

# **GKAISA MEMBER CLUB HANDBOOK**

## **PREFACE**

This document was created to guide swim clubs in their operations and obligations as members of the Greater Knoxville Area Interclub Swimming Association. This document is reviewed and updated under the authority of the GKAIISA Executive Committee for the purpose of helping teams understand the organization and the procedures required to function throughout the year. This document does not supersede the rule documents published by the organization, but only acts as a guide to their interpretation. In the case where there is significant disagreement between this document and one of the approved rules documents, the rules document will take precedence.

# **1 GKAIISA ORGANIZATION**

## **1.1 NAME and PURPOSE**

The organization is named The Greater Knoxville Area Interclub Swimming Association, hereafter referred to as "GKAIISA".

The GKAIISA organization exists to regulate, control, and govern the activities of the member clubs in closed dual, triangular, and championship swimming competition in the Greater Knoxville Area. GKAIISA consists of a number of independent swim teams/clubs in the Knoxville area all of which have agreed to compete amongst themselves under the rules and guidelines of the organization.

The affairs of GKAIISA are under the control of a seven person Executive Committee that is elected by the membership at one of the regularly scheduled meetings. Additionally, a Merit Board, consisting of previous Executive Committee members provides support to the Executive Committee as requested. The Executive Committee is given broad authority to provide or contract whatever support is required to meet the goals of the organization. The Executive Committee is responsible for providing necessary training and other materials required by those who represent the member swim teams/clubs and those who will organize and officiate swim meets.

Prior to each summer season, GKAIISA oversees the processes where organizational rules and procedures are modified and ratified, teams are arranged into competitive leagues and insure that each team is able to schedule a number of swim meets. GKAIISA also organizes and operates training clinics for Coaches and Meet Directors to insure that these persons are familiar with the rules that govern member teams and swim meets. In addition to Officials Clinics that are held to allow certified officials the opportunity to meet their clinic and testing requirements, GKAIISA may also provide training for other team workers on an as needed basis.

During the summer season, GKAIISA provides support for member teams in the operation of their club and competition. Rule interpretations and arbitration of disputes arising from team activities may be addressed to the GKAIISA President for solution.

Additionally, the Executive Committee organizes a season-ending Championship Meet each year. Facilities and other necessary materials and services are contracted or purchased and the necessary meet workers are arranged.

After the completion of the summer competitive season, the Executive Committee will continue with various 'off season' activities such as meetings and other investigations to correct problems or enhance the GKAIISA organization leading towards the next season.

## **1.2 GKAI SA EXECUTIVE COMMITTEE**

The seven GKAI SA officers (President, Vice-President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, and Past President) form an Executive Committee for the Interclub and are granted discretionary authority to act on any Interclub business, rule infraction or protest as they deem appropriate under the direction of the President. Their decision is binding on all parties until the next scheduled biannual business meeting at which time their finding and decision may be either ratified or rejected by the membership if the decision is further protested.

Each member of the Executive Committee is elected for a one-year term at the regular Fall membership meeting and may serve more than one term consecutively.

## **1.3 GKAI SA MERIT BOARD**

In addition to the Executive Committee, there exists the GKAI SA Merit Board whose members consist of previous GKAI SA Officers who, having completed their terms of office, wish to continue to serve the GKAI SA organization. The operation of the Merit Board is under the direction of the GKAI SA President.

## **1.4 CLUB REPRESENTATIVES**

Each member club shall designate one of its adult members as its Interclub Representative and this person shall be totally and solely responsible for his/her club in conducting its affairs with Interclub and the other member clubs. Additionally, the Interclub Representative shall be solely responsible for his club with reference to club membership, conduct of swimmers and parents at all meets.

In the event the GKAI SA Secretary has not received a valid club representative name, mailing address, email address, and telephone number by June 15, the delinquent club may not host nor participate in any GKAI SA Interclub swim meets until the required information is provided and shall forfeit any scheduled meets prior to the time the required information is provided.

## **1.5 RULES AUTHORITY**

The GKAI SA organization operates under a set of rule documents that are reviewed and approved prior to the start of each season. These documents are; GKAI SA Constitution & Bylaws, GKAI SA General Rules, and GKAI SA Championship Rules. Additionally, competition is held under the rules of USA-Swimming with certain exceptions as noted in the GKAI SA General Rules and GKAI SA Championship Rules. In most cases, the GKAI SA President, Executive Committee, or their designates, are granted authority to interpret these rules as required.

## **1.6 GKAI SA WEBSITE AND INFORMATION DISSEMINATION**

GKAI SA will operate an internet website for the purpose of distributing information and documents of importance to each member club. Meeting minutes and other important notices and information will be typically posted on the GKAI SA website. It is suggested that members from each club check the GKAI SA website regularly thorough out the year for latest updates at [www.gkai sa.org](http://www.gkai sa.org).

