

# **North Brandywine Swim League Coach and Rep Handbook 2022**



## **NBSL Philosophy**

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

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

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## **Welcome Letter from the League President**

Welcome to the 2022 North Brandywine Swim League! I know all of our swimmers and families are excited for the summer ahead. We have weathered the past two years of the pandemic together and look forward to a traditional NBSL swim season.

This handbook should serve as a key reference for everything you need to know about the NBSL. And if you ever have an issue please feel free to ask your Pool Rep or contact me if I can be of assistance.

Additionally, this year we will continue with our combined End of Season meet format. Our youngest swimmers will have their own 6U meet, a fun meet that provides them with an introduction to a large competitive meet format. Our 8U through 15+ age groups will swim at the End of Season events in one weekend full of competition. We heard from many of our families and coaches that they liked this format of a combined Championship meet and we look forward to being able to celebrate all of our swimmer's accomplishments.

To all our coaches, new and returning, welcome and thank you for your continued hard work and dedication. We appreciate your time and efforts in being a positive example for all of our swimmers. We need your help in making our league fun and fair for all those who participate. You all have our thanks for being the role models you are and for all that you do! If we can be of assistance in any matter, please reach out.

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

Have a great summer.

Kristin Pidgeon

NBSL President

## **NBSL Handbook Addendum**

### **2022 NBSL Season Dual Meet and Championship Meet Updates**

**Eligibility:** Eligibility forms will be completed electronically on an annual basis. A rule regarding gender identity has been added.

**Code of Conduct:** Code of Conduct forms will be signed electronically. A rule regarding conduct outside of swim meets has been added.

**Meet Day Timeline:** Meet Day Timeline forms will be signed electronically. The meet day timeline has been updated and times have changed.

**Dual Meet:** The event numbers have changed, the order of the events remains the same. All dual meets must be completed by Friday, July 15th. Equipment needed for a dual meet has been updated. Dual meet procedures have been updated. Steps for running a dual meet have been updated. Swimmingly Swim Meet Preparation Before the Meet section has been added. Swim meet set up has been updated. A Pre-huddle quick checklist for Starter, Timers, AND Judges has been added. Time for turning in alternates and locking the lineup has been changed.

**Duties of Officials:** Have been updated for the use of Swimmingly.

**Electronic Meet Format:** This year all teams will be using the Swimmingly app to run the dual meets.

**Championship Meet:** References within this handbook to “Invitational and Classic meets” have been updated to “Championship Meets”.

**Championship Meet Format:** Based on the pilot 2021 championship meets, Classic and Invitational Championship Meets will remain combined for the summer 2022 season. The format will be determined and communicated at a later date.

**Issue Resolution:** Issues will be voted upon by the 6 Executive Board Officers.

**League Rules:** The time for lineups to be completed in Swimmingly has changed.

**Extra Heats:** Handling of extra heats has been removed. As they are entered into swimmingly.

## Section 1 League Information

### 1a. 2022 NBSL Schedule

Red	White	Blue
ELKS	Crestview	Arden
Graylyn Crest	DelVets	Ashbourne
JCC	Fair Blue	
Lane	River Road	Darley/ Green Acres
Silverside	Shellcrest	High Point
Tatnall	Timberlane	Windybush

Date	Red Division Away Home		White Division Away Home		Blue Division Away Home	
January	Jan 20- 7pm JCC (Board and Reps)					
February	Feb. 17- 7pm JCC (Board and Reps)					
March	March 10- 7pm JCC (Board and Reps)					
April	April 14- 7pm JCC (Board and Reps)					
May	May 19- 7pm JCC (Board and Reps)					
June	June 2- Mandatory Coach & Rep Meeting / TBD / 6:30pm - 8pm					
June	June TBD - Officials & Scorers Training					
Tuesday, June 21st <i>Friendly</i>	Home	Away	Home	Away	Home	Away
	High Point	Lane	Shellcrest	Silverside	Ashbourne	FairBlue
	Darley/GA	ELKS Crestview	Arden	DelVets		
	River Road	JCC	Timber Lane	Tatnall	Windybush	Graylyn
Thursday, June 23rd	Home	Away	Home	Away	Home	Away
	Elks	Graylyn	Shellcrest	River Road	Arden	GA/Darley

	Lane	Tatnall	DelVets	Crestview	High Point	Ashbourne
	Silverside	JCC	Fair Blue	Timber Lane	Windybush	Bye
Tuesday, June 28th	Home	Away	Home	Away	Home	Away
	Graylyn	Tatnall	River Road	DelVets	Windybush	Arden
	Elks	Silverside	Crestview	Fair Blue	GA/Darley	Ashbourne
	JCC	Lane	Timber Lane	Shellcrest	High Point	Bye
Thursday, June 30th	Home	Away	Home	Away	Home	Away
	Silverside	Graylyn	FairBlue	River Road	Ashbourne	Arden
	Lane	Elks	Del Vets	Shellcrest	High Point	Windybush
	Tatnall	JCC	Crestview	Timber Lane	GA/Darley	Bye
Week of July 4th- No Meets, Teams may use for Make-Up Meets						
Tuesday, July 12th	Home	Away	Home	Away	Home	Away
	Graylyn	JCC	Timber Lane	River Road	Windybush	GA/Darley
	ELKS	Tatnall	Fair Blue	Del Vets	Arden	High Point
	Silverside	Lane	Crestview	Shellcrest	Ashbourne	Bye
Thursday, July 14th	Home	Away	Home	Away	Home	Away
	Graylyn	Lane	River Road	Crestview	GA/Darley	High Point

	Tatnall	Silverside	Shellcrest	Fair Blue	Ashbourne	Windybush
	JCC	Elks	DeIVets	Timber Lane	Arden	Bye
Friday 7/15 Mandatory 6 and under entries due by noon						
Monday July 18	For Coaches- <b>**MANDATORY**</b> 7-18 year old Entries Due by noon					
Thursday, July TBD	<b>**MANDATORY**</b> Coaches Meeting / TBD/ 6:30PM					
Week of July 18-24th	End of Season Events					
	6U Meet Monday July 18th- Arden Swim Guild Start time: TBD after 4pm					
	Friday July 22nd- Sunday July 24th 8U-U18 Events Graylyn Crest Swim Club Event Sessions, Events, and Times: TBD					

**NOTES**

- \* All dual meets start promptly at 6pm.
- \* Friendly meet - 1) scores do not count but good practice to keep score 2) times count for qualifying for NBSL Championships 3) Ribbons will be awarded
- \* If a meet is canceled due to inclement weather, the meet will be made up the next evening or at another mutually agreeable date.

## **1b. 2022 NBSL Officers**

### **The Executive Board**

**PRESIDENT**                      **Kristin Pidgeon**  
Graylyn Crest

**VICE PRESIDENT**              **Peter Grims**  
High Point

**TREASURER**                    **Lynn Hanna**  
JCC

**SECRETARY**                    **Chris Ciecko**  
Timber Lane

**AT LARGE - Red Div Stefani Enos**  
Elks

**AT LARGE – White Div**      **Brian Maher**  
Shellcrest  
**Shannon Hanson**  
River Road

**AT LARGE – Blue Div**        **Maddie Rogers**  
Arden



## **1c Committees**

### **End of Season Championship Committee**

Chairperson: Stacy Weaver

Members: Stefani Enos, Lynne Fowler, Julia Cole, Nicole Irani, Megan Burns, Shannon Hanson

- A Championship Committee shall be appointed each season. The Chair of the committee shall be a NBSL Board Representative. Members of the Committee do not need to be members of the NBSL Board, but may include individuals experienced in the running of such Championships.

### **Handbook Review Committee**

Co-Chairs: Chris Ciecko/Lynn Hanna

Members: David Skelly, Lori Sanders

- A handbook committee shall be appointed each season. The Chair of the committee shall be a NBSL Board Representative. Members of the Committee do not need to be members of the NBSL Board, but may include individuals within the NBSL member pools.

### **Electronic Paperwork Committee (Automated Meet Platform)**

Chairperson: Tim O'Donnell

- An Electronic Paperwork Committee shall be appointed each season. The Chair of the committee shall be a NBSL Board Representative. Members of the Committee do not need to be members of the NBSL Board, but may include individuals within the NBSL member pools.

## **1d Additional Resources**

**LIBRARIAN**

**George Dramis**  
Ashbourne

**TECHNICAL SUPPORT**

**Dannette Conley**  
Graylyn Crest

**IMMEDIATE PAST  
PRESIDENT**

**Rich Morgan**  
Tatnall

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

The North Brandywine Swim League (NBSL) is a summer swim league dedicated to providing a wholesome, fun and inclusive environment for our swimmers and families who belong to member pools in the Brandywine Hundred area. As NBSL representatives, our role is to support and follow the NBSL Philosophy.

