstroke flags—minimum 7 feet above water surface and 5 yards from each end wall.
6. Recall rope — approximately 14 yards from starting end
7. Computer and printer – equipped with required Hy-Tek Software for meet management.
8. Pencils, paper, paper clips, rubber bands, pens, stapler.
9. Labels for printing awards labels for ribbons.
10. Ribbons.
11. Each team shall provide a container to store its ribbons.

**C. Personnel**

1. Officials - Prior to the start of each season, clinic(s) will be held by the NPDSC on rules and rule interpretations of the Conference. All potential officials must attend one of the scheduled clinics. Participants in each clinic shall be given an officials badge, on which their names shall be printed. Officials are required to wear their current badges to the meets at which they will be officiating. Every Member is strongly encouraged to have a minimum of 6 persons attend the annual officials training clinics. This may include experienced and new officials. It is advised that experienced officials work with new officials to ensure quality and consistency of officiating.
  - a. The following officials shall be required for each dual meet and Conference recognized invitational:

- i. Referee and Starter or Referee/Starter (provided by home team).
    - ii. Judges - 2 stroke, 2 turn officials; each team provides half of each category.
  - b. The referee or host pool shall have a current IHSA Swimming rule book.
  - c. Officials are strongly encouraged to wear a white shirt with khaki shorts or pants.
  - d. It is the responsibility of the referee to determine that all officials have attended a NPDSC official's clinic and that they are wearing their badges. Should a referee determine that an official has not attended a clinic, such instance shall be reported to one of the Member's NPDSC Directors.
  - e. It is the NPDSC's desire that a substitute official, with appropriate credentials, replace the non-certified official. Alternatively, and if possible, one less official should be used for the meet.
  - f. If there are no replacement officials available and if the non-certified official must officiate, then the team who is providing the non-certified official shall be fined \$50.
2. Timers
    - a. The home team shall furnish the Head Timer.
    - b. There shall be 3 timers for each lane and at least 2 back-up timers. Each team shall furnish one-half of the total number of timers.
  3. Clerks of Course — appropriate number to be determined by and provided by each team individually.
  4. Runners – 2 - 4 depending on pool layout, each team provides at least 1.
  5. Computer Personnel – 2 home team; 1 visiting
  6. Scorers - 2 visiting team, 2 home team
  7. Awards Table - 1 per team or more determined by each team individually.
  8. Hospitality - It is customary for the home team to provide refreshments to all of the above workers during the meet.

9. Announcer – Home team provides an announcer to help keep the meet moving and make appropriate event announcements during the meet.

**D. Meet Procedures**

**1. Pre-Meet**

- a. Each team shall check-in their swimmers upon arrival at the meet to determine scratches and changes that need to be made in the meet entry.
- b. Each team shall provide scratches and/or changes to the home team computer personnel no later than 40 minutes prior to the start of the meet.
- c. All home workers shall report at least 30 minutes prior to start of meet. Visiting team workers shall report no later than 15-20 minutes prior to start of meet.
- d. The Referee shall conduct a pre-meet conference with officials 15-20 minutes prior to start of meet.
- e. The Head Timer shall conduct a pre-meet conference with timers 15-20 minutes prior to start of meet. All timers from both teams will go through a group watch check and will receive a review of the timing procedures and lane assignments.
- f. The Clerks of Course from each team should receive a Meet Manager printed Meet Program from the home team 30 minutes prior to start of meet or as soon after all scratches and updates have been input into the Meet Manager software as possible.
- g. Computer personnel should deliver updated Meet Programs to the Referee/Starter, Announcer and at least 3 to each team's coaching staff. Other officials should receive an event listing which shows the number of heats in each event.
- h. The Referee clears the pool of all swimmers 5 minutes prior to start of meet; the meet referee and/or starter then conducts the meet.

**2. Warm-ups**

- a. Warm-ups for dual meets shall begin 30 minutes prior to the start of the meet and shall end 5 minutes prior to the start of the meet.
- b. No swimmers shall be allowed in the pool without a coach from the swimmer's team present at poolside.

