

ARTICLE I – General Rules of the League

PURPOSE

The purpose of the Diablo Community Swim League (DCSL), a non-profit organization, is to establish, organize and hold meets for summer youth recreational swimming within its membership. DCSL’s mission is to provide a well-rounded swim experience for all participants, where we seek to balance individual skill development with competition, sportsmanship, spirit, and overall enjoyment of swimming. These league rules were first established in writing and adopted on May 7, 1997 and then revised on May 20, 1999; April 30, 2002; May 27, 2003; June 8, 2004; May 11, 2005; June 6, 2006; May 1, 2007, April 29, 2008, June 16, 2009, April 20, 2010, March 29, 2011, February 5, 2012, April 22, 2015, May 19, 2015 and June 2, 2015.

MEMBERSHIP

A Member shall be a non-profit club or organization, operating a private pool, within the area, which has been accepted by the Board of Directors.

The Members and their associated swim team abbreviations are:

Forest Hills	FH	Rancho San Miguel	RSM
Las Trampas	LT	Scottsdale	SSC
Livorna	LIV	Springwood	SPW
Pleasant Hill Aquatics	PHAQ	Walnut Country	WCST

The membership may be increased, with approval of the Members of the Board of Directors. Any Member may withdraw from the league, by notifying the Board of Directors in writing, not less than one year prior to the Season Opening (April 15th of each season).

BOARD OF DIRECTORS

Each Member shall appoint at least one representative (“League Representative” or “Representatives”) to serve on the Board of Directors. The Board of Directors shall be ultimately responsible for the overall operation of the DCSL.

Each Member shall have only one vote on any issue put before the Board of Directors. If two representatives of any one Member cannot agree on the vote for that Member, the vote for that Member will not be counted.

A quorum on any issue put before the Board of Directors shall consist of counted votes from at least five Members. If the counted votes constitute a quorum, a simple majority of the votes shall decide any issue brought before the Board.

A Member may vote at any League meeting, or by absentee vote. Absentee votes shall be delivered by e-mail or in writing to the President of the Board of Directors reasonably in advance of the League meeting for which the Member intends to vote Absentee, in such a manner that the President shall have actual notice of the absentee vote in advance of the League meeting. The President shall announce the

Absentee votes, if any, at the time the issue is brought before the Board for a vote. Vote by proxy is expressly prohibited.

The Officers of the Board of Directors shall be President, Vice-President, Secretary, Treasurer, Championship Meet Director and Officials Director. Officer responsibilities shall rotate every two years per the rotation table and diagram below.

League meetings shall be held on a date in each of the following months; March, April, May, June, July, and August as set by the President. The President may call for a special meeting and on any date he/she deems necessary. All League meetings will be held at Rancho San Miguel pool, unless otherwise approved.