Additional responsibilities include:

1. Attending NBSL meetings regularly on behalf of your home pool and communicating information, as relevant, back to your respective pool officers.
2. A representative from each pool is required to attend all NBSL meetings.
3. Fulfillment of your NBSL yearly assigned job responsibility (i.e. Publicity, Trophies, etc.).
4. Dual meet organization. The NBSL representative has a responsibility to ensure all pieces are in place for a smoothly run meet. Additionally, be able to interpret the rules and regulations of the NBSL. If a dispute arises during a dual meet, resolve the issue with the meet Referee and the other team representative, and keep the meet moving. Also, the home team's NBSL representative has the responsibility to submit the results to the newspaper. Instructions may be found in section 2g Results Reporting.
5. The Meet Referee with the NBSL representatives, not the coaches, have the responsibility of deciding if a dual meet should be canceled due to inclement weather.
6. NBSL Championship meets organization. To the extent assistance is needed for one of the Championship meets, the expectation is that you contribute in whatever capacity you can assist and that you make every effort to attend both the 6&U meet as well as Championships.
7. Communication and support to your team parent and helpers to ensure smooth functioning of your swim team within the NBSL.
8. Communication and support to your team swim coaches throughout the season to ensure a successful season (rule interpretations, meet manager support, etc.).
9. Follow the NBSL Code of Conduct.

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

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

### Diving Rules

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

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

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

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

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

## **1g. Code of Conduct**

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

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

10. If an individual swimmer, coach, NBSL representative or designee, or team has repeated offenses, the NBSL officers will be consulted for further actions, including but not limited to barring the offender from further participation in the league activities.
11. Anyone who acts in a manner that would interfere with the operation of the North Brandywine Swim League will be subject to a penalty which may include barring participation from future dual meets and /or championship competition, suspension from practice, or dismissal from the team.
12. The consumption or purchase of alcohol, smoking or chewing tobacco, or use of any other illegal drug or banned substance of any kind will not be allowed on the pool deck. In addition, any team member found or suspected to be in the presence of others (regardless of team affiliation) partaking in any of the above activities will be subject to the same punishments and probable expulsion. Cursing, and disorderly conduct are prohibited on the deck at all NBSL swim meets. Persons violating these rules may be banned from all NBSL events at the discretion of the NBSL board. Infractions must be reported to the NBSL board within 24 hours after the completion of the meet.
13. Issues and questions regarding individual swim club personnel, unrelated to swim meets, shall be directed to the individual swim club manager and/or board of directors. The NBSL does not have any authority regarding swim club personnel matters.

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

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

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

### **Penalties for Infractions**

1. Physical abuse: Immediate ejection and suspension from all NBSL sanctioned events. Reinstatement application is subject to NBSL Board approval.

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

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

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

1. Swimmers on NBSL Teams must be members of their swim club on the same basis as non-swim team members. All swimmers must be active dues paying members of an NBSL League Pool. "Swim team only" memberships are not permitted, nor are memberships limited to the swim team season. An exception will be given to only those NBSL League Pools with summer camps existing before January 1, 2010 and are grandfathered by the NBSL.
2. For NBSL competitions, an employee of a pool is eligible to swim for that pool as long as he/she is a bona fide member like all other swimmers. An employee of one pool may swim for another pool provided they meet all eligibility requirements.  
*(Example 1: Emily is a lifeguard at pool B and her family holds membership at pool A; Emily may swim for pool A or her family can leave Pool A and join Pool B. In either case she may not swim for both at the same time. Example 2: Emily is an employee of Pool B. In order to swim for Pool B, she must be a bona fide member like all other swimmers.)*
3. Babysitters, houseguests and nannies are not eligible to swim for the NBSL.
4. The age group of a swimmer for the entire season is determined by his or her age as of June 1. Swimmers with birthdays on June 1 will be assumed to have reached the higher age.
5. A swimmer is eligible to compete as long as their age is less than 19 as of June 1 of the current year – i.e., a swimmer's age must be 18 or under on June 1.

6. A swimmer must swim for ***only one*** Summer Recreational Swim League from May 1 – August 31 of the current season – e.g., may not swim for both Suburban and NBSL. Participation on a USA Swimming or YMCA short or long course competitive swim team shall not be considered a violation of this rule.
7. A swimmer is required to swim in ***at least two*** NBSL dual meets during the current season in order to participate in the NBSL Championship meets. Exceptions to this rule must be approved by the NBSL.
8. A swimmer must swim for only one NBSL League Pool during the current swim season. A family may be represented on only one swim team during the season. Exceptions to this rule must be approved by the NBSL.
9. If an individual swimmer's eligibility or age group is questioned/challenged, the NBSL representative from the challenging pool will notify both the NBSL representative from the pool with the swimmer in question, and the NBSL board asking for documentation supporting that swimmer's eligibility and/or age. The documentation must be provided within 7 days. If the documentation is not provided, or is not satisfactory to the board, the swimmer in question will be disqualified from all events in which they participated, including relays, and the meet will be rescored. In addition, 25 points will be deducted from the offending team's final score.
10. A swimmer who participates in any NBSL sanctioned event must have a parent's or guardian's electronic signature on the current Swimmer Eligibility Agreement prior to participating in an NBSL event.
11. Following USA Swimming guidelines, as the NBSL is not an elite swim league, a swimmer may compete as the swimmer identified gender.

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

### **Electronic Eligibility Forms:**

All teams must have swimmer eligibility forms for the 2022 season submitted to the President of the NBSL Board prior to the first meet of the season. If a team has not turned in a majority of their forms prior to a meet, that team will have 25 points deducted from their final score in that meet. Any swimmers that start after the season starts must complete the Electronic eligibility form within 3 days. A swimmer without a form will be considered ineligible.

If an individual swimmer's eligibility or age group is questioned/challenged, the NBSL representative from the challenging pool will notify both the NBSL representative from the pool with the swimmer in question, and the NBSL board asking for documentation supporting that swimmer's eligibility and/or age. The documentation must be provided

within 7 days. If the documentation is not provided, or is not satisfactory to the board, the swimmer in question will be disqualified from all events in which they participated, including relays, and the meet will be rescored. In addition, 25 points will be deducted from the offending team's final score.

## **1j. Issue Resolution**

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

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

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

- Any issues that arise before the meet season begins should be brought to the attention of the Executive Committee by that pool's NBSL representative. These 6 people will vote on the issue and get back to the rep in a timely manner.

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

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

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

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

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

- Issues that are still a problem at the end of the year should be discussed at the final



NBSL meeting of the season. Committees are formed at this time of the year to look into changes and ways to make things better for the following NBSL season.

## 1k. NBSL League Rules

1. USA Swimming rules apply to all situations not specifically addressed by the NBSL.
2. No altering order of events.
3. Ages are as of June 1. If swimmer's birthday is June 1, you move up.
4. Swimmer may enter in 2 official individual events and 1 official freestyle relay and 1 official medley relay. In the Blue division 3 individual events are permitted. Opposing coach may elect the event to disqualify violator(s). Swimmers are allowed as many unofficial events as the meet allows. "Extra" swims are to use the unofficial lane, and should never cause an additional heat of swimmers. Ultimately, the decision to allow swimmers to swim additional races for the purposes of getting qualifying times, which in turn cause "extra" heats, will be made by the Meet Referee.
5. Two official entries per event are permitted including relays.
6. Unofficial heats may be conducted at the discretion of the referee.
7. A swimmer may not swim the same event in two different age groups.
8. The first heat is always the official heat.
9. Teams will alternate lanes. The home team gets odd numbered lanes, visiting team even lanes. Before the start of the meet the referee determines the unofficial lane(s).
10. Lineups that have been submitted (by 5:15 pm) must include the first initial and last name. (In cases where more than one swimmer has the same initial the full name is required). Entries must be completed in Swimmingly and one copy printed for the scorers table marked by the scorer as ORIGINAL. No changes are permitted after entries have been turned in. Coaches may provide a list with one alternate per event that counts against the legal number of official entries permitted per person. The coach must inform the scorer 2 events prior to the start of that event if an alternate will be used, after which no changes are permitted. Relay entries are subject to the same rules as individual events. Failure to comply with any of these rules will result in a disqualification of that entry.
11. Lineups not complete by 5:15 pm should result in a 7-point penalty.
12. Every NBSL swim meet must be held unless approved by the President.
13. In the event of a cancellation or postponement only swimmers listed on the ORIGINAL Lineup are allowed to swim. This includes alternates.
14. Supplemental rules governing 6 and under: **(In Dual Meets Only)**
  - a. In **breaststroke** and **butterfly**, swimmers who do not touch with simultaneous two hand touches should not be disqualified. However, the finish of the race should not be determined for that swimmer until the second hand touches the wall.
  - b. In the **butterfly**, an effort to recover both arms over the water should be in evidence.

