

## YMCA Swimming Rules for 2009-2010

YMCA Web Site: [www.iowaymcacompetitiveswimming.com](http://www.iowaymcacompetitiveswimming.com)

Marshalltown State Meet Web Site: [www.ymca-ywca.org/bluewave/statemeet.php](http://www.ymca-ywca.org/bluewave/statemeet.php)

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## YMCA Swimming Rules for 2008-2009

### 1.0 Time Lines and General Rules

#### 1.1 Overall Changes for Current Season

1.1.1 Required Fall Coaches and or YMCA Rep. Meeting. We are going to post the meeting agenda on the state Web site to be downloaded. The Sectional Rules Committee member will need to contact the teams in that section to decide who will be hosting the Sectional Meet and then to contact Lee DeCicco (Ft. Dodge) with the Meet Host and Contact person by the end of October.

1.1.2 Compliance of Rules & Penalties (Meet Results, Entries, etc).

1.1.3 Fall Agenda Points of concern:

1.1.3.1 Local Communications between Coach, Aquatic Director and State Governing Body. "Chain of Command". See Rule 1.4.3

1.1.3.2 Sectional Assignments based on growth of teams & travel distance. Rule 3.3.1

1.1.3.3 Age Groupings. See Rule 2.1.8, Event List & Qualifying Times App. F, Rules 3.2.12 & 3.4.1

1.1.3.4 Eligibility & Time lines: See Rules: 1.2, 2.1.2, 2.1.8, 2.2, 2.3, 3.1

1.1.3.5 Non-compliance: 1.6.1

1.1.3.6 Sectional Entry Fees & Deadlines, Rule 3.3.7.4, Rule 3.3.7.8

1.1.3.7 Rules Committee People, Rule 5.2, App C Meet Report

1.1.3.8 USS **in water** swimming rules.

1.1.3.9 Rule 3.2.7 08-Under Relay In Water Touches at shallow end of pool.

1.1.4 Vote on Sectional Sites at Fall Mandatory Meeting (**Weekend of Feb 13-14<sup>th</sup>, 2010**).

1.1.5 Bids for State. 2010: Site at State Meet Coaches Meeting. As Marshalltown was given a 3 year contract in 2007, the next year for bids will be 2009-10 for 2010-2011-14. Written Bid's to Lee DeCicco by State Coaches Meeting & Vote. Vote confirmed at Spring Iowa Alliance Meeting of Aquatic Directors.

1.1.6 State Meet for 2008-2009 will be at Marshalltown (**Mar: 6<sup>th</sup> (Boys) – 7<sup>th</sup> (Girls)**)

#### 1.2 YMCA Swim Season Time Line

1.2.1 October: Bids for the Sectional Meets shall be submitted and voted at the Fall Mandatory Coaches/Rep. Meeting if not accomplished at Fall Iowa Alliance Meeting.

1.2.2 Nov 1: Swim Season Starts. Official Swim Team Rep. (Contact Person) due to (State Coordinator: Nancy Phillips & Lee DeCicco & Section Representative)

1.2.3 December:

2.0 Dec 1<sup>st</sup>: \$ 30.00 Team Eligibility Fee.

2.1.1.1 Checks written to YMCA Swim Team. Mail to: **YMCA of Greater Des Moines**, c/o Waukee YMCA, POB 370, Waukee IA 50263. Attention Sara Roberts

2.1.1.2 Dec 1<sup>st</sup>: Swim Team Roster Due.(State Coordinator: Nancy Phillips & Your Teams Section Representative: Append. C.3 Meet Report)

2.1.2 January:

2.1.2.1 Jan 4<sup>th</sup>: Team Roster Update Due. Changes may be made after Jan. 4th but must be in writing to State Coordinator: Nancy Phillips and Section Representative (Append C.3 Meet Report)

2.1.2.1.1 Hardship Rule 3.3.4 Must be sent and approved thru State Coordinator (Nancy Phillips)

2.1.2.2 Feb 1<sup>st</sup> (Sectional Entries Due "**In Hands Of**" (3) People: (Certified Mail or E-Mail) State Coordinator: Nancy Phillips (Sectional Fees **MUST** be sent to her), Your Section Rep (Appendix C.3 Meet Report), & Your Section Host (From Fall Mandatory Coaches Meeting.