Additionally, GKAI SA may send certain information to member clubs or individuals using mail, email, or telephone contact. It is extremely important that each club be sure to send updates to any contact information for their club persons, such as mailing address, email address, phone numbers, etc., to the GKAI SA Secretary as soon as possible. GKAI SA is not responsible for clubs not receiving any information due to incorrect contact information.

## **2 GKAI SA MEMBER CLUBS**

The GKAI SA membership includes a number of organizations sponsoring summer swim clubs and teams in the Knoxville, Knox County, and surrounding areas. These member clubs shall be responsible to adhere to the rules and regulations of GKAI SA.

Each new club application or request for consolidation of 2 or more member clubs shall be considered individually on the basis of the merits as presented. Such applications can be considered only at either the Spring (March) or Fall (Sept.-Oct.) regular meetings, as the first order of business. After a proper motion and a second accept, a 2/3 majority of those member clubs present and voting, by written ballot, shall be required for election to membership or consolidation.

In certain circumstances, new member clubs may be required to meet certain special provisions for their first year or two of membership. These special provisions will be presented during the discussions preceding the vote for acceptance and will be binding on the new club.

### **2.1 GKAI SA MEETING ATTENDANCE**

There will be a number of meetings scheduled by GKAI SA throughout the year to attend to the business of the organization and to insure that all teams are informed of any changes affecting the organization. There will be a schedule of meetings maintained on the GKAI SA website. In most cases the next upcoming meeting notice and other information will be placed on the website **Announcements** page. The minutes from previous meetings will be posted on the website **Minutes** webpage.

Each club is required to have a representative present at all regular and special meetings. The failure to attend these meetings will result in the club being fined \$25.00 except in bona fide emergencies as determined by the Executive Committee.

### **2.2 CLUB REPRESENTATIVE AND COACH CONTACT INFORMATION**

Each club is expected to keep the GKAI SA Secretary informed of the contact information for the current Club Representative and Coach. Anytime this contact information changes, the club should immediately forward the new information to the GKAI SA Secretary. Contact information should include mailing address, telephone number(s) and email address.

## **3 PRE-SEASON TEAM RESPONSIBILITIES**

While many clubs 'go dormant' after completion of the previous Summer season and Fall Meeting, it is important that each club be aware of certain meetings and club responsibilities prior to the beginning of each new season. GKAI SA will attempt to keep the website updated with information important to each member club and they are encouraged to check for updated information at [www.gkaisa.org](http://www.gkaisa.org).

### **3.1 SPRING MEMBERSHIP MEETING**

Each Spring there will be a meeting of the GKAI SA member clubs for the purpose of addressing the general business of the interclub. The agenda for this meeting shall include:

- Second reading and adoption of GKAI SA rule changes approved at the Fall meeting
- Discussion and approval of plans for GKAI SA Championship meet
- Discussion and scheduling various meeting and clinic dates/locations for the upcoming season

It is required that the club representative or duly authorized substitute attend this meeting to vote the preference of their club on the various motions brought forward.

## **3.2 SCHEDULING MEETING**

Sometime after the Spring Membership meeting there will be a scheduling meeting held for the purpose of setting the coming summer season dual and tri-meet schedules for each club.

It is required that at least one representative of each club shall attend the Scheduling Meeting. In the event that a team representative is not present at the beginning of and throughout the scheduling meeting, a member of the GKAIISA Executive Committee or Merit Board shall assume the representative role for the team and shall have authority to schedule meets on behalf of that team.

The team representatives in each league shall meet together to arrange their common schedules such that each team shall swim every other team in their league at least once during the season. At the conclusion of this scheduling activity each team representative shall sign the required document(s) indicating their agreement with the schedule. No team representative may leave the meeting until all members of their league have completed and signed off on their schedules.

## **3.3 COACHES MEETING**

Prior to each summer season there will be a Coaches meeting held for the purpose of discussing and addressing various topics of concern to the club coaches. The agenda for this meeting shall include:

- Address any competitive issues from the previous season
- Review of GKAIISA General and Championship rules as they apply to competition
- Review of GKAIISA and USA Swimming technical rules as they apply to the upcoming season

It is required that at least one club coach or representative shall attend this meeting.

## **3.4 MEET DIRECTOR MEETING**

Prior to each summer season there will be a Meet Director meeting held for the purpose of familiarizing club Meet Directors with the responsibilities of their club during the Summer season. The agenda for this meeting shall include:

- Address any competitive issues from the previous season
- Review of all GKAIISA rules as they apply to the operation of each GKAIISA member club
- Review GKAIISA General rules as they apply to host or visiting club responsibilities at dual or tri-meets
- Review GKAIISA Championship rules as they apply to a club participating in that meet

It is required that at least one club representative shall attend this meeting.