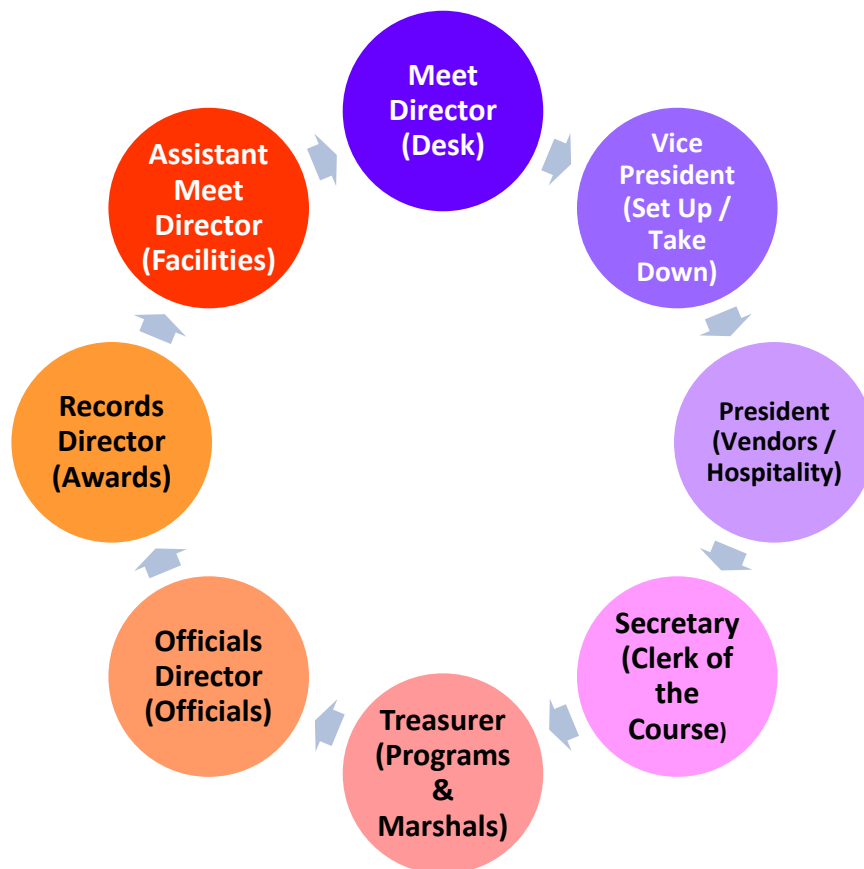
MEMBER RESPONSILITIES

Each Member shall have an assigned responsibility that shall rotate every two years per the rotation table and diagram below. See the Responsibility Description Appendix for further information.

Rotation Table

Officer Assignment and/or Championship Meet Responsibility	2013 2014	2015 2016	2017 2018	2019 2020	2021 2022	2023 2024	2025 2026	2027 2028
President Vendors & Hospitality	PHAQ	SPW	RSM	SSC	FH	WCST	LT	LIV
Secretary Clerk of the Course	LIV	PHAQ	SPW	RSM	SSC	FH	WCST	LT
Treasurer Programs & Marshalls	LT	LIV	PHAQ	SPW	RSM	SSC	FH	WCST
Officials Director Referees and Officials	WCST	LT	LIV	PHAQ	SPW	RSM	SSC	FH
Records Director Awards	SSC	WCST	LT	LIV	PHAQ	SPW	RSM	SSC
Assistant Meet Director Facilities	-	FH	WCST	LT	LIV	PHAQ	SPW	RSM
Championship Meet Director Desk	RSM	SSC	FH	WCST	LT	LIV	PHAQ	SPW
Vice President Set-up & Take-down	SPW	RSM	SSC	FH	WCST	LT	LIV	PHAQ

Rotation Diagram



FINANCE

The Board of Directors shall establish a budget at the beginning of each year, to fulfill the expenditure requirements of the League for the year. Each Member of the League shall share equally in the expense of the League. Payment for any assessment shall be due upon notification by the Treasurer, or shall be paid along with the entry fees for the League Championship Meet.

The Board of Directors shall appoint a bookkeeper to administer the finances of the league and ensure proper segregation of financial duties. The Bookkeeper shall reconcile bank accounts, record revenue and expenses to prepare financial statements, and perform other duties as determined by the Board. The Treasurer shall: prepare and sign checks, prepare deposit slips, review bank reconciliations, and initiate bank transfers. Treasurer shall present a report at each board meeting itemizing the recent transaction activity on the bank accounts.

REVISION OR AMENDMENT OF THE LEAGUE RULES

From time-to-time, the Board of Directors will review these League Rules and consider their revision or amendment. The League Rules may be amended or revised at any duly called meeting of the Board of Directors by a two-thirds vote of all Members on the Board provided, however, that the proposed motion be presented in writing setting forth the portion of the League Rules to be revised or amended at least ten days prior to the meeting. Votes shall be made by Members present at the meeting or by Absentee vote, delivered to the President of the Board in advance of the meeting as set forth above.

ARTICLE II – General Swim Meet Rules

The purpose of the rules set forth below is to establish competition in a fair manner for all competitors. A change of any rules requires majority consent of all Members present at a duly called League meeting. No rules or events shall be changed between the regular June meeting and the last meet of a swim season.

1. Eligibility of Swimmers

- a) Eligible swimmers must be a member of a DCSL Member swim team. Each team must submit a roster count to the Board of Directors by the June Board Meeting. Roster additions may be submitted to the DCSL President up to the last dual meet.
- b) Swimmers who have competed for or trained with a USA swim club after Dec. 31st are ineligible for the next summer season, unless an exception is granted by the Board of Directors.
- c) High school swimmers may train with a USA swim club until February 15th, without losing their eligibility. High School swimmers may train with their high school team after this date.
- d) All questions regarding eligibility will be determined by the Board of Directors. A written request for eligibility, containing all facts pertinent to the situation, must be submitted to the DCSL President. A decision will be made by a vote of the Board of Directors.