- c. Important guidelines for warm-up period.
  - i. No racing (block) starts or diving in lanes other than lanes specifically designated by a team for that purpose and only under a coach's supervision.
  - ii. Start all swimmers in lanes only at starting end of pool.
  - iii. Coaches should stand at starting end of pool when verbally starting swimmers on sprint or pace work.
  - iv. Swimmers should be reminded by coaches that breaststrokers need more lead time than freestyle or butterfly swimmers.
  - v. Backstrokers should be reminded of the danger of leaving simultaneously with someone on the block. No one should be allowed on the starting block until the backstroker has executed his start.

NOTE: these are guidelines. Discretion and common sense must be used when establishing procedures. The procedure must fit the type of meet and circumstances – the number of swimmers, lanes and time available.

### 3. **During Meet**

#### a. **Timing**

- i. Two visiting team timers and one home team timer will be assigned to each of the home team's odd-numbered lanes and two home team timers and one visiting team timer will be assigned to each of the visiting team's even-numbered lanes.
- ii. A lane head timer will be assigned for each lane with the home team operating as head timers in the visiting team's even-numbered lanes and vice versa.
- iii. Timers should always act like a responsible official and anticipate that they will probably get wet, because the best position for observing the finish of the race is leaning over the edge of the pool.
- iv. The finish of the race occurs when ANY part of the swimmer's body touches the wall at the finish end of the

pool. Notwithstanding the foregoing, only for swimmers in the 6 and under age group, swimming the backstroke, the finish of the race occurs when any part of the swimmers body touches the wall at the finish end of the pool, or the swimmer's head touches a timer's hand which is placed in close proximity to the finish end of the pool. Stop watch when this occurs.

- v. Read your own watch time. If you have a question, ask the lane head timer or the meet Head Timer.
- vi. At the conclusion of the meet, return all watches to the appropriate team's Head Timer.

**b. Official Time**

- i. When three watches are operating on a lane, and the times of two of the three agree, that time is the official time. If all three watches have different times, the MIDDLE watch time is official.
- ii. When two watches are operating on a lane and their times agree, that time is the official time. If they disagree, the official time is the average of the times on both watches rounding up to the next slowest hundredth.
- iii. If only one watch is operating on a lane that is the official time.
- iv. The lane head timer records all times on the swimmer's event sheet and turns it in to the runner.
- v. Note: If automatic timing equipment is being used, the swimmer's race ends when the sensing pad is touched. In this case, watch times are used as back-up only. In this circumstance it is especially important for timers to not clear their watches until the starter/referee's whistle has been blown.

**c. Scoring Procedures**

- i. Runners pick up the lane/timer sheets and put them in order along with any DQ cards and take them to scoring table after each event.
- ii. Scorers circle the official time and check for manual athlete changes. They attach the DQ cards to back of

corresponding lane/timer sheets. The scorers write which team and name of swimmer on the back of the DQ card.

- iii. The lane/timer sheets and DQ cards are passed on to computer table where the official times are input for each event. Official scorers record any DQs by code in the Meet Manager software. Times are checked for accuracy.
- iv. At the end of each event, the event is scored pursuant to Article VII, Section E, Paragraph 4 below. Scorers send update of total score of each team to an announcer to announce every 10-15 events unless agreed upon by each team. At the finish of the meet the final score is announced if agreed upon by each team.
- v. Award labels are printed after every few events and passed to the ribbon personnel for placement on ribbons. They then sort the ribbons according to each team's requirements.

#### E. **Dual Meet Rules**

1. **Directors and Coaches Responsibilities** All Directors and coaches shall have the following responsibilities during all dual meets and conference recognized invitationals:
  - a. Make certain that your swimmers are conducting themselves appropriately.
  - b. Maintain control of your swimmers.
  - c. Use positive reinforcement techniques when interacting with swimmers.
  - d. Check the team area during and following the meet. Leave the team area in the same, if not better, condition than you found it.
2. **Order of Events and Start Time** The order of events shall be the order of events set forth in Exhibit A attached to these Rules. Unless changed by the mutual consent of both teams, weeknight meets shall start at 5:30 p.m., and Saturday meets shall start at 8:30 a.m.
3. **Participation** A swimmer may compete in a maximum of five events, no more than three of which may be individual events (the "Maximum Dual Meet Participation Rule"). The Maximum Dual Meet Participation Rule shall include a swimmer's exhibition swims.