## **3.5 OFFICIALS CLINICS**

Prior to or early in each summer season there will be a number of Officials Clinics held for the purpose of providing training for those persons wishing to be Certified GKAIISA Referees, Starters, or Stroke and Turn Judges. The certification requirements for each of these positions are described in Section 9 of the current GKAIISA General Rules.

Only properly certified persons may serve as Referee, Starter or Stroke and Turn Judges at a GKAIISA meet.

### **3.6 INTERCLUB DUES AND FEES**

Each club's \$50.00 Interclub annual dues must be paid before its swimmers enter the water at the beginning of the season. Additionally, any fines or scratch fees from the previous year must be paid prior to the start of the new season.

All dues, fees and fines should be sent in a timely manner to the GKAIISA Treasurer whose contact information may be obtained from the GKAIISA website, [www.gkaiisa.org](http://www.gkaiisa.org).

### **3.7 POOL INSURANCE REQUIREMENTS**

Each club is required to submit evidence of liability coverage for their pool and club facility to the GKAIISA Vice-President, postmarked no later than June 15. Evidence of liability coverage must be provided for the entire GKAIISA season, i.e., June 1 through August 1.

In the event a club fails to provide evidence of liability insurance for the pool and club facilities by June 15, the delinquent club may not host or participate in any GKAIISA Interclub swim meets until the required information is provided and shall forfeit any scheduled meets prior to submitting the required information.

### **3.8 SWIMMER LIABILITY RELEASE FORMS**

Each swimmer must have a signed Liability Release form on file before entering the water for their first practice or swim meet. These signed forms should be retained by the club. A complete team roster, generated from Team Manager Software, should be emailed to the GKAIISA Vice-President before the first meet or June 15, whichever comes first. In the event that the GKAIISA Vice-President has not received the team roster by June 15, the delinquent club may not host or participate in any GKAIISA Interclub swim meets until the required information is provided.

If a swimmer joins the club after the initial roster has been emailed, the Liability Release must be completed before he/she is allowed to practice and an updated roster must be emailed to the GKAIISA Vice President before that swimmer may participate in a meet. Any meets including such new swimmers and held prior to submitting the revised roster information shall be forfeited.

The original or copy of each Liability Release form should be kept by the club coach or team representative and taken to all swim meets in the case where a swimmer's eligibility questioned.

## 4 SWIM MEET WORKERS

The key to running an effective and efficient meet is to train and develop experienced workers that are dedicated to placing the swimmers interests above theirs. Unlike many other youth sports, swimming requires a large number of volunteer workers for each swim meet. Many teams will schedule two sets of workers with a changeover in the middle of the meet. With that in mind, the visiting team requires approximately 25 meet workers while the host team may require upwards of 50 workers.

Most jobs at swim meets can be filled by any responsible adult with a minimum of training, but there are some jobs, such as Referee, Starter, etc. that require special training and certification. It is in the best interest for each club to identify and train as many workers as possible to insure an adequate supply of workers for each meet. The specialized positions of Meet Referee, Starter, and Stroke & Turn Judge require attendance at GKAIISA training clinics and testing to become certified in those positions. Training for the other worker positions is left to each club and is best done by having new persons work with experienced people in each position.

The key person in running a swim meet is the Meet Referee. The Referee has the responsibility to insure that the meet is run in a fair manner for all the athletes and that all workers are properly trained for their positions. The Referee must be familiar with all meet worker positions and cannot be timid in making decisions, he/she is the final authority in any dispute and his/her decision is final. Prior to the start of each meet the Referee will instruct the deck workers as to the proper method to perform their job and their area(s) of responsibility.

The following is a general list of meet worker job descriptions typical for a dual or tri-meet. Not all clubs will have each of these positions, some may have fewer positions and some may have more, and some may use different names for a particular worker position.

### 4.1 MEET WORKER JOB DESCRIPTIONS

\* denotes that this position requires special training and/or certification

\* Meet Director -

Has the responsibility for organizing the meet, insures that officials and workers are present prior to start of the meet. The Meet Director is also responsible for insuring that all equipment (lane lines, backstroke flags, etc.) is available and in place before the meet begins.

\* Meet Referee -

Has authority over all meet officials, assigns and instructs them, leads all discussions regarding rules, makes final decisions concerning any protests, interprets applicable USA Swimming and GKAIISA rules for the meet - **requires annual GKAIISA certification**

\* Starter -

Lines up & starts all events, calls false starts in conjunction with Meet Referee - **requires biannual GKAIISA certification**

\* Stroke & Turn Judge -

Observes swimmers in lanes designated by Referee and calls rule infractions. - **requires biannual GKAIISA certification**

Relay Take-off Judge -

Observes relay take-off and calls infractions as directed by Referee.

Finish and Overcall Finish Judges -

Calls order of finish and fills out ballot, may be asked to call relay take-offs at finish end of pool.

Head Timer -

Oversees Lane Timers, signals Starter that Timers are ready for event start, and provides back-up timing for Lane Timers.