- c. Judges should still inform swimmers and coaches of the “infraction”.
  - d. In backstroke, catching of heads is permitted. No swimmer may be helped, by any other person, to gain an unfair advantage.
15. The home team shall provide adequate ribbons for all individual swimmers in every heat, every individual event (except 15 and overs). Ribbons designating first, second, third, fourth place are given to the winners of those places and participant or placement ribbons may be given to all other places. First and second place ribbons are required for relays (except 15 and overs). The ribbons should be completed at the meet.
  16. The referee should settle all disputes. The NBSL may convene to the Exec Rules Committee to arbitrate disputes. Disputes shall be submitted in writing to the NBSL’s e-mail account within 24 hours of the conclusion of the meet in question.
  17. **For 2 way ties, head to head competition will be the tie breaking mechanism to determine which team moves up/down. When ties involve more than 2 teams, scored points will be the mechanism to break the tie. To break the tie, add up the points the team scored at all 5 official meets. The team with the most points is the winner.**
  18. The throwing of any person into the pool is prohibited and will result in disqualification of individuals or teams that violate this safety rule.
  19. Smoking, alcoholic beverages, cursing, and disorderly conduct are prohibited on the deck at all NBSL Swim meets. Persons violating these rules may be banned from all NBSL events at the discretion of the NBSL Board. Infractions must be reported in an e-mail to the NBSL board within 24 hours after the completion of the meet.
  20. Under the NBSL courtesy policy members of a club hosting an NBSL event are permitted to use the visiting pool during the event. It is the responsibility of the NBSL representative to make their club, board and all employees aware of this policy.
  21. The starting/diving policies of each club will be presented at the coaches meeting every year. The NBSL looks to the rules and regulations as provided by USA Swimming, which requires a minimum diving depth of 4 feet, but each club determines their policy based on their individual pool circumstances. Please refer to section 1e, for the NBSL pool depth policy for each club.
  22. The home team will have the first warm-up. The away team will have the 2<sup>nd</sup> warm-up (before a dual meet).
  23. In the event of inclement weather, the Meet Referee with the NBSL reps from each team; and not the coach, will make the final decision if and when the meet will be rescheduled. Teams should wait at least one hour before postponing a dual meet. If the meet needs to be rescheduled it should be swum the next evening or as soon as possible if there is a scheduled event already for the pool. If the meet needs to be rescheduled and the NBSL reps cannot agree then the meet will be swum the next night.
  24. If there is a chance of severe catastrophic weather event (Tornado), then the board will make the decision whether or not to postpone any meets that evening. If the meets are to be postponed, the board will disseminate this decision to all pool reps

via text message. The meet will then have to be rescheduled as soon as reasonably possible. All official lineups must be exchanged the evening of the postponed meet and no changes will be allowed after this time. If the meet never starts do we have to keep the lineup the way it is?

25. An individual cannot get in the pool and assist a swimmer down the lane during an NBSL sanctioned swim meet, with the exception of a swimmer with special needs as communicated to the Meet Referee as the beginning of the meet.
26. A representative from each pool is required to attend all NBSL meetings. An e-mail letter of warning will be sent to the President of the Board of the offending pool after the second meeting at which a pool fails to have representation. The league fee will double for the offending pool after the third meeting in any one season (September-August) at which a pool fails to have representation.
27. If during the duration of the team assignment at the NBSL Championship meets, a pool does not have adequate personnel to cover their assigned duty; swimmers from that pool will not be permitted to participate in the meet until the team's assignment is covered. See section 3a for NBSL Championship Club Responsibilities.
28. In the event that an NBSL participating club repeatedly violates NBSL rules, the league may vote to suspend that club from the league.
29. If a swimmer requires medical attention from a qualified health provider (Doctor, Paramedic, EMT or Nurse) and the recommendation is for that swimmer to seek further medical attention and to not continue the swim meet, then that athlete will be barred from participating in any further events until she/he is released by note from the medical personnel. Parents or coaches' permission to continue without seeking medical attention will not be accepted.
30. Blatant disregard of any of the above rules could result in additional penalties imposed against the offending club at the discretion of the NBSL board. Penalties could include, but are not limited to: deduction of points from the final score, monetary fines, or forfeiture of the meet depending on the type of infraction.

## Section 2 Dual Meets

### 2a. NBSL Dual Meet Order of Events

1	6 & U 25 Freestyle	35	10 & U Boys 25 Breaststroke
2	6 & U Girls 25 Freestyle	36	10 & U Girls 25 Breaststroke
		37	12 & U Boys 50 Breaststroke
3	10 & U Boys 100 Medley Relay	38	12 & U Girls 50 Breaststroke
4	10 & U Girls 100 Medley Relay	39	14 & U Boys 50 Breaststroke
5	12 & U Boys 200 Medley Relay	40	14 & U Girls 50 Breaststroke
6	12 & U Girls 200 Medley Relay	41	18 & U Boys 50 Breaststroke
7	14 & U Boys 200 Medley Relay	42	18 & U Girls 50 Breaststroke
8	14 & U Girls 200 Medley Relay		
9	18 & U Boys 200 Medley Relay	43	8 & U Boys 25 Backstroke
10	18 & U Girls 200 Medley Relay	44	8 & U Girls 25 Backstroke
		45	10 & U Boys 25 Backstroke
11	6 & U Boys 25 Breaststroke	46	10 & U Girls 25 Backstroke
12	6 & U Girls 25 Breaststroke	47	12 & U Boys 50 Backstroke
		48	12 & U Girls 50 Backstroke
13	12 & U Boys 100 Individual Medley	49	14 & U Boys 50 Backstroke
14	12 & U Girls 100 Individual Medley	50	14 & U Girls 50 Backstroke
15	14 & U Boys 100 Individual Medley	51	18 & U Boys 50 Backstroke
16	14 & U Girls 100 Individual Medley	52	18 & U Girls 50 Backstroke
17	18 & U Boys 100 Individual Medley		
18	18 & U Girls 100 Individual Medley	53	8 & U Boys 25 Butterfly
		54	8 & U Girls 25 Butterfly
19	6 & U Boys 25 Backstroke	55	10 & U Boys 25 Butterfly
20	6 & U Girls 25 Backstroke	56	10 & U Girls 25 Butterfly
		57	12 & U Boys 50 Butterfly
21	8 & U Boys 25 Freestyle	58	12 & U Girls 50 Butterfly
22	8 & U Girls 25 Freestyle	59	14 & U Boys 50 Butterfly
23	10 & U Boys 25 Freestyle	60	14 & U Girls 50 Butterfly
24	10 & U Girls 25 Freestyle	61	18 & U Boys 50 Butterfly
25	12 & U Boys 50 Freestyle	62	18 & U Girls 50 Butterfly
26	12 & U Girls 50 Freestyle		
27	14 & U Boys 100 Freestyle	63	8 & U Boys 100 Free Relay
28	14 & U Girls 100 Freestyle	64	8 & U Girls 100 Free Relay
29	18 & U Boys 100 Freestyle	65	10 & U Boys 100 Free Relay
30	18 & U Girls 100 Freestyle	66	10 & U Girls 100 Free Relay
		67	12 & U Boys 200 Free Relay
31	6 & U Boys 25 Butterfly	68	12 & U Girls 200 Free Relay
32	6 & U Girls 25 Butterfly	69	14 & U Boys 200 Free Relay
33	8 & U Boys 25 Breaststroke	70	14 & U Girls 200 Free Relay
34	8 & U Girls 25 Breaststroke	71	18 & U Boys 200 Free Relay
		72	18 & U Girls 200 Free Relay

## **2b. Creating Dual Meet Entries**

- 1. For detailed instructions to create entries for dual meets use this Swimmingly Clubhouse link: <https://support.swimmingly.app/how-to-complete-meet-entries>**
  - a. Step 1: Navigate to the swim meet you want to merge the heat sheet for
  - b. Step 2: Begin Editing Entries for the swim meet