**2.1.3** February:

**2.1.3.1 (Feb 6-7<sup>th</sup>)**: Last Eligible Swim Meet Dates. Must have contacted your Sec. Rep. about this for eligibility & bring meet results to Sec. Host for verification.

**2.1.3.2 Feb 13-14<sup>th</sup>**: Sectional Meets. Date and Sites determined at Fall Mandatory Coaches Meeting.

**2.1.3.3 Feb 15<sup>th</sup>**: Sectional Results To: Lee DeCicco in Ft. Dodge, Hard copy of results Faxed and or mailed by Noon, Computer info e-mailed next working day mail

**2.1.3.4 Feb 19<sup>th</sup>**: Suggested Rule Changes, Outstanding Swimmer & Outstanding Coach/Lay Person nominees, and written bids for the next years State Meet Site: "**In Hands Of**" Lee DeCicco (Ft. Dodge)

**2.1.4** March:

**2.1.4.1 Mar 6<sup>th</sup> – 7<sup>th</sup>**: State at Marshalltown: **Saturday: Boys, Sunday: Girls**

**2.1.4.2 Mar 6<sup>th</sup>**: Coaches Mtg- After Sat. events: Bids for Upcoming State Meet, Suggested Rule Changes, other Topics as necessary. Recommendations from this meeting will be brought forward to the Iowa Alliance Meeting for approval.

**2.2** USS **in water rules (Blue Book)** (current year) & YMCA Rules that Govern shall be rules regulating & governing all Sectional & State Championship meets except as listed in this document. It's YOUR responsibility to be aware of all rules contained in this Addition to USS Rules.

**2.3** Correspondence

**2.3.1** Name of YMCA Program Staff, or designee by YMCA Program Staff Member, for each competing Association must be in office of State Competitive Swim Coordinator by Nov. 1<sup>st</sup>. This person will be designated contact person for all swim team related mailing & communication between State Coordinator's and indiv. association or independent team.

**2.3.2** Restrict all correspondence to State Competitive Swim Coordinator to that approved and signed by the Program or Aquatic Director of YMCA represented.

**2.3.3** Concern shown that a possible problem exists in communications between local YMCA & local Swim Team. This also concerns mailing as well. Please check at local level with Aquatic Director and or Exec. Director for any info from Iowa Alliance meetings first.

**2.4** How to propose Rule Change

**2.4.1** Additions or deletions must be submitted in writing to your Sectional Meet Host and/or State Coordinator: Lee DeCicco for discussion at the Coaches Meeting held at State Meet site. Suggestions will be sent by State Coordinator: Lee DeCicco after Coaches meeting to be acted upon by the Rules Committee. Professional YMCA staff may submit proposed written rule changes to State Coordinator: Lee DeCicco at any time.

**2.5** Noncompliance of Rules

**2.5.1** Noncompliance of administrative rules will result in a penalty assessed to the individual association, which must be paid prior to the next season. The penalty as determined by State Governing body (Iowa Alliance) is \$50.00 per occurrence with \$200.00 max.

**2.5.1.1** Noncompliance examples are: Deadline dates (Entries, Eligibility, Fees), Team Roster Dates, Team Roster Forms by approved age groups (08-Un, 09-10, 11-12, 13-14, Open).

**2.5.1.2** Compliance is considered to be within 7 days of listed dates. Noncompliance is 8 days or beyond.

**2.5.1.3** Please keep same name on all forms throughout year. Example: TJ DeCicco on one form. Tatum DeCicco on another form.

**2.5.2** Noncompliance of eligibility rules, results in inability of swimmer(s) to participate in YMCA Championship Meets.