- a. Individual Events. A swimmer may swim up as high as two older age groups for any individual events; however, once a swimmer swims an individual event in a higher age group, the swimmer must swim all remaining individual events in that same higher age group for the rest of that meet.
  - b. Relay events. A swimmer may swim up as high as two older age groups for one or both relay events, as long as the swimmer is in compliance with the Maximum Dual Meet Participation Rule. The participation of a swimmer in a higher age group in one or both relay events will not prevent that swimmer from swimming with the swimmer's own age group for the individual events swum at the same meet.
4. **Scoring** Each individual event will be scored as follows: 1st place - 5 points; 2nd place - 3 points; 3rd place - 2 points; and 4th place - 1 point. Each relay event will be scored as follows: 1st place - 8 points; and 2nd place - 4 points. In the event of a tie, the points for that tied place of finish plus the place of finish immediately following shall be added together, and each swimmer shall be awarded one-half of the aggregate points.
- a. Only the top two swimmers from each team may score points for their team in an individual event.
  - b. Only one relay entry from each team may score points for their team in a relay event.
  - c. Individuals or relay teams that are disqualified in an event will not be eligible to score points in that event.
  - d. Exhibition heats or swims of an event shall not be scored.
5. **Awards** Ribbons shall be supplied by the home team. In individual events, ribbons shall be awarded for at least the first four places. In relay events, ribbons shall be awarded to each member of the relay teams that finish in at least the first two places.
- a. Individuals or relay teams that are disqualified in an event will not be eligible to receive awards in that event.
  - b. Ribbons shall be awarded based on the actual order of legal finish without regard to how the race is scored.
  - c. Teams may and are encouraged to award ribbons for each legal finisher in each heat, including exhibition heats; however, if such ribbons are awarded, they **MUST** be given to swimmers from both teams.

6. **Results**

- a. Immediately following a meet, each team's head coach will receive a backup copy of the Meet Manager file from the host team's computer personnel, either on a provided diskette or via e-mail. Each team is responsible for retaining results and updating their Team Manager files with all results throughout the season. These results are needed for the verification of qualifying times for post-season championship meets.
- b. The home team is responsible for reporting the results to the local newspapers as instructed by the Publicity Committee. It is the intent of the NPDSC that all meet scores be omitted from the local press and that only the name of the winning and/or losing team be released.

7. **Postponement, Cancellation and Rescheduling of Meets**

- a. Meets can be postponed at any time prior to the start of a meet by mutual agreement between at least one Director from each team. In the event team Directors cannot reach an agreement within two hours prior to the start of the meet, meet postponements will be handled by agreement between each team's head coaches and/or team Directors. If no agreement is reached by the time the meet is scheduled to have started, the referee's decision based upon weather or other safety hazards shall be final. The referee is encouraged to consult with the head coaches and team Directors prior to making his or her decision.
- b. Once a meet starts, the referee's decision shall be final regarding the postponement of the meet. The referee is encouraged to consult with the head coaches and team Directors prior to making his or her decision.
- c. A meet is considered an official meet after the completion of 44 events (i.e., after the butterfly events). If fewer than 44 events are completed, the teams are obliged to continue the meet at a later date, if possible. If 44 or more events are completed, the teams may elect to continue the meet by mutual consent, but are not obliged to do so. A determination to cancel or reschedule the meet must be made with 24 hours of the start time of the originally scheduled meet. If a designated rain date is unavailable for the meet to be rescheduled, the eight meets assigned by the Park District will take precedence over and supercede any other scheduled meets. The home team has the responsibility for arranging for the resumption of the meet. In lieu of the continuation or rescheduling of a cancelled meet, when all options

for rescheduling have been exhausted, teams may schedule an intra-squad “time-trial” event.

**8. IHSA Rules Exceptions**

- a. The portion of the IHSA rule on “uniforms” requiring all swimmers on a team to wear suits of “identical coloring and pattern” is waived.
- b. No false starts are allowed for the 13-14 and 15-18 age groups.

**VIII. Post-Season Championship Meets**

**A. Designation of Meets** The Championship Meets shall consist of the following two meets:

1. A City Meet shall be held at the end of the season at such times and at such venue as shall be determined by the Board of Directors. Only those swimmers from each Member who meet the time standard or other eligibility requirements set forth in the City Meet Rules of these Rules shall be eligible to swim in the City Meet.
2. A Classic Meet shall be held at the end of the season on the weekend immediately preceding the City Meet and shall be held at such times and at such venue(s) as shall be determined by the Board of Directors. The Classic Meet is designed to provide an opportunity for a championship-style meet for those swimmers from each Member who do not meet the eligibility requirements set forth in the City Meet Rules of these Rules to swim at the City Meet.