## **2c. Dual Meet Procedures**

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

- a. Swimmingly WIFI Router
- b. Lanyards
- c. Mobile devices
- d. iPad
- e. Electronic Starter or Starter's gun and whistle
- f. Place judge pads, Relay takeoff
- g. Electronic access to the most recent USA Swimming Rules and Regulations, related to Stroke and Turns unless otherwise stated in the NBSL Rules.
- h. Lane dividers to separate each available lane within the competition pool.
- i. Backstroke flags
- j. Starting blocks are recommended
- k. Electronic access to the NBSL League Rules for the Current Year

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

- a. One (1) Referee (can hold other meet position)
- b. One (1) Starter
- c. Two (2) Stroke and Turn Judges (one from each team)
- d. Two (2) Place Judge (one from each team)
- e. Timers two (2) per lane (one from each team)
- f. One (1) Announcer
- g. Two (2) Scorers (one from each team)
- h. Minimum of Two Ribbon Writers (one from each club)
- i. Optional: One (1) Head Timer/Runner/backup timer

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

- a. Meet Schedule
  - i. The meet schedule will be created by the NBSL Executive Board and approved by the member pool representatives via a majority vote prior to the season start.
  - ii. A league representative will add the meet schedule into the Swimmingly app Clubhouse.
  - iii. The event order will be entered into the Swimmingly app Clubhouse.
- b. Roster

- i. A roster of all eligible swimmers must be entered into and managed by the Swimmingly app Clubhouse.
  - ii. Must include swimmer name, swimmer gender and age as of June 1<sup>st</sup>.
  - iii. Must be managed by a team representative (i.e. coach, NBSL rep, team parent)
  - iv. If the roster contains fraudulent information, the team will automatically forfeit the meet and may be imposed additional penalties for the remainder of the year.
- c. Lineups
  - i. Both the Home and Away Coaches must complete lineups in the Swimmingly app Clubhouse by 3PM on the day of the meet.
  - ii. Home Coaches or Representatives shall merge the official lineup, by 5:15 PM.
  - iii. The line up will be locked and no changes will be permitted after 5:15 PM.
  - iv. **The home team will print a minimum of 1 copy of the merged lineup for the scorer's table.**
  - v. **The official merged lineup marked "ORIGINAL" overrides all other documents.**
- d. Alternates
  - i. After 5:15 when lineups are locked, the only changes allowed will be the insertion of alternates that were identified and submitted to the scorer's table prior to 5:15 PM.
  - ii. Alternates are not required for every event.
  - iii. Coaches must notify the scorer of the intent to use an alternate two events prior to the start of the event.
  - iv. In an individual event, teams are allowed ONE alternate per event and the alternate may replace either official swimmer.
  - v. In a relay, teams may have one alternate per official relay entry. If there are two relay entries teams may assign one alternate who may substitute for either relay OR list 2 alternates, each assigned to substitute for a different specific relay.
  - vi. Swimmers may not be moved from one official relay to another. Both alternates may not be inserted in the same relay. Swimmers already in an official relay may not be listed as an alternate for that event's relays
  - vii. Listing an alternate on the official lineup counts as one of the official entries permitted per person (including relays).
- e. The Starter gives the swimmers instructions and then the starting signal and simultaneously starts the time with the swimmingly app.
- f. Timers, using the swimmingly app, stop their time on their mobile device, upon swimmer finishing race by touching the wall with any part of their body.
- g. The two place judges manually complete the results on the given cards.
- h. The Headtimer/Runner then returns the Place Judge slips to the Scorer's table.

- i. The Stroke and Turn judges enter any infractions in the Swimmingly app.
- j. The Scorer reviews and solves for any flags or place judging discrepancies within the Swimmingly scorekeeping app.
- k. Note:** To save time, the Announcer should announce the next event while the swimmers in the current event are swimming their last lap.

#### 5. Friendly or Practice Meet

- a. Each pool may be assigned a meet against another pool in their division or another division as a friendly or practice meet.
- b. The friendly or practice meet will not count in the end of the year NBSL standings.
- c. Times and records attained at the NBSL sanctioned practice meet may be counted towards NBSL Championship meets and pool and team records.
- d. Team scores will not be announced during, or at the end of the friendly meet unless agreed upon by both pool's NBSL Representatives.
- e. The score of the Friendly Meet should NOT be reported to the News Journal.
- f. Each pool should follow the rules in their division regarding number of official swims.

#### 6. 2022 Swimmingly Resources

- a. Swim Meet Help Guide version 9.  
<https://swimmingly.app/Swimmingly@%20App%20Help%20Guide%20v9.pdf>
- b. Help Center <https://support.swimmingly.app>
- c. Wifi Assembly Instructions  
<https://swimmingly.app/Swimmingly-WiFi-Instructions.pdf>
- d. Swimmingly Swim Meet Cheat Sheet pdf  
<https://swimmingly.app/Swimmingly%20Swim%20Meet%20Cheat%20Sheet.pdf>

#### 7. Swimmingly Swim Meet Preparation Before the Meet

- a. Make sure the volunteer's devices are updated to Apple's iOS 15 (iOS 12-14 are still supported) operating system.
- b. Double check your Scorekeeper iPad's iOS is updated before the season begins. Updating the iPad's OS can take a while, do not wait until the day of your swim meet to update your iPad's OS. iOS and Android device compatibility can be found here: <https://swimmingly.app/device-compatibility>
- c. Make sure the volunteer's devices are updated to the latest version of **SWIMMINGLY®** version 9.(x).(x)
- d. Make sure all devices are fully charged. Make sure your Swimmingly portable chargers are fully charged.
- e. Starter Kit Checklist:
  - i. Swimmingly® WIFI
  - ii. Swimmingly® Lanyards
  - iii. Portable charger(s)
- f. Hang the Swimmingly WIFI on the backstroke flag pole by the Starter (see instructions that came with your WIFI in the Swimmingly Starter kit or

download a fresh copy here:<http://swimmingly.app/Swimmingly-WiFi-Instructions.pdf>

- g. **Very important**, for all devices, in your settings, “Forget Other Networks” to avoid “jumping” to different WIFI networks!

## 8. Swim Meet Set Up

- a. **(SCOREKEEPER ONLY) Select the SCOREKEEPER role.**
  - i. If it is not already enabled, tap to **enable** your iPad’s **location services**. This is done so the iPad can retrieve the WIFI information in-app. § Choose ‘While using the app’
  - ii. If it is not already enabled, tap to **enable ‘local network access’** so your device can communicate with other local devices on the Swimmingly® app.
  - iii. You must enable both location services and local network access before proceeding. Enabling these features does not share any sensitive data with the Swimmingly® app.
  - iv. **Make sure you re-sync your Scorekeeper’s Meet Schedule before your swim meet. This can be done at any time, by logging in (below), from any Wi-Fi with an internet connection.** You’ll receive a friendly reminder before you login with the last time you sync’d your iPad with your Clubhouse’s meet schedule. Always re-sync the day of the meet by connecting to any internet connection, then login, to re-sync your meet schedule before the big day.
  - v. **Enter the Club ID and Starter Key info (found in your clubhouse. Double check your Starter key in the Clubhouse for accuracy.)** You must be connected to the internet on this step to sync with your latest meet schedule changes. Otherwise, the app will allow you to proceed offline with the last sync that previously occurred.
  - vi. **Wait until all your meet(s) have updated, then > Select your meet.**
    - 1. **Important.** Always remember to confirm you are on either Swimmingly 2.4 or Swimmingly5 after you select your swim meet.
    - 2. Confirm you are on the Swimmingly WiFi before proceeding from this screen. You may need to switch back to it. Go ahead and do so.
    - 3. Additionally, confirm the clubs in the swim meet are accurate as well as the event order.