Lane Timer -

Insures that proper swimmer in their lane prior to event start, times the event using stopwatch, records time on event card.

Marshal -

Maintains order around starting area, helps place swimmers in proper lanes for events.

Runner -

Picks up event cards & judge's sheets at conclusion of each event, delivers them to scoring table or Referee as required.

\* Card Sorter -

Aligns event cards in order of finish, attaches any DQ sheets to event card, and gives event cards to Scorer.

\* Scorer -

Enters points earned by each team on master score sheet using event cards and judges sheets for results, maintains running score for each team. In the case where computer scoring is being used, the Scorer operates the scoring computer.

Ribbon Writer -

Fills out ribbon labels using event cards and judges sheets for order of finish.

Concession Sales -

Works in concession stand during home meets and possibly practice sessions.

Team Parent -

Keeps swimmers in team area during meets, calls swimmers for events and gives permission for swimmers to leave area as necessary.

\* denotes that this position requires special training and/or certification

## **5 SWIM MEETS**

### **5.1 SWIMMER ELIGIBILITY**

The GKAI SA swimming program is open to any swimmer, less than 19 years of age, who has not trained with an NCAA, NAIA, or NCAA sanctioned collegiate team. The swimmers are further organized into age groups with the group determined by their age as of midnight, May 31 of the current season. They will swim the entire season in that age group regardless of whether they have a birthday during the season.

The age groups are as follows;

8 and under

9 – 10

11 – 12

13 – 14

15 – 18

The swimmer must swim within their age group in all meets, except as provided in the GKAI SA General Rules, Section 4.

### **5.2 GKAI SA CHAMPIONSHIP SWIM MEET**

At the conclusion of each summer swim season GKAI SA will host a Championship Swim Meet. This meet is open to all GKAI SA member teams and their respective swimmers.

Further information concerning the Championship Meet is to be found in Section 6 of this document as well as the GKAI SA Championship Meet Rules document.

### **5.3 DUAL AND TRI SWIM MEETS**

During the majority of the GKAI SA summer season each team is engaged in practice sessions and dual or tri swim meets. A Dual Meet is one where two teams compete against each other while a Tri-Meet is one where three teams compete against each other.

The dates and times for Dual and Tri-Meets are arranged at the Scheduling Meeting held each Spring. At this meeting, representatives from each member club are seated with the other clubs in their leagues and they jointly arrange schedules for their meets. It is required that each club swim every other club in their league at least one time during the season. It is also agreed as to which team will serve as the host club and therefore the meet would be swum at their home facility. In the case where teams swim each other year after year it is expected that the two teams will alternate which team would serve as host, but this is not a requirement.

Once scheduled it is required that a meet be held at the time and place agreed to at the Scheduling Meeting. Sometimes meets may have to start later than the agreed time due to weather or traffic conditions and it is expected that the affected teams will use 'good common sense' in handling these situations. In the case where a meet must be rescheduled, GKAI SA General Rules Sections 10 and 11 provide guidance for teams in the rescheduling process.

### **5.4 EVENTS PER SWIMMER**

In a GKAI SA Dual or Tri-Meet a swimmer may swim for points in 4 events, in any combination of individual or relay events. The swimmer may swim in more than 4 events if the additional events are designated as exhibition. In this case, the swimmer cannot score points and their event card must be marked 'EXHIBITION' before the swimmer enters the water in that event. Further information is to be found in GKAI SA General Rules, Section 6.

## 5.5 TEAM EVENT ENTRIES AND SCORING

In a GKAIISA Dual or Tri-Meet, each participating team may enter an equal number of swimmers or teams in each event. In the case of a dual meet being held in a six-lane pool, each team could have 3 entries in each event. If a dual meet is held in an eight-lane pool, then the additional two lanes are designated as 'Exhibition Only' unless both teams agree to allow 4 scoring entries. In the case of a Tri-Meet held in a six-lane pool, each team may have 2 entries. If a Tri-Meet is held in an eight-lane pool, each team would still get 2 entries and the additional lanes would be empty or may be designated as 'Exhibition Only'.

If a team does not choose to enter all their allowed swimmers/teams in a particular event, their remaining lanes will be left empty unless coaches agree to allow Exhibition swimmers in those lanes.

Depending on the number of entries in a particular event, it may be necessary to swim more than one heat of that event. In this case, only the first heat may score points, the remaining heats in the event are to be designated as Exhibition.

In either dual or tri-meets, each team may only score two places in individual events and one place in relay events, but ribbons should be given based on actual finish order.

As an example; In a dual meet, an individual event is contested in a six-lane pool where each team has 3 entries in the first heat. Team A swimmers come in 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> while Team B swimmers come in 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup>. In this case Team A will be awarded the points for 1<sup>st</sup> and 2<sup>nd</sup> places while Team B swimmers will be awarded points for 3<sup>rd</sup> and 4<sup>th</sup>. Similarly, in a relay event having the same finish order, Team A would be awarded 1<sup>st</sup> place points while Team B would be awarded 2<sup>nd</sup> place points.