**B. Classic Meet Rules**

1. **Order of Events** The order of events shall be the order of events set forth in Exhibit B attached to these Rules.
  - a. All of the individual events shall be swum using a 2 tier system, except the 6 and under events shall be swum using 3 tiers.
  - b. The tiers shall be based on times submitted by swimmers of all teams at each site. One-half of the swimmers in each individual event, other than 6 and under events, shall be allocated to each tier. If the total number of swimmers cannot be divided equally by 2, the extra swimmer will be added to Tier II. In the case of 6 and under individual events, one-third of the swimmers in each individual event will be allocated to each tier. If the total number of 6 and under swimmers cannot be divided equally by 3, the extra swimmer(s) will be allocated first to Tier III, then to Tier II.

2. **Participation** A swimmer may compete in a maximum of four events at the Classic Meet, no more than three of which may be individual events. To be eligible for the Classic Meet:
  - a. A swimmer must participate in at least three (3) officially approved conference meets during the season and that swimmer's name must appear on the meet entry and results for that meet.
  - b. A swimmer must be on the official July 1 roster or approved at the July Board of Director's meeting.
  - c. All swimmers competing in the 15-18 age group will swim in the City Meet even if they have not achieved a City Meet qualifying time.
  - d. A swimmer may not swim an individual event or that leg of any relay at the Classic Meet if that swimmer has met the City Meet qualifying time standard for that event.
  - e. A swimmer who swims in the Classic Meet can be entered in the City Meet only as a relay swimmer. A swimmer may compete in the same relay at both the Classic Meet and the City Meet. In addition to swimming in 4 total events in the Classic Meet, a swimmer may compete in 2 additional relay events at the City Meet.
3. **Meet Entries**
  - a. Each Member shall submit its meet entry by email to the person and in the manner set forth in the Classic Meet Packet that is published and delivered to each Director prior to the Classic Meet. The meet entry shall be submitted by Noon on the Sunday preceding the Classic Meet.
  - b. Meet entry changes from dual meet rain dates held after Classic Meet entries are submitted shall be due by Noon on the Wednesday preceding the Classic Meet; however, if any swimmer achieves the City Meet qualifying time standard for an event that he or she is originally scheduled to swim at the Classic Meet, then that swimmer must be scratched from that event in the Classic Meet.
  - c. There is no limit to the number of swimmers each Member may enter in each individual event.

- d. Each Member may enter one relay team in each relay event. In each relay event, a Member may enter four swimmers and a maximum of four alternate swimmers.
  - e. A swimmer may be entered in three individual events and two relay events at the time of meet entry, as long as such swimmer actually competes in only four events.
  - f. All swimmers must be entered with an official time for each individual event entered. No swimmer may be entered with “no-time” listed as their seed time.
  - g. Rules for scratches governing high school championship meets do not apply (i.e., there is no penalty for scratching an event). In particular, it is not intended that any article of Rule 3-2 (or any other provision) of the Swimming Diving and Water Polo Rules of the National Federation of State High School Associations shall apply to prevent an NPDSC swimmer from participating in any or all of his or her events because such swimmer was listed as scratched in the organizational meeting held shortly before the beginning of a meet.
  - h. The intent of the NPDSC is to err on the side of the swimmer so that each swimmer has an opportunity to compete in the Classic Meet. As such, meet officials shall not bar a swimmer from swimming an event for the sole reason that such swimmer has missed any of his or her preceding events.
4. **Exhibition Heats and Swims** There will be no exhibition heats or swimmers in the Classic Meet.
5. **Lanes** Lanes will be assigned to each swimmer in each event based on seed times. Within each event, heats will be run slowest to fastest. Within each heat, swimmers will be seeded fastest to slowest in the following order: Lane 4, Lane 5, Lane 3, Lane 6, Lane 2, Lane 7, Lane 1 and Lane 8.
6. **Scoring** For purposes of scoring the Classic Meet, points will be awarded for first through eighth place in each event as follows:
- a. Relay events - 18, 14, 12, 10, 8, 6, 4, 2.
  - b. Individual events shall be scored in Tier 1, but not in Tier 2 - 9, 7, 6, 5, 4, 3, 2, 1.
  - c. Only two swimmers from a Member's team will be eligible to receive points in Tier 1 of each individual event