**2.5.3** Noncompliance of entry deadline results in inability of offending teams swimmer(s) to

compete in Championship Meets.

**2.5.4** If the Sectional Host is the team in noncompliance with rules and regulations the Rules Committee reserves the right to reassign those teams affected in that Section.

## **2.6** Appeal Procedure

**2.6.1** The team in violation is notified of the Rule infraction by the State Coordinator's by phone to be followed by written confirmation.

**2.6.2** Teams wishing to file an appeal must indicate their intent during the phone conversation. The State Coordinator's must receive written confirmation by telegram within 24 hours of the telephone conversation or next working day.

**2.6.3** Meeting of majority of the Rules committee will be set up on conference call within 24 hours following receipt of Appealing Association's telegram.(Provided it's possible to secure a majority of Rules Committee on short notice). Association appealing the rule infraction is responsible for payment of the conference call.

**2.6.4** Conference Call Procedure

**2.6.4.1** Appealing Association provides Rules Committee with a presentation of facts.

**2.6.4.2** State Coordinator's asks Appealing Association and affected Section Rep. to leave conference call.

**2.6.4.3** Rules committee discusses the facts and makes decision.

**2.6.4.4** Immediately following call, the State Coordinator phones Appealing Association with the decision followed by written notification. Decision of Rules Committee is final.

## **3.0 Eligibility: Individuals & Teams**

- App A: Rules that Govern (Eligibility), App C: Team Roster Report Form

### **3.1** Eligibility: Individuals

**3.1.1** Be continuous member of association he/she represents for min 30 days prior to Sectional YMCA Championships governed by these rules.

**3.1.2** Contestants must be member of the association they represent on day of the competition.

**3.1.3** Regarding transfers, Rule II.2.c (Rules that governs (Appendix A)), must be approved in writing by the State Coordinator's prior to competition.

**3.1.4** Can choose team they want to swim on but must remain on team for whole season.

**3.1.5** Must be amateur and YMCA member according to Rule I (Sec.1 and 2) contained in "Rules That Govern YMCA Competitive Sports", and must meet other requirements contained in Rule II of same document. (See App. A)

**3.1.6** Paid coach cannot swim in the Iowa YMCA Swimming and Diving Championships.

**3.1.7** Each swimming contestant must have represented their association in no less than (3) YMCA dual, invitational, tri or quad meets to be eligible to compete at Sectional Meet.

**3.1.8** Age of swimmer is calculated as of Dec. 1<sup>st</sup> of current season. This means that the swimmer will swim age they are on Dec. 1<sup>st</sup> for entire season. Following are age divisions of competition: 08-Un, 09-10, 11-12, 13-14, Open (12-Up).

**3.1.8.1** Note: 11 yr olds can only move to 13-14 for Relays, NOT Open (12-Up).

**3.1.8.2** Note: Swimmers allowed to swim up 1 age group for relay purposes only.

**3.1.9** Eligibility: Individuals (High School)

**3.1.9.1** Any High School swimmer (7-12) following meet eligibility and qualifying standards, may participate as all other participants for the Sectional & or State Championships.

### **3.2** Eligibility: Teams

**3.2.1** Each Association or Team:

**3.2.1.1** Must have paid their annual Eligibility Fee prior to Dec. 1<sup>st</sup> of current season to be eligible to participate in any state tournament of that season.

**3.2.1.2** Must send copy of team roster to the State Coordinator: Nancy Phillips and their

Sectional Rules Committee person by Dec. 1<sup>st</sup>. Additions may be made during season in accordance with the rules of eligibility.

**3.3 Eligibility: Teams (Satellite or Independent Teams)**

**3.3.1** To be considered an independent, you must live (10) or more miles from a YMCA.

Responsibilities of teams choosing to be independent include:

**3.3.1.1** Affiliate with closest YMCA.

**3.3.1.2** Be a full privileged annual member of the affiliate YMCA.

**3.3.1.3** Paid Eligibility Fee annual dues prior to Dec. 1st.

**3.3.1.4** Follow all other rules listed as if you were a YMCA team

**3.3.1.5** Be in contact with YMCA staff person from assigned YMCA so all necessary forms to be mailed, have proper YMCA staff signatures.