2. Age of Swimmers

Age group assignment shall be determined as of June 15th of the swim season. No swimmer may swim below his/her age group.

3. Swimming Up an Age Group

During any one meet, a swimmer may swim all of his/her individual events in his/her own age group and he/she may swim up in an older age group in one or both Medley and Free Relays but is allowed to swim a relay event, Medley and/or Free Relay only once. However, if a swimmer swims up an age group in an individual event, he/she must swim in that age group for the entire meet, including relays.

4. Rules and Disqualification Policies

The DCSL uses USA Swimming Rules as a guideline, with the following specific deviations listed below that have been approved by the Board of Directors.

Existing deviations are as follows:

- a) Modification of the “no false start rule”: False-Start/No Recall: A swimmer who falls or slips off the starting block before the start of a race without intention to begin or delay the swim shall not be disqualified. The starter shall begin the starting sequence once the swimmer has returned to the starting block.
- b) Modification to Article 101, Individual Strokes and Relays, for swimmers competing in the 6 & Under events: In dual swim meets prior to the League Championship Meet, swimmers

competing in the 6 & Under events will not be disqualified under provisions of Article 101, except under either of the following circumstances:

- i. When violating the rules of Article 101 affords the swimmer a “decided advantage” over another swimmer, or
- ii. When, in the judges’ opinion, the swimmer willfully violates the rules in an attempt to gain an advantage over another competitor.

The intent of this modification is to provide lenience to the young swimmers who are still learning the proper form of the stroke, or who are physically unable to perform the stroke. Infractions which “do not make a difference” such as a one-handed touch when a two-hand touch is required, or grabbing onto the lane line to rest, should not be used to disqualify a swimmer. Infractions, which enable the swimmer to beat another competitor who is performing the stroke correctly, such as flutter kicking while swimming the butterfly, or changing to a freestyle stroke at the end of the breaststroke race, should be grounds for disqualification.

It is expected that coaches will progress all swimmers participating in the League and that by the League Championship Meet, all swimmers be proficient in performing the required strokes. Therefore, all 6 & Under swimmers will be subject to the same rules and regulations as other age groups during the League Championship Meet and the above modification will not be applicable.

- c) Modification of Article 103.2, Water Depth: The minimum pool depth requirement for racing starts and teaching racing starts is waived. Coaches, parents, guardians and swimmers shall use good judgment and common sense to prevent potential bodily harm that may arise due to shallow pool depths.

5. Referee

The appointed Referee (a distinguished member of the home team) shall be in complete charge of the swim meet and his/her decision shall be final. A protest of the Referee’s decision may be brought to the League Board of Directors, provided that such protest is first brought to the meet desk no later than thirty minutes from the end of the meet.

6. Protest of Violation of League Rules

Protests must be submitted by the League representative, or his/her designee, no later than five days after the violation occurred by sending notice to all members of the Board of Directors. The President (or Vice President, if the President’s team is involved) is responsible for seeing that a decision is made by the Board, within two weeks of receipt of the protest.

7. Season Opening

DCSL member swim teams may begin workouts no earlier than April 15th.

ARTICLE III – Dual Meet Policies

1. Deadline for Meet Entries

- a) 5:00pm Monday, for Wednesday evening meets
- b) 5:00pm Thursday, for Saturday morning meets

It is the visiting team's responsibility to initiate the conversation with the home team regarding entries for a dual meet. Entries should be sent electronically via e-mail to the designated computer person of the home team. In no case should entries be given directly to the opposing coach. Coaches may not see the visiting team's entries until the meet has been seeded and the meet's program has been made available to both teams.

Except upon approval of both teams' directors or their designees, recognized by positive, confirming communications (e.g., e-mail notes, telephone conversations, messages), in no case shall:

- i. A change be made to the entries after the deadline for meet entries has passed, or
- ii. A new swimmer be added to the meet after the deadline for meet entries has passed.

See paragraph 3 of this section for allowable changes at the meet scratch meeting.

2. *Format for Meet Entries*

See Computer Appendix.

3. *Scratch Meeting*

A scratch meeting will be held 30 minutes before the start of any meet. No changes may be made after ten minutes prior to the scheduled start of the meet without the consent of both teams' official meet representatives.