4. **Once the Scorekeeper has downloaded the swim meet(s), you will **NOT** need to connect to the Internet again. PLEASE ENSURE THE MEET SCHEDULE IS UP TO DATE. If you are not sure, go back and complete the previous step.**
- b. Call for a Judges and Timers meeting 30 minutes prior to the meet starting Have all volunteers Huddle by the Swimmingly® WIFI and Scorekeeper
    - i. Best practice:The huddle should take place at the Scorekeeper table,which should be beside the Starter’s platform, which should be underneath the Swimmingly WIFI, which should be hanging overhead on the backstroke flag-pole. Shaded tent(s) for this area is recommended.
    - ii. Make sure everyone’s device is on iOS 15 and has the correct version of the Swimmingly® app downloaded v9.x.x
    - iii. Select devices may still be on iOS12-14 or older OS versions of Android. Check the device compatibility should already be covered above in the ‘Before the meet’ section. All devices must be on Swimmingly v9.x.x to be compatible during the huddle.
    - iv. Select your role as the Starter, Timer(s), or Judge(s). The app will allow only 1 Starter at any given time in a swim meet.
    - v. ALL ROLES-After you select your role:
    - vi. Tap To Enable Your Device's Location Services (required).This is done so the device can retrieve the WIFI information in-app. § Choose ‘While using the app’
    - vii. Tap to **enable ‘local network access’** so your device can communicate with other local devices on the Swimmingly® app.
    - viii. You must enable both location services and local network access before proceeding. Enabling these features does not share any sensitive data on your device.
    - ix. **Important.** At your leisure, to avoid any rude alerts (pop up notifications), like phone calls, enable ‘Do Not Disturb’ on your device during the swim meet.
    - x. **Important.** On ALL devices, go to WIFI Settings and “Forget All Other Networks” except Swimmingly WIFI
      1. iOS: tap the **blue(i)** next to any WIFI networks in the area to forget them. § Alternatively, if you don’t want to forget your favorite networks, disable ‘auto-join’ on other networks on the pool deck to avoid your device “jumping” from the Swimmingly WIFI to another WIFI on your pool deck. Leave ‘auto-join’ enabled for the Swimmingly WIFI.
      2. Android: Tap the WIFI network and if it shows “forget network”, forget that network!

- xi. **Important.** SCOREKEEPER: You can login again with your Club ID and Starter Key. Doing so will recall your already downloaded meet schedule. If you need to re-sync your meet schedule with the Clubhouse, see “Swim Meet Setup” above.
- xii. Connect to Swimmingly WIFI and ask the Scorekeeper for the password. The default password:
  - 1. Swimmingly 2.4 ‘swimmingly’
  - 2. Swimmingly 5 ‘swimmingly’
- xiii. **Important.** Any Starter, Timer, Judge, or Scorekeeper can connect to either the Swimmingly 2.4 or Swimmingly 5 WIFI and devices will “talk” across both! Use *whichever works best on your pool deck*.
- xiv. Tap into the Swimmingly® app and select your role
- xv. After enabling location services & completing all instruction stated above, Select “Ready to Huddle”
- xvi. Refer to the Scorekeeper for the 4-digit MEET ID
- xvii. Let the Scorekeeper know your device is setup and you are ready for the huddle. Patiently wait for the 4 digit Meet ID and instructions from your Scorekeeper

## PRE-HUDDLE QUICK CHECKLIST for STARTER, TIMERS, AND JUDGES

1. Open the app & ensure you’re on Swimmingly **9.x.x**
2. Select your role & **enable location services & local network access:**
3. **Enable ‘DoNotDisturb’** on your device located in your iOS or Android settings.
4. **“Forget” ALL other WiFi networks in the area by clicking the blue (i) next to them.**
5. **Connect to the Swimmingly 2.4 or 5 WiFi.** (see instructions above).  
(password: swimmingly)

## **2d. Duties of Officials**

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

### **1. Meet Director/Referee.**

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

strictly followed!

## 2. **Starter**

- a. Has full control of the swimmers from the time they step up on the blocks until they begin the race.
- b. Notifies swimmers of distance and type of event.
- c. Calls the swimmers to the blocks. Uses the command “take your mark” and discharges a starting mechanism to begin the race.
- d. Determines false starts and shall disqualify swimmer after the second false start.
- e. False starts – swimmers will be recalled. Only the starter has the authority to disqualify a swimmer for a false start. Swimmers will not be disqualified for a false start if the starter does not recall the swimmers. *This is an exception to the USA Swimming Rules and Regulations.*
- f. Dual confirmation of false starts is not required. The starter will determine if there is a false start.
- g. Must judge swimmer #1 relay takeoffs only for the following events because swimmers start at both ends of the pool and the stroke and turn judge cannot be at both ends. The starter is responsible for this takeoff.
  - i. 10 & U 100 Medley Relay
  - ii. 8 & U 100 Freestyle Relay
  - iii. 10 & U 100 Freestyle Relay

## 3. **Place Judges**

- a. Position themselves on the side of the pool at the finish end to adequately see the finish. Each place judge should be on a different side of the pool.
- b. Both place judges must see the same infraction to disqualify a swimmer or relay team. This is known as dual confirmation.
- c. Both Judges must sign their own slip/sheet/form. Please, do NOT raise your hand at the time of the infraction.
- d. For Individual Events
  - i. Record race finish result on place sheet and give to runner/head timer.
  - ii. Must judge places for all lanes and heats, not just the official heats.
- e. For Relays
  - i. Determine if swimmer #3 leaves before swimmer #2 touches the end of the pool for ALL lanes. (The scorekeeper will determine if early take off was dual confirmed).
  - ii. Communicate early relay takeoffs to S&T for Swimmer #3 at the start end of the pool, only for the following events:
    1. 10 & U 100 Medley Relay
    2. 8 & U 100 Freestyle Relay
    3. 10 & U 100 Freestyle Relay
  - iii. Record race finish result on place sheet and give to runner/head timer.
  - iv. Must judge places for all lanes and heats, not just the official heats.

**Note: How to watch for an early take-off:**

Watch the feet of the swimmer on the starting block, after they leave the block look down to the incoming swimmer to see if they have touched the wall.

**4. Stroke and Turn Judges**

- a. Shall have jurisdiction of all swimmers immediately after the starting signal.
- b. Must have a clear view of the entire pool, and walk the length of the pool to stay in proper position.
- c. Determine the legality of each swimmer's stroke, turn and finish as per most recent USA Swimming Rule Book and NBSL modifications.
- d. Stroke and Turn Judges should wear white shirts to be more easily identified by each team.
- e. If there are other officials in training these officials may not make a separate call, nor may the two officials watch separate lanes, they must act as one official.
- f. Signal all disqualifications by raising hand and recording infractions on mobile device.
- g. For backstroke events, Officials are required to stand at the end of the pool where a swimmer is making a turn in order to clearly judge for correctness. Turns judged from the side of the pool or at a significant distance (i.e. more than 10 yards) shall not be eligible for disqualification. It is the Meet referee's responsibility to enforce this rule.
- h. For 200 Relays
  - i. Judge and record relay takeoff infractions for all swimmers.
- i. For 100 Relays
  - i. Judge and record relay takeoffs for Swimmers #2 & #4 at the start end of the pool, only for the following events:
    1. 10 & U 100 Medley Relay
    2. 8 & U 100 Freestyle Relay
    3. 10 & U 100 Freestyle Relay
  - ii. Determine if swimmer #2 leaves before swimmer #1 touches the end of the pool for ALL lanes.
  - iii. Document infractions on mobile device.
    1. In addition, in 8 and 10 and under relays the place judge will communicate early take offs to the stroke and turn judge for swimmer #3. The Stroke & turn judge will only judge the take-off of the 2<sup>nd</sup> and 4<sup>th</sup> swimmers. Departing swimmers must remain in contact with the starting platform until the incoming swimmer touches the finish end of the wall. They must disqualify any relay if a swimmer leaves early. Early takeoffs must be dual confirmed in

order for the infraction to disqualify the relay team (both judges must agree) Record which lane has the infraction and which swimmer your mobile device at the time of the infraction. After the race is finished, consult the other place judge for swimmer #3. Signal the disqualification by raising a hand. If both judges do not agree, there will be no recorded infraction. The stroke and turn official will then record a DQ for relay take-off.

5. **Lane Timer**

- a. 2 timers for each lane, one from each club.
- b. Timers should stand at the finish end of the assigned lane to best see the finish.
- c. Timers will use a mobile device as the stop watch via the Swimmingly app. Timers do not have to start their device, only stop it.
- d. Swimmers complete their race when any part of their body contacts the end wall.
- e. After each heat, timers will input a swimmers 3 digit id # of the swimmer competing in their assigned lane.
- f. A parent should step away or switch lanes (i.e. move from lane 4 to lane 5) when their child is swimming. Parents should not time their child.

6. **Announcer**

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

7. **Scorers**

- a. One scorer, from each team shall be designated.
- b. An Ipad must be used to utilize the scorekeeping role via the Swimmingly app.
- c. The proper scoring configurations must be set prior to the start of each meet with the Swimmingly App. Individual events score 5 points for first, 3 for second and 1 for third, with the first heat being the only scoring heat of each event. Relays score 5 for first and 2 for second. One team may take the points for both first and second place in both individual and relay events. If a team has three swimmers (or relay teams) in a race they may only take points for first and second place, since there are only 2 official entries per team per event.
- d. Check the order of finish as identified by the place judges. Update place in Swimmingly if place for each swimmer in each heat differs from place judge and it is dually confirmed.
- e. Swimmingly uses times to determine places. If BOTH Place judges disagree with the finish as assigned by the times, the scorekeeper will manually adjust the results to align with the place judges. Only the places where BOTH place judges disagreed will be changed.
- f. If Place judges disagree times must be used to determine the places. Only the places where the place judges disagreed will be changed. For example, if the

place judges disagree on 1st and 2nd place, but agree on 3rd and 4th place, times are used to determine the winner of 1st and 2nd place only. The 3rd and 4th place swimmers stay as designated by the place judge. A faster time by swimmer 3 does not change their order of finish.