The award ribbons given to the swimmers/teams should be given based on the actual order of finish rather than the points awarded. Using the example above, Team A swimmers would get the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place ribbons while Team B would get 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> place ribbons.

## 5.6 DUAL AND TRI MEET SCORE VALUES

In a Dual Meet, each team is competing for the points in each event using the values -

Individual Events;

1 <sup>st</sup> Place	5 Points
2 <sup>nd</sup> Place	3 Points
3 <sup>rd</sup> Place	2 Points
4 <sup>th</sup> Place	1 Point

Relay Events;

1 <sup>st</sup> Place	7 Points
2 <sup>nd</sup> Place	3 Points

In a Tri-Meet, each team is competing for the points in each event using the values -

Individual Events;

1 <sup>st</sup> Place	6 Points
2 <sup>nd</sup> Place	4 Points
3 <sup>rd</sup> Place	3 Points
4 <sup>th</sup> Place	2 Points
5 <sup>th</sup> Place	1 Point
6 <sup>th</sup> Place	0 Points

Relay Events;

1 <sup>st</sup> Place	8 Points
2 <sup>nd</sup> Place	4 Points
3 <sup>rd</sup> Place	0 Points

## **5.7 HOSTING A SWIM MEET**

At every GKAIISA swim meet one of the clubs will be designated as the Host, usually this being the club at whose pool the meet is being contested. The Host Club has certain responsibilities as to organizing the meet and providing the majority of workers.

At least one week before a meet, the host club Meet Director should contact the representative of the visiting club to discuss arrangements for the meet and any unique facility issues or meet procedures. It is never a good idea to 'surprise' a visiting team with something out of the ordinary.

As hosting a swim meet requires a significant number of experienced and trained persons, GKAIISA may require that new clubs not host meets during their first season. This limitation would be lifted once the club can demonstrate that they have the necessary skilled and experienced persons needed to successfully host a meet.

## **5.8 HOST CLUB RESPONSIBILITIES**

A GKAIISA club hosting a swim meet is normally responsible for the majority of meet workers along with the equipment required to run the meet.

### **5.8.1 Facilities**

The host club facilities would include a competition swim pool, rest room facilities, spectator seating, team areas, and sufficient parking.

#### **5.8.1.1 Swim Pool**

The 'normal' pool for GKAIISA competition is a six-lane, 25 yard or 25 meter length pool, but this is not a hard requirement. Many of the pools used by GKAIISA teams will deviate from this norm by number of available lanes, lack of starting blocks, or other unique characteristics that may affect the competition. It is expected that the host club will inform visiting clubs of any non-standard characteristics at least one week prior to a scheduled meet.

#### **5.8.1.2 Team Areas**

The host club should designate an area near the pool for the visiting team to be located. This area should be large enough to allow visiting team members to set up chairs or sit on blankets. In some cases, host clubs will provide a tent or other shady area for the visiting team. Of course, a similar area will also need to be provided for the host club swimmers.

#### **5.8.1.3 Spectator Seating**

The host club should insure that there is sufficient area available adjacent to the pool for spectator seating. It is considered a good practice for the host club to designate a specific 'visitor seating' area and encourage their spectators not to occupy those spaces. This will help insure that the visiting club has access to some of the better seating areas that may otherwise be completely filled by host spectators, who typically arrive at the meet earlier than the visiting club spectators who may have to travel significant distances to attend the meet

### **5.8.2 Meet Equipment**

Normally, the host club will supply the equipment necessary to run the swim meet. This equipment includes:

### **5.8.2.1 Starting System**

The starting system is perhaps the most important piece of equipment necessary to insure a fair swim meet. The system must provide a loud, clear starting signal that is easily heard and understood by all swimmers. Additionally, there should be a sound reinforcement system such that the spoken instructions of the starter can be heard by all swimmers and deck workers.

Many clubs use a 'single box' starting system, such as those manufactured by Colorado Time Systems or Daktronics, to start their meets. These systems incorporate a public address system along with a starting signal and a strobe light that is synchronized to the starting signal. The starting signal is a loud, single tone that is activated by a button on the microphone so the starter may easily issue starting instructions, then start the race with a minimum of effort. These systems usually allow connecting one or more additional speakers to the box to provide sound to both ends of the pool, insuring all persons can hear the starter's instructions and announcements.

Other acceptable starting systems would include a hand-held 'bullhorn' that includes a loud signal tone or an 'air horn' that provides a loud signal. In the case of the bullhorn, the starting signal must be a single frequency tone signal, not a variable frequency 'siren-like' or 'warbling' sound which may confuse swimmers. It is not allowed for a whistle to be used as a start signal as this would be confused with the other whistle sounds that are part of the normal starting protocol.