- d. Points are awarded on a move-up basis, if one team takes more than two of the first eight places in an individual event.
  - e. No points will be awarded for 6 and under events.
7. **Awards** Classic Meet awards will be given as follows:
- a. For individual events, medals will be awarded for first through eighth place in Tier I, and ribbons will be awarded for first through eighth place in Tier II (and in Tier III for 6 and under individual events). For relay events, medals will be awarded for first place, and ribbons will be awarded for second through eighth place.
  - b. Awards will be given to swimmers in the actual order of legal finish. There is no limit as to how many awards may be given to swimmers from a single Member team in any one individual event.
8. **Results** Following the conclusion of the Classic Meet, results shall be posted on the website for the Conference. Final Classic Meet results shall also include notice of the team's swimmer disqualifications and the reason for each such swimmer's disqualification.
9. **Officials** A registered IHSA referee and starter will be hired for the Classic Meet. Stroke judges and turn judges will be filled by parent volunteers chosen by the Classic Meet Committee or the Member team assigned with responsibility for officials. Unless the cost is prohibitive, an automatic or semi-automatic timing system will be used. Relay false starts will be judged by the hired officials.

### C. **City Meet Rules**

1. **Order of Events** The order of events shall be the order of events set forth in Exhibit C attached to these Rules.
- a. All events for the 8 and under and 9-10 age group swimmers will be held in the morning.
  - b. Following a break, the events for the 11-12 and 13-14 age group swimmers will be held in the afternoon.
  - c. All swimmers in the 15-18 age group shall swim together in the City Meet, to be scheduled and held at a time separate from the City Meet for the other age groups; provided, however, that all 15-18 age group swimmers who are competing in an individual event and who have not met the qualifying time established by the

Board of Directors for that event shall be treated as competing in a separate individual event solely for purposes of awards.

2. **Participation** A swimmer may compete in a maximum of four events at the City Meet, no more than three of which may be individual events. To be eligible for the City Meet:

- a. A swimmer must participate in at least three (3) officially approved conference meets during the season and that swimmer's name must appear on the meet entry and results for that meet.
- b. A swimmer must be on the official July 1 roster or approved at the July Board of Director's meeting.
- c. A swimmer who swims in the Classic Meet can be entered in the City Meet only as a relay member. A swimmer may compete in the same relay at both the Classic Meet and the City Meet. In addition to swimming in 4 total events in the Classic Meet, a swimmer may compete in 2 additional relay events in the City.

3. **Meet Entries**

- a. Each Member shall submit its meet entry by email in the manner set forth in the City Meet Packet that is published and delivered to each Director prior to the City Meet. The meet entry shall be submitted between 11:00 a.m. and Noon on the Sunday preceding the City Meet, and each Member shall provide a support person who will be available on that Sunday between the hours of 11:00 a.m. and 6:00 p.m. to make decisions on meet entry changes.
- b. Each Member may enter two swimmers in each individual event, regardless of seed time.
- c. Additional swimmers from a Member may be entered in individual events if the seed times of all such swimmers are equal to or faster than the qualifying time established by the Board of Directors for each event.
- d. Each Member may enter one relay team in each relay event. In each relay event, a Member may enter four swimmers and a maximum of four alternate swimmers. The Board of Directors shall not establish qualifying time standards for relay events.
- e. A swimmer may be entered in three individual events and two relay events at the time of meet entry, as long as such swimmer actually competes in only four events.