- g. In the event of a tie for a specific event, the points must be split. Add up the total points for both places and split them between the two teams or individuals. For example, if 2 swimmers tie for first place, add the points for 1<sup>st</sup> place and the points for 2<sup>nd</sup> place together and divide by 2. This is the points given to each swimmer or relay. The next swimmer would be given 3<sup>rd</sup> place. The total amount of points awarded in an individual event cannot exceed 9 and relays cannot exceed 7.**
- h. Place judges and officials will be judging relay takeoff. These must be compared and dual confirmed early takeoffs will be recorded as a disqualification of that relay team.
- i. Scorers are not to reject or throw out any disqualifications without approval of the Referee.
- j. Disqualifications are automatically recorded in results via Swimmably app input from Stroke and Turn Judges. The scorekeeper should not override.
- k. Record Pool and Team records.
- l. Print ribbon labels for Ribbon Writers.
- m. Publish results through Swimmably at the end of the meet.
  - i. The Home Team shall be responsible for delivering the Meet Summaries to the News Journal. Please provide first initial and last name on all entries. Meet Results should also be emailed to the NBSL to be published on the website within 3 days of the completed meet.
  - ii. Team scores may be announced at each stroke change, or as agreed upon by the two pool's NBSL Representatives. In the case of one team winning by a large margin, the actual score does not need to be read, simply which team won.
  - iii. Team scores will not be announced during, or at the end of the friendly meet unless agreed upon by both pool's NBSL Representatives.
  - iv. The only people who are allowed to approach the scorer's table are the NBSL Representatives, coaches, and officials.
- n. Head Timer/Runner/Back Up Timer
  - i. If used, duties will be assigned by meet referee as needed. Assign and instruct timers

## **2e. Stroke & Turn Rules (USA Swimming)**

Please refer to 2022 *USA Swimming Rules and Regulations*, available @ USA-Swimming.org.

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

- a. Scorekeepers have no responsibility to deal with lineups prior to the start of the meet other than to provide assistance to the coaches or representatives to make changes in the Swimmingly clubhouse prior to the final lock time.
- b. 5:00 PM: Scorers should arrive at the scorer's table. The lineup is merged at 5:15.
- c. 5:15 PM No more changes will be allowed to the official lineup. A list of alternates are given to the scorers.
- d. 5:15 PM the merged lineup will be made available to the announcer for the start of the meet.
- e. 5:30 PM Meet Referee shall call for head timer, lane timers, and officials to review meet guidelines.
- f. This timeline is meant to make the scorer's job easier and ease the stress of the visiting team. Please try to do as much of this work before 5:15 PM so that the meet may start on time and that there are no issues at the scorer's table.
- g. Merged Lineup: List of official swimmers, provide 2 copies, one for each team's scorer. Includes all events and all official and unofficial swimmers.

## **2g. Results Reporting**

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

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



## 2. NBSL Reporting

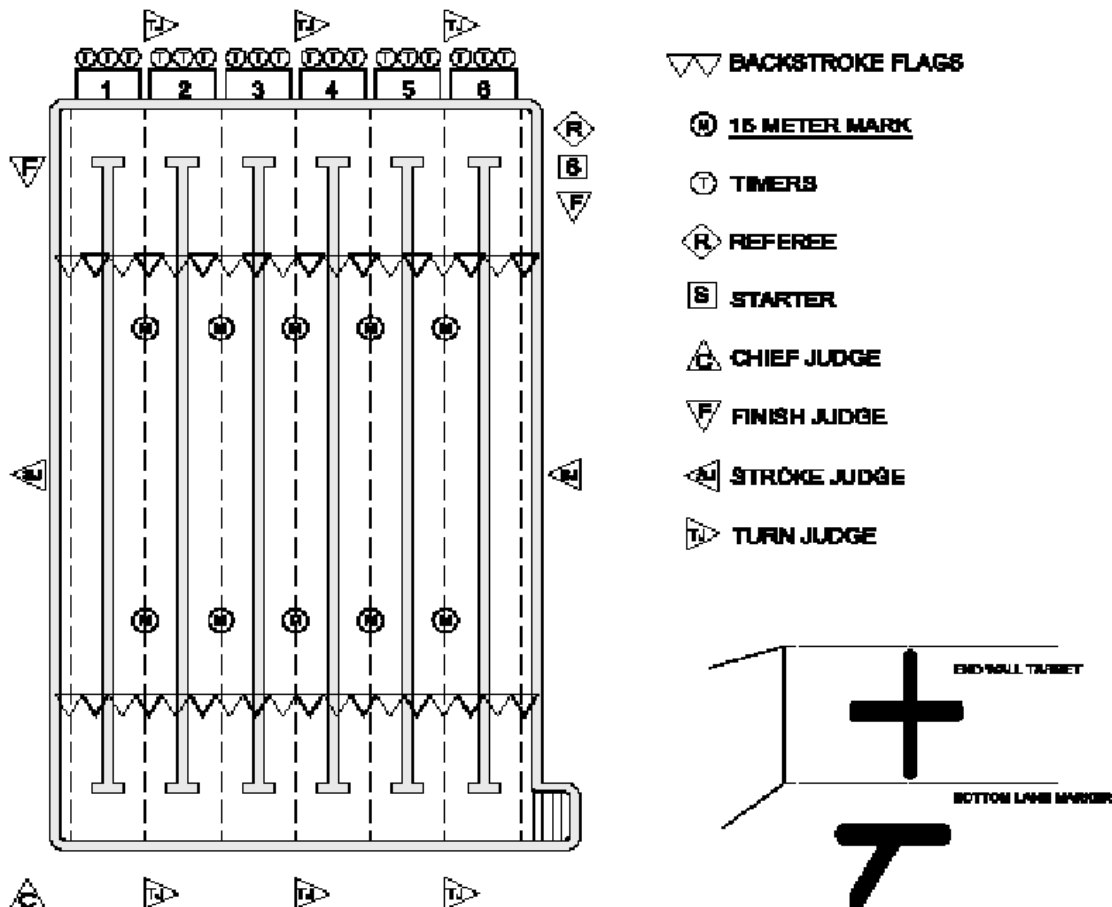
- a. A copy of this email report must also be sent to the NBSL website at [nbslswim@gmail.com](mailto:nbslswim@gmail.com). The NBSL will post team scores only.
- b. Please submit your score within 3 days of your meet.

## 3. Special Scoring Circumstances

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

## 2h. Pool Setup and Official Placement

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



#### Backstroke Flags

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

#### Lane Dividers (Lines)

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

#### Starting Blocks

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

#### 15 Meter Mark

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

#### Water Conditions

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

#### Lap Counters

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

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## Section 3 End of Season Championship Meets

### 3a. 2022 NBSL Championship Club Responsibilities

<b>Club</b>	<b>Job</b>	<b>Event</b>
Arden	Bullpen	Friday night
Arden	6 and under meet host	monday night
Ashborne	Awards and Trophies and ribbons	pre-season and all graylyn sessions
Crestview	help graylyn with parking	saturday morning
Crestview	Printing	pre-season
Darley/Green Acres	Volunteer organization	monday night
Del Vets	Bullpen	Sat morning
Elks	Bull pen	Sat morning
Fair Blue	bullpen	sat afternoon
Graylyn	Volunteer organization and entry gate	Friday night
Graylyn	8U-18U host	friday, saturday
Hypoint	Bullpen	Friday night
JCC	Tshirt design/ordering/distribution	pre-season and all sessions
Lane	Entry gate	saturday all sessions
River Road	Ribbon Writing	all graylyn sessions
Shellcrest	help graylyn with parking	Sat afternoon
Silverside	Bull pen	Sat afternoon
Tatnall	help graylyn with parking	friday night
Timberlane	Volunteer organization	Sat all sessions
Windybush	ribbon writing and entry gate	monday night
<b>SUG</b>	<b>bullpen monday night</b>	monday night

Assigned 2022 job/duty, approx # of volunteers needed by Club will be determined closer to the championship meets.