**4.0 Meets: Regular Season, Post Season (Sectional, State)**

- App B: State Records, App C: Meet Report Forms & Championship Protest Forms, App D: Sectional & State Host Information, App E: Outstanding Swimmer, Coach, Lay Person, App F: Order of Events & Qualifying Times, App G: Sec & State Entry Forms, App H: Sec & State Comp. Program Information

**4.1 Regular Season.** Iowa YMCA Competitive swim season runs Nov. 1<sup>st</sup> thru State Championships.

**4.1.1** Meets shall count towards eligibility if:

**4.1.1.1** Must have the required number of YMCA certified officials.

**4.1.1.2** Meets occurs on separate dates.

**4.1.1.3** Append C.3 Meet Report & Meet Results must be “in the hands of” Sec. Rep. within (7) days of competition.

**4.1.1.4** Final meet for eligibility will be on Sat-Sun prior to Sec. Meet. Notation must be made on Sectional Entry Form that swimmer will complete their (3rd) meet on that Saturday. Coaches must bring meet documentation of swimmer's participation to the Section Meet.

**4.2 Sectional & State Meet Info (General)**

**4.2.1** No coaching of contestants from the time they are placed in the care of Clerk of Course until race is finished. Violation shall be handled at the discretion of the Referee.

**4.2.2** Contestant not reporting to Starter immediately after event is called, will be scratched at the discretion of the Referee for that event. Still counted as an event but will not DQ them from further competition.

**4.2.3** Disqualification for Improper Relay Start. (Must have dual confirmation)

**4.2.4** Protests:

**4.2.4.1** May only be handled by Coach

**4.2.4.2** Must be presented in writing to Referee or designee at meet

**4.2.4.3** No video and/or pictures may be used in filing a protest.

**4.2.4.4** Championship Meet Committee Decision Final.

**4.2.5** All events are to be timed finals in both Sectional and State Championship meets.

**4.2.6** Starting blocks shall be used only at starting end of pool. (5 ft min water depth for all starting blocks required)

**4.2.7** All 8-Un 25 yd individual events shall start in deep end of pool (No shallow water dives). 2nd and 4th swimmers on 100 yd relays shall start in water with at least one hand in contact with end of pool at surface of water until incoming swimmer has touched.

**4.2.8** Championship Meets held on Sunday mornings are required to conduct a non-denominational worship service at the start of the meet.

**4.2.9** No admission may be charged for a Sectional or State Meet.

**4.2.10** Competitor shall not wear jewelry (Except religious or medical medal which must be

taped to the body) or objectionable attire. Objectionable body markings shall be properly covered or removed. When competitor refuses to make illegal attire (jewelry or body markings) legal when directed by Referee, they may be disqualified.

**4.2.11** Clerk of Course to have someone mark participants as they pass through so no one goes over the 3 Individual and 2 Relay Event rule.

**4.2.12** You may not use leadoff splits on relays to qualify for the State Meet.

**4.2.13** Each team is required to supply 2-3 timers for one lane for the whole day at the Sectional level and at the State Meet level, to supply one worker for every 10 swimmers qualified for the State Meet. State Meet host to look at which day you have most swimmers.

**4.2.14** Rules Committee Member to signoff on any change to the rules that have been established for Iowa Swimming. Meet Officials **must** follow YMCA Rules & USS in water technical rules. Rules Committee member must attend Officials & Timers Meeting. Dual Confirmation on Relays

**4.2.15** Require at Sectionals and State: a Rules Committee person or designee to mark swimmers to verify 5 event limit

**4.2.16** Require at Sectionals and State: Warm up Schedule: Have 15 minute time slots and divide the teams accordingly keeping in mind distance to meet. Then have a Sprint only warm up for all comers after warm ups and before meet start.