### **5.8.2.2 Stopwatches**

Stopwatches must of a digital type and accurate to at least two decimal places. Wristwatches, cell phones or other such devices having stopwatch functionality are not considered to be acceptable for timing purposes. In the case that the watch shows three decimal places, the third digit will be dropped without rounding and the time recorded on the event card will only show two decimal places. As example; the time from a watch showing 25.349 would be recorded as 25.34.

The number of watches to be provided is;

- One for each timer
- One for Head Timer
- One or more back-up watches

### **5.8.2.3 Backstroke Flags**

Two sets of 'backstroke flags' to be hung over each end of the competition course at 5 yards from the end wall. These flags should be of a color that is easily viewable by the swimmers as they approach the wall and should be hung at least 7 feet over the lane.

### **5.8.2.4 Clipboards**

- One for Referee
- One for Starter
- One for each Timer
- One for each Finish or Overcall Judge
- One for each Stroke & Turn Judge
- One for each Relay Takeoff Judge

### **5.8.2.5 Forms**

- Disqualification Forms
- Finish Judge Forms
- Event List Forms for deck workers
- Score Keeping Forms

### **5.8.2.6 Miscellaneous**

- Pencils for all deck and scoring workers
- Paperclips and/or Clothespins

### **5.8.3 Host Club Jobs to Fill at Each Meet**

The Host Club will normally fill most of the worker positions at a swim meet, including all the 'head' positions. In the case of certified officials, if the host club does not have a qualified person to fill a position, and the visiting club does have a qualified person, then the visiting club person may fill the official position.

Typical Host Club jobs to be filled are;

- Meet Director
- Referee - usually one person works entire meet to insure consistency in decisions
- Starter
- Stroke & Turn Judge - one or more depending on how judging is performed at a particular pool
- Finish Judge
- Overcall Finish Judge
- Head Timer
- Lane Timers - one for each host team lane
- Relay Take-Off Judges - usually two from each team providing a judge on each corner of the pool
- Marshal - one or more as required to insure meet runs smoothly
- Runners - sufficient number to insure heat results are promptly delivered to scoring area
- Sorter
- Scorer - or Computer Operator if meet is being scored by computer
- Ribbon Writer
- Announcer - in the case where a public address system is being used at the meet

Additionally, the host club will normally operate a concession stand at the meet which would be staffed by host club workers.

## **5.9 VISITING CLUB RESPONSIBILITIES**

Normally, the visiting club's responsibilities are limited to providing workers to fill certain positions on the pool deck or scoring location.

### **5.9.1 Visiting Club Jobs to Fill at Each Meet**

Typically, the visiting club will provide a minimum number of workers primarily involved in timing, judging and scoring. The visiting club may also be asked to provide runners or marshals if needed. In the case of certified officials, such as stroke & turn judges, if the visiting club does not have a qualified person to fill a position, and the host club does have a qualified person, then the host club person may fill the official position.

- Stroke & Turn Judge - one or more depending on how judging is performed at a particular pool
- Finish Judge
- Lane Timers - one for each visiting team lane
- Relay Take-Off Judges - usually two from each team providing a judge on each corner of the pool
- Scorer - or Computer Operator if meet is being scored by computer
- Ribbon Writer

## 5.10 MEET PROCEDURES

### 5.10.1 Finish Judging

Judging the order of finish in a GKAIISA dual or tri-meet is normally done using three judges, two “Finish Judges” and one “Overcall Judge”. Alternate approved methods would include averaging the times of 3 watches per lane or fully electronic timing systems using finish touchpads.

Where finish judges are being used in a meet, normally one of the Finish Judges and the Overcall Judge will be from the host club and the other Finish Judge will be from the visiting club. These judges will be seated at the finish end of the pool such that the Overcall Judge and visiting club Finish Judge are on one side of the pool and the host club Finish Judge is on the other side. Each judge will independently write down their perceived order of finish on a supplied Finish Judge Form which will then be picked up by a runner after each heat. The Overcall Judge should write ‘Overcall’ or ‘OC’ on their form to allow the Card Sorter to identify their form as opposed to the two Finish Judges.

The use of a ‘scribe’ to write the judges call is strongly discouraged as the spoken order of finish from one judge to their scribe may influence the decision of another judge nearby. It is important that each judge complete their form without any outside influence. If a judge is not sure of the finish order between two or more swimmers, they should then mark those lanes as a ‘tie’ on their form.

Once the judge’s ballots, along with the event cards from that heat, arrive at the scoring area the Card Sorter will write the finish place on the event cards and place them in finish order. The rules used by the Card Sorter to place the event cards in finish order are;

- In the case where the two Finish Judges agreed on a particular place, then that would be determined to be the official place for that lane
- If the two Finish Judges disagreed on a particular place, then the Overcall Judge results would be compared to both Finish Judge results. If the Overcall Judge matched either of the Finish Judge results, then that would be the official place for that lane.
- If none of the three Judges matched, then the Referee would determine the official placing. The Referee may elect to delegate the authority to make this place determination to another person, but remains responsible for the action. It is allowed that a protest may be filed by a team to challenge the placing order of a particular race and the Referee must then justify the placing decision.