- a) The scratch meeting is designed solely for the replacement of absent swimmers.
- b) A replacement swimmer in the first heat must have been entered in at least one event (individual or relay) prior to the deadline for meet entries.
- c) Scratch entries may come from any swimmer currently in that event in a later heat or any swimmer on the team that has not met his/her three-event limit.
- d) Substitutions may be made to relay entries up to the start of the relay race without consent of both team's official meet representatives.
- e) The home team's swim director or his/her representative is responsible for notifying the desk and officials of all changes resulting from the scratch meeting.

4. *Swimmer Entries*

An entrant may swim in no more than three individual events and two relays.

5. *Additional Heats/Complimentary Swimmers/Fly Over Starts*

- a) Full approval of both teams' directors or their representatives prior to the meet is required for complimentary relays.
- b) A minimum of thirty (30) extra heats will be required during each dual meet. The team directors or their designees may choose any age groups or events to have the extra heats in (excluding IM for age groups below 15-18 and Relays). Each team may choose events, beginning with the home team (i.e. home picks 1st, visiting picks 2nd, etc).
- c) It is the visiting team's responsibility to initiate the conversation with the home team regarding Additional Heats/Complimentary Swims. The visiting team's representative must initiate the conversation at least 72 hours before the start of the meet.

- d) All relay events will be combined (i.e. a single heat for boys and girls in each age group) with each team allowed one “B” team per heat, to be agreed upon in advance by the team directors or their designees.
- e) It is the home team’s responsibility to initiate the conversation with the visiting team regarding whether or not “fly over” starts will be employed, and for which age groups. Fly over starts may only be used if there is agreement by both team directors or their designees.
- f) Approval of both teams shall be recognized by positive, confirming communications (e.g., e-mail notes, telephone conversations, messages) between the team directors or their designees.

6. 15-18 Mixed Relay

If, in a dual meet, a Member team cannot field a 15-18 Boys Medley Relay team or a 15-18 Boys Freestyle Relay team, then either or both may include up to three 15-18 girls. The relay will score as a Mixed (boys) Relay Event.

7. Swimmer Eligibility for League Championship Meet

Individual swimmers must swim in at least one DCSL dual meet during the season to be eligible for the League Championship Meet (see League Championship Policies below).

8. Fly Over Starts

With the agreement of both teams competing in a Dual meet, the teams may employ “fly over” starts for age groups 9 and older, in all individual events except backstroke. Description of “fly over” starts: When all swimmers in a heat finish swimming, they will stay in the water, move to the corner of the lane and remain stationary until after the next heat has started. When directed by the officials, all swimmers will exit the water as quickly as possible. Fly Over starts shall be employed in the League Championship Meet.

9. 6 & Under Individual Events

6 & Under events will be held in all strokes, except the Individual Medley (IM). 6 & Under swimmers may compete in the 8 & Under IM events.

10. 6 & Under Relay Events

6 & Under relay events shall be designated “mixed” and may be made up of any combination of boys and/ or girls. There need not be at least one swimmer of each sex on a 6 & Under mixed relay.

11. Competing for Points in a Dual Meet

- a) Any swimmer legally entered in an individual event is eligible to score points unless previously designated as complimentary.
- b) Only one relay may compete for points in each event for a Member team.

12. Scoring of Dual Meets

	<u>First Place</u>	<u>Second Place</u>	<u>Third Place</u>
a) Individual Events	5 Points	3 Points	1 Point
b) Relay Events	8 Points	4 Points	

In the case of a tie in any one event, add together the points for the places involved and divide by the number involved in the tie.

13. Awards for Dual Meets

- a) Ribbons will be awarded for 1st, 2nd and 3rd place in individual events and 1st place in relays. NOTE: This is a League minimum requirement. Exception: Ribbons for 15-18 swimmers will not be given with mutual consent from both the home and visiting teams.
- b) At the end of the season trophies will be given to the 1st, 2nd and 3rd place teams based on a dual meet record.
- c) Tie Breaking Policy for dual meet records: If a tie for 1st, 2nd and 3 exists, the tie stands as is with only three trophies awarded unless there is a tie for 3rd, whereby an additional trophy will be purchased.