#### **4.3** Sectional Only Meet Info (General)

**4.3.1** Section Assignments: **See App. C**

**4.3.2** Sectional meets are held at least 3 weeks prior to the State Championship meets. Sectional meets are prelims to the State Championship meets.

**4.3.3** If Dec. 1<sup>st</sup> Roster numbers show a section overloaded in opinion of Rules Committee, said Committee may ask Teams to move to another section meet. Team has right to refuse move. In case a Team refuses, another Team will be contacted.

**4.3.4** Hardship Rule: If for any reason you can't swim in your sectional meet on the date scheduled, you may petition the State Rules Committee through the State Coordinator's to attempt to resolve the situation. Petition must be received in writing by Jan 22<sup>nd</sup>.

**4.3.5** To qualify to State Meet, swimmers must meet one of the following:

**4.3.5.1** Qualifying can only be done at the Sectional Championships. (Reminder: to participate at Sectionals you must have been in min. of 3 YMCA meets)

**4.3.5.2** The first place winner in each swimming event.

**4.3.5.3** Equal or better the listed automatic qualifying time.

**4.3.5.4** Lead Off on relays may not use split time to qualify for individual events.

**4.3.6** Sectional Meet Hosts

**4.3.6.1** Sectional Meet suggested start time: Warm ups 8 am, Meet Starts 10 am.

**4.3.6.2** Teams with meter pools may host Sectional Meet provided they present converted yard times within required time frame to the State Coordinator: Lee DeCicco.

**4.3.6.3** Each Sectional shall have championship committee made up of a Sec. Rep (Head), Coach, Referee, Meet Director and others as assigned to determine actions in event of BAD WEATHER, and all other duties assigned. Decision of Committee is final.

**4.3.6.4** All deck officials must be YMCA Certified Officials (Still learning about USS: 2007-08).

**4.3.6.5** Only (1) Certified Timer per lane required. (Min Age 16 yrs required all Timers)

**4.3.6.6** An official designated as "Meet Marshall" shall have jurisdiction over who will be allowed on the swimming pool deck during Championship meets. They will police actions of those individuals and take necessary steps to keep confusion from interfering with the proper conduct of the meet.

**4.3.6.7** Any swimmer not listed on your Sectional Team list must be approved by State Coordinator (Nancy Phillips) or they may not be entered in meet.

**4.3.7** Sectional Entries:

**4.3.7.1** See App F for Order of events and Qualifying Times.

**4.3.7.2** Each contestant is permitted to enter a max of 3 individual and 2 Relays.

**4.3.7.3** Each team is allowed unlimited number of entries per event.

**4.3.7.4** See Appendix G for current individual & relay costs. Relay team fee covers all swimmers eligible for that event. Entry fees paid at Sectional level only and covers both Sectional and State Championship meets.

**4.3.7.5** In event that only one entry is listed in a given event, the individual or relay which is lone entry **MUST** swim the event for time.

**4.3.7.6** Relays:

**4.3.7.6.1** Each association is allowed unlimited number of entries per event.

**4.3.7.6.2** Alternates may be any swimmer listed on Sectional Entry Form for the appropriate age group.

**4.3.7.7** Entry deadline See **Rule 1.2.4.2**

**4.3.7.8** Entries sent by CERTIFIED MAIL or OVERNIGHT EXPRESS, Faxed or E-Mailed. The check for entry fee to be in within 7 days of Sectional Entries to State Coordinator: Nancy Phillips (Oskaloosa). **This is a fineable offense as determined by the Iowa Alliance.**

**4.3.7.8.1** Sectional / State Entries must be e-mailed in the following manner to the required person

**4.3.7.8.1.1** Computer file for entries in SDIF format from an entries program. Birthdates **MUST** be included.

**4.3.7.8.1.2** Hard copy in WORD or PDF format of the entries broken down by Age Group and sex.

**4.3.7.9** Following Sectional Entry Forms shall be "**In the Hands Of**" by date established in Rule **1.2.4.2**:

**4.3.7.9.1** State Coordinator: Nancy Phillips, OSK (The Check goes to her)

**4.3.7.9.1.1** One set of Team Entry forms and App. G form.

**4.3.7.9.1.2** Sectional Entry fees shall be single check issued by Swim Team/YMCA made out to YMCA State Competitive Swim Coordinator. (Nancy Phillips (OSK))