- f. All swimmers must be entered with an official time for each individual event entered. No swimmer may be entered with “no-time” listed as their seed time.
- g. Rules for scratches governing high school championship meets do not apply (i.e., there is no penalty for scratching an event). In particular, it is not intended that any article of Rule 3-2 (or any other provision) of the Swimming Diving and Water Polo Rules of the National Federation of State High School Associations shall apply to prevent an NPDSC swimmer from participating in any or all of his or her events because such swimmer was listed as scratched in the organizational meeting held shortly before the beginning of a meet.
- h. The intent of the NPDSC is to err on the side of the swimmer so that each swimmer has an opportunity to compete in the City Meet. As such, meet officials shall not bar a swimmer from swimming an event for the sole reason that such swimmer has missed any of his or her preceding events.
- i. **City Meet Fines**
  - (1) Additions or changes to a team’s entry may be made without penalty until the 6:00pm on the Monday evening prior to the City Meet.
  - (2) Additions or changes to a team’s entry and are requested between 6:00pm Monday and prior to the Heat Sheet finalization at 6:00pm Tuesday prior to the City Meet will be made at a fine of \$50 per change.
  - (3) No changes will be considered after the Heat Sheet finalization at 6:00pm Tuesday until the scratch meeting. Additions or changes to a team’s entry at the City meet Scratch Meeting will be made at a fine of \$100 per change. This includes adding a swimmer to a relay who is not listed as an alternate on the existing meet entry. **These changes will not be reflected in the printed Heat Sheets. The meet will not be re-seeded.**
  - (4) Any team failing to scratch a swimmer, resulting in a NS is subject to a \$50 fine per swimmer unless the absence is approved by a member of the City Committee. Free Relay exception - A team may substitute an alternate for a relay position in the Free Relay any time prior to the start of that event without fine. The rules regarding NS still apply. If

an alternate is substituted in and the relay is their 5<sup>th</sup> event, the relay is subject to disqualification and the \$50 fine.

4. **Exhibition Heats and Swims** There will be no exhibition heats or swimmers in the City Meet. There will be no 6 and under events in the City Meet.
5. **Lanes** Lanes will be assigned to each swimmer in each event based on seed times. Within each event, heats will be run slowest to fastest. Within each heat, swimmers will be seeded fastest to slowest in the following order: Lane 4, Lane 5, Lane 3, Lane 6, Lane 2, Lane 7, Lane 1 and Lane 8.
6. **Scoring** For purposes of scoring the City Meet, points will be awarded for first through sixteenth place in each event as follows:
  - a. Relay events - 40, 34, 32, 30, 28, 26, 24, 22, 18, 14, 12, 10, 8, 6, 4, 2.
  - b. Individual events - 20, 17, 16, 15, 14, 13, 12, 11, 9, 7, 6, 5, 4, 3, 2, 1.
  - c. Only three swimmers from a Member's team will be eligible to receive points in each individual event.
  - d. Points are awarded on a move-up basis, if one team takes more than three places in an individual event.
7. **Awards** City Meet awards will be given as follows:
  - a. For individual events, medals will be awarded for first through eighth place, and ribbons will be awarded for ninth through sixteenth place. For relay events, medals will be awarded for first place, and ribbons will be awarded for second through sixteenth place.
  - b. For team awards, plaques will be presented to the first, second and third place teams at the City Meet as a whole and to the first place team for each age group by gender.
  - c. Awards will be given to swimmers in the actual order of legal finish. There is no limit as to how many awards may be given to swimmers from a single Member team in any one individual event.
8. **Results** Following the conclusion of the City Meet, the results shall be posted on the website for the Conference. The final City Meet results shall include team scores for the meet as a whole and for each age group by gender. Final City Meet results shall also include notice of the team's

swimmer disqualifications and the reason for each such swimmer's disqualification.

9. **Officials** Registered IHSA referees, starters and stroke judges will be hired for the City Meet. Unless the cost is prohibitive, an automatic or semi-automatic timing system will be used. Relay false starts shall be judged by the hired officials.

**D. Miscellaneous Rules for Both City Meet and Classic Meet**

1. Warm-up times for post-season championship meets shall be determined by the Classic and City Meet Committees and shall be set forth in the packets that are published and delivered to each Director prior to the championship meets.
2. A coach from each team and a team Director are required to attend the scratch meeting held before each swim session at the City Meet and the Classic Meet. The purpose of the scratch meeting is to determine the swimmers who will be swimming in each event during the meet so as to facilitate an efficient use of lanes and events.
3. The T-shirt concession for the post-season championship meets shall be approved by the Board of Directors. The concession will be operated by representatives Members of the NPDSC. Any profits from this concession will go to the NPDSC. The food concession bids for the post-season championship meets shall include food items only and shall be bid on annually. No raffles or other income enhancing activities can be held as part of the T-shirt or food concessions or otherwise on the property of the venue that is hosting the meet. Moreover, there shall be no unauthorized sales of any kind, including sales of beads, candy, gum or other trinkets, by the swimmers or their guests. With the approval of the Board of Directors, charitable organizations can accept non-monetary items.
4. The administering of surveys, either with or without remuneration, on any topic, including religion, shall be strictly prohibited on the property of the venue that is hosting the championship meet.