1st place tie = 2 first place trophies and a 3rd place trophy

2nd place tie = 1st place trophy and two 2nd place trophies

3rd place tie = 1st place trophy, 2nd place trophy and two 3rd place trophies

ARTICLE IV – Home Team Responsibilities for Dual Meets

1. Setup database and seed meet using Hy-Tek's Meet Manager in accordance with specifications described in Computer Appendix. Furnish the visiting team a full Meet Manager backup file for the sole purpose of printing their own reports, by the following:
 - a) 9:00pm Tuesday, for Wednesday evening meets
 - b) 3:00pm Friday, for Saturday morning meets
2. Print meet programs for the following:
 - a) Announcer
 - b) Starter
 - c) Stroke & Turn (2 copies)
 - d) Desk
 - e) Home team coaches
 - f) Home-team shepherds
3. Print Lane / Timer Sheets
4. Furnish backstroke flags posted five yards from each end of the pool
5. Furnish the following personnel:
 - a) Nine Timers
 - b) Head Timer with watches
 - c) Starter
 - d) Runner
 - e) Referee
 - f) Qualified Stroke & Turn Judge*
 - g) Announcer
 - h) Ribbon Writer
 - i) Three Desk Clerks including Computer Operator

* Stroke & Turn Judge shall be qualified with concurrence of the visiting team

6. Each timer will use a button plunger. In addition, one timer will also use a manual stop watch and one timer will act as Recorder.
7. Compute official results, times and team scores with Hy-Tek Meet Manager or later
8. Provide results to the visiting team via e-mail (or other specified type of medium) as soon as possible after the completion of the meet

ARTICLE V – Visiting Team Responsibilities for Dual Meets

1. Furnish the following personnel:
 - a) Nine Timers with watches
 - b) Ribbon Writer
 - c) Qualified Stroke & Turn Judge*

* Stroke & Turn Judge shall be qualified with concurrence of the home team

1. Print meet programs for own team as follows:
 - a) Visiting team coaches
 - b) Visiting team shepherds
 - c) Visiting team swimmers' posting board

ARTICLE VI – Schedule of Events**MEDLEY RELAY**

1. 6 & U MIXED (100 YD)
2. 7-8 GIRLS (100 YD)
3. 7-8 BOYS (100 YD)
4. 9-10 GIRLS (200 YD)
5. 9-10 BOYS (200 YD)
6. 11-12 GIRLS (200 YD)
7. 11-12 BOYS (200 YD)
8. 13-14 GIRLS (200 YD)
9. 13-14 BOYS (200 YD)
10. 15-18 GIRLS (200 YD)
11. 15-18 BOYS/MXD (200 YD)

FREESTYLE

22. 6 & U GIRLS (25 YD)
23. 6 & U BOYS (25 YD)
24. 7-8 GIRLS (25 YD)
25. 7-8 BOYS (25 YD)
26. 9-10 GIRLS (50 YD)
27. 9-10 BOYS (50 YD)
28. 11-12 GIRLS (50 YD)
29. 11-12 BOYS (50 YD)
30. 13-14 GIRLS (50 YD)
31. 13-14 BOYS (50 YD)
32. 15-18 GIRLS (100 YD)
33. 15-18 BOYS (100 YD)

BACKSTROKE

46. 6 & U GIRLS (25 YD)
47. 6 & U BOYS (25 YD)
48. 7-8 GIRLS (25 YD)
49. 7-8 BOYS (25 YD)
50. 9-10 GIRLS (50 YD)
51. 9-10 BOYS (50 YD)
52. 11-12 GIRLS (50 YD)
53. 11-12 BOYS (50 YD)
54. 13-14 GIRLS (50 YD)
55. 13-14 BOYS (50 YD)
56. 15-18 GIRLS (100 YD)
57. 15-18 BOYS (100 YD)

FREESTYLE RELAY

70. 6 & U MIXED (100 YD)
71. 7-8 GIRLS (100 YD)
72. 7-8 BOYS (100 YD)
73. 9-10 GIRLS (200 YD)
74. 9-10 BOYS (200 YD)
75. 11-12 GIRLS (200 YD)
76. 11-12 BOYS (200 YD)
77. 13-14 GIRLS (200 YD)
78. 13-14 BOYS (200 YD)
79. 15-18 GIRLS (200 YD)
80. 15-18 BOYS/MXD (200 YD)

INDIVIDUAL MEDLEY (100 YD)