**4.3.7.9.2** Sectional Meet Host

**4.3.7.9.2.1** One set of Team Entry forms or Entry Disk Data as requested.

**4.3.7.9.3** Sectional Rules Committee Rep.

**4.3.7.9.3.1** One set of Team Entry forms

**4.4** State Only Meet Info (General)

**4.4.1** Records kept for 25 yd distances by Iowa Competitive Swim Coordinator. Established only at State Meet. **Individual** efforts on relays will not be recognized for State Records.

**4.4.2** State Meet Warm-ups 8:00 am, Meet Starts 10:00 am. Variations must be approved by the State Rules Committee.

**4.4.2.1** All deck officials must be YMCA Certified Officials.

**4.4.2.2** Only (1) Certified Timer per lane required. (Min Age 16 yrs required all Timers)

**4.4.2.3** Rules Committee will serve as State Meet Championship Committee.

**4.4.2.4** An official designated as "Meet Marshall" shall have jurisdiction over who will be allowed on the swimming pool deck during Championship meets. They will police actions of those individuals and take necessary steps to keep confusion from interfering with the proper conduct of the meet.

#### **4.4.3** Awards

**4.4.3.1** Outstanding Swimmer Award will be presented at each State Meet. Each Team may nominate (1) Girl & (1) Boy submitted to Lee DeCicco by **Rule 1.2.5.4**.

**4.4.3.2** A Volunteer/Staff/Coaches award will be presented at the State meet. Each Team may nominate (1) person to be submitted to Lee DeCicco by **Rule 1.2.5.4**.

**4.4.4** Weather Policy: Championship Meet Committee has final decision to cancel, postpone or delay start of Meet due to weather.

**4.4.5** Iowa Alliance requires all State Meets (Boys & Girls) should be held in a 25 yd pool with a min. of 6 lanes.

**4.4.6** Only swimmers who will be swimming that day at State Meet may use warm-up times.

**4.4.7** Deck passes will be used to control on deck access at State Meet. (2) passes per team. More may be obtained at the discretion of State Coordinator's.

### **5.0** Officials

- App A: Rules that Govern

**5.1** Officials: Regular Season (Still being updated to cover USS rules. YMCA Certified Officials still required)

**5.1.1** Min of (4) certified YMCA officials present & working on deck with at least (2) of the (4) being level II certified officials.

**5.1.2** Recommended all officials working the meet should be YMCA certified officials.

**5.1.3** Referee must sign official final result sheet sent to the Rules Committee person responsible for your team to be used for the Sectional eligibility purposes.

**5.1.4** To constitute a meet for eligibility purposes, your association must have YMCA certified officials running the meet. (This applies to YMCA and Non-YMCA Meets)

**5.2** Officials: Sectionals and State

**5.2.1** Required to use certified YMCA Officials for Timing and Officiating

### **6.0** Sectional Representatives & Rules Committee

**6.1** A State Rules Committee shall be appointed by the chairperson of the Iowa Alliance in consultation with the State Swim Coordinator(s) and the Aquatic Cluster Coordinator to handle all matters dealing with rules and eligibility in competitive swimming.

**6.1.1** The committee shall consist of the State Competitive Swim Coordinator as Chairperson, and an attempt to have a balanced number of YMCA Professionals and Lay persons. An attempt to have representation from all sections shall be made at all times.

**6.1.2** Terms shall be for one season and reviewed by the Iowa Alliance each year.

**6.1.3** A majority vote by the committee will be sufficient on all matters. This committee would be final authority on all matters dealing with eligibility or results of any race or meet, as well as acting as the Championship Meet Committee at the State Championships.