A simple example of the finish order placing would start with the Card Sorter being given the following forms after a heat has been swum;

Finish Judge (a)	Finish Judge (b)	Overcall Judge
4	4	4
3	<b>6</b>	<b>6</b>
<b>2</b>	3	<b>2</b>
6	1	3
1	<b>5</b>	<b>5</b>
5	2	1

Note: bold added for clarity in following discussion, not on original form

Using the preceding rules, the Card Sorter would determine;

- 1<sup>st</sup> Place - Lane 4 as both Finish Judges agree (in this case, Overcall Judge form is not consulted)
- 2<sup>nd</sup> Place - Lane 6, as Finish Judges disagree, but the Overcall Judge agrees with Finish Judge (b)
- 3<sup>rd</sup> Place - Lane 2, as Finish Judges disagree, but the Overcall Judge agrees with Finish Judge (a)
- 4<sup>th</sup> Place - undetermined as all three judges disagree, Referee to make decision
- 5<sup>th</sup> Place - Lane 5, as Finish Judges disagree, but the Overcall Judge agrees with Finish Judge (b)
- 6<sup>th</sup> Place - undetermined as all three judges disagree, Referee to make decision

in this example, the 4<sup>th</sup> and 6<sup>th</sup> places cannot be determined by the judging rules and must then be determined by the Referee who may use any available information, including watch times or personal observations, to make his/her decision.

A more complete discussion of the Finish Judging system is contained in the Addendum at the end of this handbook.

### **5.10.2 Stroke & Turn Judging**

Persons working as Stroke & Turn (S&T) Judges at any GKAIISA meet must be certified in that position. A list of all currently certified Stroke & Turn Judges is on the GKAIISA website, [www.gkaisa.org](http://www.gkaisa.org). It is expected that there will be an equal number of S&T judges from each team.

S&T Judges will be positioned around the pool to insure that each race is contested in a manner that is fair and equal for all competitors. Prior to the beginning of competition, the Referee will meet with the S&T Judges to assign them as to their individual positions and judging responsibilities. Additionally, the Referee will instruct the judges as to how to perform their duties and insure all judges are current on rules. It shall be the responsibility of the Referee to insure that all S&T judges are competent in that position and he/she has the authority to replace any judge that is not performing their duties properly.

### **5.10.3 Relay Take-Off Judging**

GKAIISA requires that a system of 'dual confirmation' be used for Relay Takeoff Judging at all Dual, Tri, and Championship meets. Under 'dual confirmation' it is required that two separate judges observe an early relay takeoff before a team will be disqualified.

During relay events there will be at least two Relay Takeoff Judges at each end of the pool where there are departing swimmers and positioned such that two judges are observing the same lanes. There should be an equal number of judges from each of the competing teams and they should be positioned such that the two judges observing any particular lane are from different teams. These Judges shall determine whether the departing swimmer is in contact with the starting platform or pool deck at the time the incoming swimmer touches the end of the pool and shall independently report infractions on a Relay Takeoff Form, as directed by the Referee. The judges will not raise their hand if they detect an early takeoff, they will only appropriately mark the form.

A runner should deliver the completed forms to the Meet Referee or designee who will determine if an infraction has occurred. A team will only be disqualified when there is independently written dual confirmation of an illegal take-off by the two responsible Relay Takeoff Judges. In that case, the Referee will complete a standard DQ form indicating the disqualification and attach the Relay Takeoff Forms that indicated the disqualification.

## **6 GKAI SA CHAMPIONSHIP MEET**

At the conclusion of each GKAI SA Interclub season, there will be a Championship meet. The entry requirements and rules for this meet are contained in the document "GKAI SA Championship Rules" which may be found on the GKAI SA website [www.gkaisa.org](http://www.gkaisa.org)

Please note: It is required that a team representative pickup the team medals and ribbons on the last day of the Championship Meet (Sunday). The meet information will identify where the medals and ribbons may be picked up at the conclusion of the meet.

## **7 POST SEASON TEAM RESPONSIBILITIES**

The GKAI SA 'season' officially ends at the conclusion of the GKAI SA Championship Meet and many clubs shortly thereafter suspend operations until the following Spring.

### **7.1 FALL MEMBERSHIP MEETING**

Each Fall there will be a meeting of the GKAI SA member clubs for the purpose of addressing the general business of the interclub. The agenda for this meeting shall include:

- Review of the past season and GKAI SA Championship Swim Meet
- Proposals for new or revised GKAI SA rules
- Election of GKAI SA Officers for following year

It is required that the club representative or duly authorized substitute attend this meeting to vote the preference of their club on the various motions brought forward.