12. 8 & U GIRLS
13. 8 & U BOYS
14. 9-10 GIRLS
15. 9-10 BOYS
16. 11-12 GIRLS
17. 11-12 BOYS
18. 13-14 GIRLS
19. 13-14 BOYS
20. 15-18 GIRLS
21. 15-18 BOYS

BREASTSTROKE

34. 6 & U GIRLS (25 YD)
35. 6 & U BOYS (25 YD)
36. 7-8 GIRLS (25 YD)
37. 7-8 BOYS (25 YD)
38. 9-10 GIRLS (50 YD)
39. 9-10 BOYS (50 YD)
40. 11-12-GIRLS (50 YD)
41. 11-12 BOYS (50 YD)
42. 13-14 GIRLS (50 YD)
43. 13-14 BOYS (50 YD)
44. 15-18 GIRLS (100 YD)
45. 15-18 BOYS (100 YD)

BUTTERFLY

58. 6 & U GIRLS (25 YD)
59. 6 & U BOYS (25 YD)
60. 7-8 GIRLS (25 YD)
61. 7-8 BOYS (25 YD)
62. 9-10 GIRLS (50 YD)
63. 9-10 BOYS (50 YD)
64. 11-12 GIRLS (50 YD)
65. 11-12 BOYS (50 YD)
66. 13-14 GIRLS (50 YD)
67. 13-14 BOYS (50 YD)
68. 15-18 GIRLS (100 YD)
69. 15-18 BOYS (100 YD)

ARTICLE VII – League Championship Policies**1. Eligibility:**

- a) The League Championship Meet is open to all swimmers belonging to a Member team of the Diablo Community Swim League who have competed in at least one league dual meet during the current season.
- b) Individual swimmers must swim in at least one league dual meet during the season to be eligible for the League Championship Meet.
- c) A swimmer may enter in no more than two individual events and two relay events. Individual Medley events are limited to four swimmers per Member team except in the 15-18 age division. Relay events are limited to one relay entry from each Member team.
- d) Championship Meet events shall be only those events listed in the Schedule of Events, listed above. No complimentary events or ineligible competitors shall be allowed with the exception of coach or parent relay as determined by the Board of Directors.
- e) During the Championship Meet, a swimmer may swim all of his/her individual events in his/her own age group and he/she may swim up an age group in one or both Medley and/or Free Relays but allowed to swim a relay event, Medley and/or Free Relay only once. However, if a swimmer swims up an age group in an individual event, he/she must swim in that age group for the entire meet, including relays.

2. Entries:

- a) Entries for the Championship Meet are considered final upon submission. There will be no changes or substitutions after final entries have been submitted.
- b) The entry deadline is 3:00 p.m. on the Tuesday prior to the championship meet.
- c) Entries must be submitted with times achieved in sanctioned meets throughout the season. Entries without verified times will be seeded with as a “no time” entry.
- d) Teams shall be responsible to save and submit proof of entry times.
- e) Entries must be submitted to the Records Director via e-mail. Names and times on the Hy-Tek Swimmer Report will account for proof of the swimmer’s best times and shall be considered to be official entries.
- f) Entry fees will be charged per individual event and per relay event as determined annually by the Board of Directors.

3. Scratches / Changes:

- a) Scratches must be reported to the Meet Director, or his/her designee, by 8:30 a.m. on the day of the meet. Any swimmer scratched from an individual event cannot compete in any other events that follow the scratched event.

- b) Additions/changes to entries submitted after the final deadline will be considered at the discretion of a quorum of the DCSL League Representatives based on whether or not the benefit is for the swimmer. Changes to entries are not meant to give any team an advantage.
- c) Relay swimmer names will be confirmed at the scratch meeting. Each member may submit no more than six names per relay, any four of who may swim.

4. Disqualification Policy of 6 & Under Age Group

- a) By the time this meet is held at the end of the season, the 6 & Under swimmers should know how to swim the strokes properly and will be judged by Stroke and Turn Judges in the same manner as all other age groups.

5. Fly Over Starts

Fly over starts shall be employed for age groups 9 and older in all individual events, excluding backstroke.

6. Team Scoring & Awards

The top two finishers from each team will be scored as follows. Teams may score no more than two places in any individual event.