**6.1.4** Sectional Rep's are the chairpersons of the Sectional Championship Meet Committees.

**6.1.5** During the season receive a team list with names and birth dates from assigned teams. Committee members will receive swim results from all assigned teams within (7) days of the meet taking place. This should include the sheet with officials' signatures and a separate list of swimmers who participated in that meet. The committee member will keep track of all swimmers' meets for determination of eligibility for Sectional Meet.

**6.1.6** Each committee member will be expected to check assigned teams Sectional Entries for eligibility (i.e.: 3 meets and if entered in proper age division) then contact coach as well as Sec.Host & State Coordinator's if not in compliance.

**6.1.7** If weekend prior to Sectional Meet used for eligibility meet, Coach must notify Sec. Rep. by phone of swimmers involved. Meet results must be presented to Sectional Rep. for verification. Section Rep's job upon being notified coach is using option is to notify Section Host.

**6.1.8** Rules Committee will be responsible for any Rule Changes after the current State Meet and prior to the start of the next swimming season.

**6.2** State Rules Committee.

- **State Coordinators:** Lee DeCicco (Ch: Ft. Dodge), Nancy Phillips (Oskaloosa)
- **See Appendix C.3 Meet Report**

**7.0** State Coordinators

**7.1** Current State Coordinators. See Swim Team Contact Info

- Lee DeCicco (Ft. Dodge), Nancy Phillips (Oskaloosa)

**7.2** State Coordinator(s) serve as chair of YMCA State Rules committee. Responsibilities as follows:

**7.2.1** Duties: Nancy Phillips

**7.2.1.1** All administrative details of the YMCA State Coordinator's office.

**7.2.1.2** Maintain records of all fiscal transactions. Order supplies, awards, and print all necessary forms, etc

**7.2.1.3** Receive & process all entry forms & fees. In case of incorrect entry, improper fees, late entries, or ineligible swimmers, shall notify coach of swimmers involved & Section host of such infraction. After attempting to correct situation in conjunction with Rules Committee, shall notify team of said action.

**7.2.1.4** Shall receive & communicate all rulings, problems, & public relations with Rules Committee & notify teams of rules violations and decisions

**7.2.1.5** Maintain files of committee business and store all unused awards

**7.2.1.6** Entry fees received shall be used to purchase ribbons, medals, & awards.

**7.2.2** Duties: Lee DeCicco

**7.2.2.1** Coordinate all computer work for YMCA Sectional & State Meet.

**7.2.2.2** Determine State Qualifiers from Sectional results and verify with co-coordinator.

**7.2.2.3** Verify Sectional eligibility after notification from co-coordinator.

**7.2.2.4** Maintain and update State Swim Records

**7.3** The State Coordinator(s) salary shall be 10% of the entry fee's.

**7.4** State Competitive Swim Coordinator Job Time line:

- Mid - July: Copies of Rules Committee meeting minutes to Committee members
- Mid - Aug: Order USS Blue Rule Books for Coaches Meeting.
- Early Sep: Notice of Mandatory Swim meeting to all YMCA / Teams competing.
- Mid - Oct: Run meeting. Determine Sec Hosts. Rules Committee members job description. Prepare Coaches manuals for meeting: Includes: Rules; Coaches time line; Qualifying times; Coaches mailing list; Section/State Host responsibilities; and USS Blue Rule book.
- Dec 1<sup>st</sup>: Team list, Team Rep., Eligibility Fee; Order Sec/State Awards; Contact non-compliance Teams.
- Jan: Send Section Info; Ribbons to Section Hosts. Section Entry Fees DUE. Obtain List of Ineligible's
- Mid - Feb: Send State Awards to State Host
- State Meet: Chair State Meet Committee, Appoint members if Rules Committee can not be there. Run State Coaches Meeting with Lee DeCicco (FD).
- Mar - Jun: Revise Rules, Summarize Committee Minutes Retrieve and inventory Awards, Prepare Agenda and materials for Rules Committee meeting.