Red Division	#	White Division	#	Blue Division	#
Elks		Arden		Ashbourne	
Fair Blue		Crestview		Darley	
Graylyn Crest		Del Vets		Green Acres	
JCC		Lane		Highpoint	
Silverside		Shell crest		River Road	
Tatnall		Timberlane		Windybush	

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

### **3b . NBSL Championship Awards**

These awards are presented during the end of season championship meets.

1. Sportsmanship:

Sportsmanship has always been a guiding principle of the NBSL, and amongst our swimmers this is clearly important, but sportsmanship also extends to each swim club and the coaches, volunteers, family and friends that support our teams. Summer swimming is a proud tradition in the North Brandywine area and we each play an important role in keeping this tradition great. To help support these principles, our league developed a Sportsmanship Award. Annually, team representatives from each division are allowed a single vote (excluding their team) and a team trophy is awarded to the division winners during the NBSL Invitational Meet.

We hope you will take the time during the season to always teach and exhibit good sportsmanship. We urge you to cast your vote for the team that best demonstrates competitive swimming through friendly competition.

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

2. Individual and Relay Awards:

- a. Awards are given to the top ten individual finishers in any given event.
  - i. Places 1-3 all receive large Gold, Silver and Bronze medals.
  - ii. Places 4-6 all receive smaller bronzed medals.
  - iii. Places 7-10 all receive respective place ribbons.
  - iv. The winner of each heat receives a heat winner ribbon with the

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

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

3. Team Trophies:

- a. The winner of each division for the dual meet season, Red, White and Blue: receives a division winner trophy. The 1st-3rd place teams in the classic division and the 1st-3rd place teams in the invitational division at the end of the season championship meet will receive trophies.
- b. All swim teams are requested to cast a vote for the team that they feel is the most deserving of the Sportsmanship Award. Each division has one winner who receives a trophy.

4. Specialty Awards:

- a. The Susie Soltis Trophy is awarded to the 6 And Under Girls Backstroke winner.
- b. The Chris Starkey Trophy is awarded to the 12 and Under Boys Freestyle Winner
- c. The Stella Williams Trophy is awarded to the 12 and Under Girls Breaststroke winner.
- d. The Bruce E Smith trophy is awarded to the 18 and Under Girls Backstroke winner.
- e. The Savannah Strong Trophy is awarded at the first Championship meet to the Girls 10 and Under Butterfly winner.
- f. The 10 and under Medley Relay Trophy is awarded to the Boys and Girls winning team for that age group.

**3c. 2022 NBSL Invitational Qualifying Times**

For 25 Meter and 25 Yard Pools

**Girls**

**25 Meters**

**25 Yards**

Age Group	Free	Breast	Back	Fly	IM*	Free	Breast	Back	Fly	IM*
8&U	24.00	33.00	30.00	28.00	-	21.62	29.73	27.03	25.22	-
10&U	19.50	26.00	25.00	22.00	-	17.57	23.42	22.52	19.82	-
12&U	39.00	51.00	48.00	44.00	1:33.00	35.13	45.95	43.24	39.64	1:23.78
14&U	1:19.00	45.00	45.00	41.00	1:36.00	1:11.17	40.54	40.54	36.94	1:26.49
18&U <sup>†</sup>	1:15.00	44.00	40.00	35.00	1:28.00	1:07.57	39.64	36.04	31.53	1:19.28

## Boys

### 25 Meters

### 25 Yards

Age Group	Free	Breast	Back	Fly	IM*	Free	Breast	Back	Fly	IM*
8&U	24.00	35.00	30.00	28.00	-	21.62	31.53	27.03	25.22	-
10&U	19.50	26.00	25.00	22.00	-	17.57	23.42	22.52	19.82	-
12&U	38.00	51.00	48.00	44.00	1:40.00	34.23	45.95	43.24	39.64	1:30.09
14&U	1:19.00	45.00	42.00	40.00	1:31.00	1:11.17	40.54	37.84	36.04	1:21.98
18&U <sup>†</sup>	1:05.00	42.00	36.00	35.00	1:21.00	58.56	37.84	32.43	31.53	1:12.97

\*Times listed for IMs are only guidelines. There will be no IM events in the end of the season meet classic division. Any swimmer wishing to swim an IM will compete in the invitational division. All 18 and under swimmers will compete together in the invitational division.

**NOTE: All NBSL Championship Entries Must Be Presented in Meters. Convert 25 Yard Time by Multiplying by 1.11. Convert 20 Yard Time by Multiplying by 1.44. 20 Yard Qualifying Times Are Available at [www.nbslswim.com](http://www.nbslswim.com)**

### 3d. 2022 NBSL Championship Meet Announcements

## NBSL 7-18 year old End of the Season Meet Announcement

Friday and Saturday (rain date Sunday), July 22-23, 2022

### Graylyn Crest Swim Club

2202 Marsh Road, Wilmington DE 19810

<b>Directions</b>	<p><u>From Naamans Road:</u> Turn south on Marsh Road/Rt 3. Go past Grubb Road and Old Orchard Road and the pool is on your right.</p> <p><u>From Silverside Road:</u> Take Silverside Road east towards Branmar Plaza. Turn left onto Marsh Road. Go past Forwood Manor and the pool is on your left.</p>
<b>Parking</b>	It is best to park at Forwood Elementary School followed by a short walk to the back of the Graylyn Crest facility. Forwood Elementary is accessed from Silverside Road- turn onto Floral Road (in North Graylyn Crest development) then turn right onto Matwood Road and right onto Westminster Drive. Forwood is not accessible from Marsh Road. Please check the NBSL website for additional information and a map. <a href="http://www.nbslswim.com">www.nbslswim.com</a>
<b>Eligibility</b>	All Swimmers who have competed in at least two dual meets during the NBSL

	season.
<b>Divisions</b>	Swimmers will be assigned to compete in either the classic or invitational division based on their entry times.
<b>Rules</b>	<ul style="list-style-type: none"> <li>• All NBSL league rules and the Code of Conduct will be in effect.</li> <li>• Swimmer’s age and gender is as of June 1st current year, same as for dual meets</li> <li>• Dual confirmation of a stroke or turn disqualification will be in effect for all events as swimmers at this age and ability sometimes have awkward, but proper, mechanics.</li> <li>• If a coach has a question or an issue during the course of the meet, it should be directed only to the meet referee. The name of the referee will be announced prior to the start of the meet.</li> </ul>
<b>Entry Procedures</b>	<ul style="list-style-type: none"> <li>• Swimmers are limited to 2 individual events at this meet. In addition to two individual events, swimmers may participate in two relay events. Each club may enter only one relay team per relay event.</li> <li>• Swimmers may swim up in age, but may not swim the same stroke in different age groups.</li> <li>• Entries with no time, “NT,” are not allowed.</li> <li>• Swimmers will be placed in the appropriate division (classic or invitational) based on their entry times. Fee is \$5 per individual event and \$12 per relay.</li> <li>• Coaches must submit the names of swimmers attending this meet and their entry times to Clark Bickling at <a href="mailto:dbscoach@aol.com">dbscoach@aol.com</a> by Monday, July 18, at noon. See the NBSL website for entry procedures. Payment will be collected Monday July 18th from 4-5 at Arden Swim Club</li> </ul>
<b>Meet Volunteers</b>	<ul style="list-style-type: none"> <li>• The NBSL requires that each swim team provide volunteers to help run this meet. All of the positions needed for a Dual meet are needed for this meet as well-timers, runners, starters, announcer and Stroke and Turn officials. A sign up genius will be sent out to teams and placed on the NBSL website.</li> <li>• Each team is assigned an additional job at champs.</li> <li>• Volunteers do not work the whole meet! Each job is broken into shifts.</li> <li>• Kids, 13 and up, can volunteer to be runners, Kids over 16 can volunteer to be timers. Volunteer hours can count as community service.</li> </ul>
<b>Admission Fees</b>	Volunteers/Officials/Swimmers.....free Families/Guests.....\$ 5 per spectator, children under 12 are free
<b>Schedule for the Day</b>	Schedule will be finalized and published once all entries are received. Below are APPROXIMATE times:  Friday July 22