**IX. Requirements And Procedures for Admission of New Teams to the Conference**

- A. See NPDSC Bylaws, Article I, Section 3.
- B. New teams must be located within the boundaries of the Naperville Park District or its planning areas.
- C. Representatives of a viable Parent Board must attend the October annual meeting of the NPDSC to request a probationary season.

- D. Teams must provide their own insurance during their probationary season. This insurance must comply with the requirements stated in the NPDSC Bylaws, Article VI, Section 9.
- E. Teams during their probationary season must have a representative(s) in attendance at all NPDSC board meetings as non-voting liaisons. Representatives should also be present at the post-season championship meets. The purpose of this requirement is to ensure that new teams understand the workings, rules, procedures, etc. of the Conference.
- F. New teams must purchase Hy-Tek's Team Manager from the Naperville Park District to maintain their team roster and generate meet entries.
- G. Swimmers of probationary teams are not eligible to swim at the NPDSC post-season championship meets.
- H. New teams during their probationary season will be eligible to purchase ribbons and cards through the NPDSC at the same cost that member teams pay for additional ribbons and cards.
- I. New teams must purchase and use Hy-Tek's Meet Manager for scoring. This program may be purchased from the Naperville Park District at a cost of \$200.
- J. Teams during their probationary season must comply with all Bylaws, Rules, Policies and Procedures, and the Code of Ethics of the NPDSC.
- K. Teams during their probationary season must send their officials to a NPDSC officials' clinic for training.
- L. The pool must be a minimum of 3 feet 6 inches in depth in all competitive lanes.
- M. After completing its probationary season, a team's representatives must attend the October annual meeting of the NPDSC to request membership.

**X. Code of Ethics**

**A. General Policies**

1. Penalties for violations of this Code or Conference rules at sanctioned meets shall be appropriate for the age of the swimmer and the degree of violation, with consideration given to participants with special needs. All penalties should be instructive in addressing appropriate social and sportsmanlike conduct, in accordance with the goals of the Conference.
2. Penalties shall be determined and administered in accordance with this Code, and further penalties may be imposed by the violator's swim team, or other organization, with respect to that team's individual policies,

ethics code, or special circumstances. Criminal activities shall be reported to the appropriate authorities.

3. Coaches' behavior shall be governed by the policies and principles established within the A.S.E.P. Program and the Swim Conference's Code of Ethics.
4. Violations of this Code shall be reported to the meet Referee, NPDSC Representative, or the NPD for appropriate action.
5. Coaches, Parents, Volunteers, Officials and Swimmers shall be responsible to support and adhere to this Code, as well as commonly accepted social behavior and community standards.
6. Officials shall be fair and honest in all evaluations, and shall be responsible and knowledgeable for the rules and procedures they administer. Volunteers and officials who do not act appropriately shall be replaced.
7. The primary responsibility for participant discipline rests with the individual.
8. The coach shall be responsible for maintaining team discipline at all team sponsored, NPD Conference sanctioned swim meets.
9. Parents shall have the responsibility of supporting the coaches, officials and NPD Conference Representatives in matters of discipline with respect to their own children. Parents shall be responsible for the behavior of their invited guests.
10. Referees shall be responsible for enforcement of all I.H.S.A. rules. This Code of Ethics is intended to supplement the I.H.S.A. rules with regard to sportsmanship, and is not intended to supersede the authority of the referee to interpret or enforce I.H.S.A. rules.

**B. Purpose** The goal of the Conference is to provide competitive opportunities to as many young people as possible, to allow these youngsters to discover their swimming potential, and to help them develop the quality of good sportsmanship. This Code of Ethics is intended to facilitate these Conference objectives.

**C. Definitions**

1. **Sportsman:** A person who can take loss or defeat without complaint, or victory without gloating, and who treats his/her opponents with fairness, generosity, and courtesy.
2. **Sportsmanship:** Qualities and behavior befitting a sportsman.
3. **Participant:** Swimmer, parent, volunteer, official, coach or spectator.