Individual Events	Place: <u>1st 2nd 3rd 4th 5th 6th 7th 8th</u>	Medals Awarded
	Points: 20 17 16 15 14 13 12 11	
	Place: <u>9th 10th 11th 12th 13th 14th 15th 16th</u>	Rosettes Awarded
	Points: 10 8 7 6 5 4 3 2	
Relay Events	Place: <u>1st 2nd 3rd</u>	Medals Awarded
	Points: 40 34 32	
	Place: <u>4th 5th 6th 7th 8th</u>	
	Points: 30 28 26 24 22	

Double Gold Winners (winners of 2 individual events) **Plaques**

New Meet Record or League Record set during the Dual Meet Season: **Plaques**

Championship Meet 1st, 2nd & 3rd Place Teams **Trophies**

Dual Meet Finishers 1st, 2nd, 3rd Place Teams **Trophies**

Sportsmanship Award **Perpetual Silver Cup**
 Awarded to the team demonstrating good sportsmanship throughout the season.

Popped Times Award **Trophy**
 Awarded to the team who has the highest percentage of time improvements per individual events swum in the Championship Meet.

Computer Appendix to DCSL Rules

1. Visiting team to provide the home team with an *Entries* file and *Athlete Roster* file by the following schedule:
 - a. 5:00pm Monday, for Wednesday evening meets
 - b. 5:00pm Thursday, for Saturday morning meets
2. Home team will provide the visiting team a full Meet Manager backup file for the sole purpose of printing their own reports, by the following:
 - a. 9:00pm Tuesday, for Wednesday evening meets
 - b. 3:00pm Friday, for Saturday morning meets
3. Each team has the responsibility, whether they are the home or visiting team, of printing the meet programs for their coaches, shepherds and swimmers posting board.
4. Home team will provide results to the visiting team as a full Meet Manager backup and/or an export of team results for Team Manager as soon as possible after the completion of the meet.

Miscellaneous Items of Standardization:

1. Team Manager System Preferences:
 - a. Default Team Registration: **OTH**
 - b. Default Team Type: **REC**
 - c. Default LSC: [] *leave blank*
2. The meet shall be named "Visitor at Home" using the official team initials stated below:

Las Trampas	LT	Rancho San Miguel	RSM
Livorna	LIV	Scottsdale	SSC
Pleasant Hill Aquatics	PHAQ	Springwood	SPW
		Walnut Country	WCST
3. Scoring relays should be designated "A", have a seed time, and include four swimmers names. Non-scoring relays shall be named "B", "C", etc.
4. Before the start of each season, all teams should ensure they are using the most current version of Hy-Tek. For the 2011 season, we will use the following:
 - a. Team Manager 5.0Mg
 - b. Meet Manager 3.0
5. Suggested Format for Lane / Timer Sheets :
 - a. Continuous
 - b. # Events Break for Continuous: **[2] after Event #1**

Responsibility Description Appendix

President

- Presides over meetings of the Board of Directors and prepares agendas
- Coordinates meet schedule for following year
- Presides over the annual coaches and directors meeting

*League Championship Meet: **Vendors & Hospitality:** Food and other vendors and hospitality table for coaches and officials*

Secretary

- Responsible for keeping and distributing meeting minutes
- Publishes league roster and contacts sheet

*League Championship Meet: **Clerk of the Course***

- Responsible for setting up and coordination of staffing among teams
- Obtains equipment for the “Bull Pen” (tent, carpeting, chair labels, etc.)

Treasurer

- Responsible for annual budget and finances of the League
- Coordinates banking and monthly reports with the Bookkeeper

*League Championship Meet: **Programs:** Designs, prints and sells the meet program*

Officials Director

- Organizes and runs annual Stroke and Turn Judges Clinic

*League Championship Meet: **Officials:** Coordinates officials including Referees, Stroke and Turn Judges and Head Timer*

Records Director

- Coordinates computer desk training before the season begins & DCSL results website
- Updates records from previous Championship Meet and those broken at dual meets
- Places order for championship meet awards and coordinates sportsmanship award voting

*League Championship Meet: **Awards Director:** Labels awards during meet; assists Meet Director coordinate awards ceremony*

Championship Meet Director

- Coordinates planning and execution of the League Championship Meet
- Reports on coordination activities at Board of Directors meetings
- Seeds the meet with entries and runs the results desk

Vice President

- Coordinates insurance coverage & performs President’s role if necessary

*League Championship Meet: **Set-up & Take Down***