	<p>Session 1-All 13-18 year olds:  2:45 gates open  3:00 Warmups  4:20 Meet starts</p> <p>Saturday July 23  Session 2-All 8 and unders and 10 and under boys:  7:30 Gates open  8:00 Warmups  9:15 Meet starts</p> <p>Session 3-10 and under girls and all 12 and unders:  12:45 gates open  1:00 warmups  2:15 Meet starts</p>
<b>Special Awards</b>	<p>Bruce E Smith Trophy for 18U Girls Back  10U Boys Medley Relay Trophy  10U Girls "Classic Division" Butterfly winner  10U Girls Medley Relay Trophy  Stella Williams 12U Girls Breast Stroke Trophy  Chris Starkey 12U Boys Freestyle Trophy</p>
<b>Warm Ups</b>	<p>Warm up schedules will be determined based on meet entries and will be announced before the meet. The schedule will be sent to coaches and posted on the NBSL website (<a href="http://www.nbslswim.com">www.nbslswim.com</a>) and at the meet.</p>
<b>Officials/ Coaches Meetings</b>	<p>All Volunteers need to check in at volunteer check in table.  Twenty minutes prior to session start: Coaches Meeting for final corrections/scratches and any questions  Twenty minutes prior to session start: Place judge and stroke and turn meeting with referee  Half hour prior to session start: Timers meeting with referee  Half hour prior to session start: Relay swimmer names on index cards are due to the Scoring Table.</p>



<p><b>Awards</b> Only coaches may pick up the awards</p>	<p>Individual Events</p> <ul style="list-style-type: none"> <li>▪ First place through sixth place will receive medals.</li> <li>▪ Seventh place to tenth place will receive ribbons.</li> </ul> <p>Relay Events</p> <ul style="list-style-type: none"> <li>▪ First through third place will receive medals.</li> <li>▪ Fourth through tenth will receive ribbons.</li> </ul> <p>Heat winners will receive ribbons.</p>
<p><b>Scoring of the Meet</b></p>	<ul style="list-style-type: none"> <li>▪ Scoring will be based on the final results of the race in each division. The top 16 individuals in each race in each division will score points for their team in their division as follows (20, 17, 16, 15, 14, 13, 12, 11, 9, 7, 6, 5, 4, 3, 2, 1)</li> <li>▪ For individual events, only the top 2 swimmers from each team in each division will score points.</li> <li>▪ The Classic division will declare its own top three teams and the Invitational division will declare its own top three teams.</li> <li>▪ There will be a 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place trophy for each division.</li> </ul>
<p><b>Refreshments</b></p>	<p>Graylyn Crest Swim Club will host a snack bar with a variety of food and drinks. Teams and individuals are also allowed to bring in food and drinks for their own consumption.</p>
<p><b>Tee Shirt sales</b></p>	<p>NBSL will be selling Tee shirts with the League's 2022 logo. Shirts are pre-order only and will be available for pickup at the meet.</p>

## NBSL 6 and under championship meet

**Monday July 18, 2022**

(Tuesday July 19 – Rain date)

### **Arden Swim Club**

2126 The Hwy, Wilmington, DE, 19810

<p><b>Directions</b></p>	<p><u>From Naamans Rd:</u> Turn South onto Marsh Rd/Rt 3. At light, turn Left onto Harvey Rd. At light, turn Right onto Orleans Rd. Go Left at fork onto the Hwy. The pool is on the left, behind the Gild Hall.</p> <p><u>From I-95N &amp; Philadelphia Pike:</u> Turn onto Harvey Rd toward The Ardens. Turn Left onto Orleans Rd. Go Left at the fork onto The Hwy. The pool is on the left, behind the</p>
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	Gild Hall.	
<b>Parking</b>	Park in the lot next to the Gild Hall, following the directions of the Parking Guards. Additional parking is diagonal to the Gild, in the grassy lot. Follow the directions of the Parking Guards.	
<b>Eligibility</b>	Swimmers 6 and under who have competed in at least two dual meets.	
<b>Rules</b>	<ul style="list-style-type: none"> <li>▪ All NBSL league rules and the Code of Conduct will be in effect.</li> <li>▪ Swimmer's age and gender is as of June 1<sup>st</sup> of that year, same as for dual meets.</li> <li>▪ Dual confirmation of stroke or turn disqualification will be in effect for all events.</li> <li>▪ If a coach has a question or an issue during the course of the meet, it should be directed <b>only</b> to the meet referee. The name of the referee will be announced prior to the start of the meet.</li> </ul>	
<b>Entry procedures</b>	<p>Entries with no time, "NT," are not allowed.          Fee is \$5 per individual event.</p> <ul style="list-style-type: none"> <li>▪ Coaches must submit the names of swimmers attending this meet and their entry times to Clark Bickling at <a href="mailto:dbcoach@aol.com">dbcoach@aol.com</a> by Thursday July 15 at noon. See the NBSL website for entry procedures.</li> <li>▪ Payment will be collected Monday July 18th from 4-5 at Arden Swim Club.</li> </ul>	
<b>Meet Volunteers</b>	<ul style="list-style-type: none"> <li>• The NBSL requires that each swim team provide volunteers to help run this meet. All of the positions needed for a Dual meet are needed for this meet as well-timers, runners, starters, announcer and Stroke and Turn officials. A sign up genius will be sent out to teams and placed on the NBSL website.</li> <li>• Each team is assigned an additional job at champs.</li> </ul> <p>Kids, 13 and up, can volunteer to be runners. Kids over 16 can volunteer to be timers. Volunteer hours can count as community service.</p>	
<b>Admission Fees</b>	Officials/Volunteers/ Swimmers	Free
	Families/Guests	\$5 per spectator, children under 12 are free.
<b>Awards</b> <i>Only coaches may pick up the awards.</i>	Individual Events	
	<ul style="list-style-type: none"> <li>▪ 1<sup>st</sup> - 6<sup>th</sup> place will receive medals</li> <li>▪ 7<sup>th</sup> - 10<sup>th</sup> place will receive ribbons</li> </ul> <p>Heat winner ribbons will be awarded.          All swimmers will receive participation ribbons.</p>	
<b>Refreshments</b>	Arden will host a snack bar with a variety of food and drinks. Teams and individuals are also allowed to bring in food and drinks for their own consumption.	
<b>Tee Shirt sales</b>	NBSL will be selling Tee shirts with the League's 2022 logo. Shirts are pre-order only and will be available for pickup at the meet.	

<b>Schedule for the Day</b>	4:30 pm	Gates Open
	5:00-5:45 pm	Warm-ups
	5:45 pm	First call for first event
	6:00 pm	Meet begins
Special Award Presentations: Susie Soltis 6U Girls Backstroke Winner		
<b>Warm ups</b>	Warm up schedules will be determined based on meet entries and will be announced before the meet. The schedule will be sent to coaches and posted on the NBSL website ( <a href="http://www.nbslswim.com">www.nbslswim.com</a> ) and at the meet.	

Schedule of Events		
Girls		Boys
1	6&Under 25 Backstroke	2
3	6&Under 25 Freestyle	4

## Section 4 Electronic Forms

### **4a. Individual Eligibility Form**

This electronic form must be completed and signed for every swimmer each season. The form can be found during the registration process in Swimmingly.

### **4b. Team Roster Form**

Team Rosters are now located in Clubhouse.Swimmingly.app. Swimmers are added to the team roster when they have registered for the season in Swimmingly.

### **4c. Meet Lineup Form**

A copy of this form can be printed using clubhouse.Swimmingly.app.

### **4d. Dual Meet Volunteer Form**

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

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

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

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

	<b>HOME</b>	<b>VISITOR</b>
Meet Referee	_____	
Starter	_____	
Stoke and Turn Official	_____	_____
Place Judge	_____	_____
Head Timer/Back Up Timer/Runner	_____	
Timer 1	_____	_____
Timer 2	_____	_____
Timer 3	_____	_____
Timer 4	_____	_____



#### **4f. NBSL General Code of Conduct Swim Team Agreement**

It is mandatory for each Swim Club to electronically sign the general code of conduct prior to the start of the swim season. This will be sent out by the NBSL president. **No Swim Team will be permitted to participate in an NBSL sanctioned event until this has been completed.** The President of each pool should review the Code of Conduct with the board members of the pool.

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

#### **4g. Meet Day Timetable Agreement**

It is mandatory for each Swim Club to electronically sign the meet day timetable agreement prior to the start of the swim season. This will be sent out by the NBSL president. **No Swim Team will be permitted to participate in an NBSL sanctioned event until this has been completed.** The President of each pool should review the Code of Conduct with the board members of the pool.

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

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

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

Thank- you for your attention to this matter.

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

#### **4h. NBSL Issue Resolution Form**

This google form is available in your swim team drive. This form is to be completed when issues during a dual meet cannot be resolved between representatives and need to be reviewed by the NBSL Board. *Please complete this form within 24 hours of the disagreement.*

#### **4i. Dual Meet Satisfaction Survey**

This google form is available in your swim team drive. This form is to be completed after each dual meet. Your feedback will help us make next year run smoother. *Please complete this form prior to the end of the dual meet season.*