D. **Expectations** The Conference requires its participants to adhere to all Conference rules, regulations and philosophies at all team practices, activities, and sanctioned meets (dual and championship). The Conference further directs that its participants will:

1. Support their team at sanctioned swim meets.
2. Conduct himself/herself in a manner consistent with good sportsmanship, showing respect for persons and property at all times, whether at home or away meets.
3. Refrain from sale, possession or use of tobacco, alcohol and other drugs.
4. Refrain from any other activity prohibited by law.

E. **Violations** Penalties for violations of this Code shall be appropriate for offense. The penalties are intended to be instructive in addressing appropriate social and sportsmanlike conduct, in accordance with the goals of the Conference.

1. **Minor Offenses**

- a. Profane, obscene or abusive language including use of derogatory racial, ethnic, and/or religious comments. Any violation of the Conference Bylaws or any Conference operating policy or procedure.
- b. **PENALTIES:** Penalties for any unsportsmanlike conduct during a meet shall range from warnings to immediate expulsion from the meet as agreed upon by the Meet Disciplinary Board and must be referred to the Conference Disciplinary Board for review and may result in expulsion from future meets.

2. **Misconduct Offenses/Major Offenses**

- a. Insubordination to any coach or adult acting in an official capacity at a sanctioned meet;
- b. Fighting;
- c. Gambling;
- d. Possession of explosive devices such as firecrackers;
- e. Theft;
- f. Intentional property damage (vandalism);

- g. Improper use of tobacco or improper solicitation of another person to use tobacco, alcohol or any other controlled substance or illegal drug;
- h. Any violation of Naperville Park District's General Use Ordinance No. 133.

PENALTIES: Penalties for any confirmed violation shall range from warnings to immediate expulsion from the meet and expulsion from future meets.

**F. Procedures for Assessing Penalties and Resolving Conflicts**

1. A person accused of any Code of Ethics offense at a sanctioned meet shall be brought immediately before the Meet Disciplinary Board, which shall consist of:
  - a. Conference Representative from each pool participating in the event;
  - b. Head Coach from each pool participating in the meet;
  - c. Referee.
2. The Meet Disciplinary Board shall review the facts and circumstances surrounding the alleged violation, and the contemplated penalty, and shall decide whether to impose a penalty. No penalty shall be imposed by the Meet Disciplinary Board unless three-fifths of its members present vote in favor of imposing the penalty.
3. If the Meet Disciplinary Board is unable to decide on an appropriate penalty at the meet, under the procedures outlined in paragraph VI. B. above, or if the penalized person charged with the violation protests the decision of the Meet Disciplinary Board, then the matter may be heard by the Conference Disciplinary Board, consisting of:
  - a. Conference Representative from each pool in the Conference;
  - b. Head Coach from each pool in the Conference;
  - c. Referee of the meet where the alleged violation(s) occurred.
4. The Conference Disciplinary Board shall hear all interested witnesses, including the charged person, review the facts and circumstances pertaining to the charge, and decide the appropriate penalty to impose, if any. No penalty shall be imposed by the Conference Disciplinary Board, nor shall the decision of the Meet Disciplinary Board be reversed, unless two-thirds of the Board members present vote in favor of the proposed action.

5. At any time, the charged person may appeal the decision of the Meet Disciplinary Board or the Conference Disciplinary Board directly to the Conference Review Board, which shall consist of:
  - a. Conference Chairman;
  - b. Conference Vice Chairman/Treasurer;
  - c. Conference Secretary;
  - d. Referee of the meet where the alleged violation(s) occurred; and
  - e. Park District designated representative.
6. The Conference Review Board shall review the facts and circumstances relating to the charges and shall evaluate the penalties imposed by the lower Boards, if any, and decide whether to confirm or reverse the prior action taken by the referee or Board. The decisions of the Conference Review Board shall be by two-thirds affirmative vote of those members present. The decisions of the Conference Review Board shall not be further appealable.

**XI. Amendments.** These Rules may be altered, amended, or repealed by a motion and second being made at a regular or special meeting followed by a vote of the total membership at a subsequent regular or special meeting held not less than 10 days after the motion and second were made. At the subsequent regular or special meeting, a two-thirds (2/3) affirmative vote of the total membership is required.