# 8 APPENDICES

## 8.1 APPENDIX A - MEMBER CLUB QUICK CHECKLIST

	<u>Description</u>	<u>Ref. Sec.</u>	<u>Date Required</u>	<u>Consequence</u>
<input type="checkbox"/>	Defined Club Representative	1.4	June 15	Cannot host or participate in any GKAIISA Interclub swim meet until provided to GKAIISA Secretary
<input type="checkbox"/>	Updated Club Representative Contact Information	1.6	Immediately if changed	GKAIISA not responsible for clubs not receiving information due to incorrect contact information – Send to GKAIISA Secretary
<input type="checkbox"/>	Club Representative shall attend all regular and special meetings	2.1	When scheduled	Club is fined \$25 for failure to attend
<input type="checkbox"/>	Updated Coach Contact Information	2.2	Immediately if changed	GKAIISA not responsible for coaches not receiving information due to incorrect contact information – Send to GKAIISA Secretary
<input type="checkbox"/>	Spring Membership Meeting attendance by Club Representative	3.1	When scheduled	Club is fined \$25 for failure to attend
<input type="checkbox"/>	Scheduling Meeting attendance	3.2	When scheduled	GKAIISA Executive Committee or Merit Board shall have authority to schedule meets. Club is fined \$25 for failure to attend
<input type="checkbox"/>	Coaches Meeting attendance	3.3	When scheduled	At least one club coach or representative shall attend. Club is fined \$25 for failure to attend
<input type="checkbox"/>	Meet Director Meeting attendance	3.4	When scheduled	At least one club representative shall attend
<input type="checkbox"/>	Official Clinics	3.5	When scheduled	Required to certify Referees, Starters, Stroke & Turn Judges. See section 9 of current GKAIISA General Rules
<input type="checkbox"/>	Interclub Dues and Fees	3.6	Before swimmers enter water	Must be paid prior to start of new season to GKAIISA Treasurer
<input type="checkbox"/>	Pool Insurance	3.7	Before June 15	Club may not host or participate in any GKAIISA Interclub swim meet
<input type="checkbox"/>	Swimmer Liability Release Form	3.8	Before swimmer enters water	For local Club Liability
<input type="checkbox"/>	Roster submitted to GKAIISA website	3.8	Before first meet or June 15	Club may not host or participate in any GKAIISA Interclub swim meet
<input type="checkbox"/>	In-season new swimmer – Update Roster	3.8	Roster to website before swimmer can compete	Swimmer may not participate in any GKAIISA Interclub swim meet until submitted
<input type="checkbox"/>	In-season new swimmer – Completed Liability Release Form	3.8	Before swimmer enters water	For Local Club Liability
<input type="checkbox"/>	Hosting a swim meet – contact visiting club	5.7	1 week before meet	No surprises!
<input type="checkbox"/>	Submit entries for City Meet		By deadline posted on website	Failure of swimmers to compete at the City Meet
<input type="checkbox"/>	Pickup of team medals and ribbons	6	On last day of City Meet	No medals or ribbons to give to swimmers for their efforts
<input type="checkbox"/>	Fall Membership Meeting attendance by Club Representative	7.1	When scheduled	Club is fined \$25 for failure to attend

## **8.2 APPENDIX B – GKAI SA FINISH JUDGING RULES AND EXAMPLES**

For many years, GKAI SA has recognized the use of finish judges and an overcall judge in conducting dual and triangular meets. This procedure was implemented to avoid the necessity of having multiple watches for each lane and the resulting requirement for the scoring area to calculate the official time from the watch times.

At the time of implementing this system, the U.S. Swimming Code required at least three timers per lane in addition to two across-the-board finish judges. As this number of meet workers would be difficult for many clubs to support, a committee was formed to create a finish judging system that minimizes the number of workers. They proposed a system using two across-the-board Finish Judges along with a single Overcall Judge.

- In the case where the two Finish Judges agreed on a particular place, then that would be determined to be the final placing.
- If the two Finish Judges disagreed on a particular place, then the Overcall Judge results would be compared to both Finish Judge results. If the Overcall Judge matched either of the Finish Judge results, then that would be the official place.
- If none of the three Judges matched, then the Referee would determine the official placing.

Their conclusion regarding the system was;

“The proposed system is a reliable and consistent method to use and would not leave the outcome to the overcall judge's ballot alone. Timing with one watch per lane is inadequate, inconsistent and unreliable to be used in the balloting. However, after balloting, the referee could resort to evaluating the times in order to resolve an extreme situation.”

**The GKAI SA General Rules provide a description of the Finish Judging process as follows;**

### **1.1. Finish Place Judging:**

- 1.1.1. In the absence of automatic timing equipment or the prescribed number of Timers and Place Judges at Dual and Triangular meets, two across-the-board Place Judges and an Overcall Judge will be used in determining the finish of swimmers.
- 1.1.2. The Overcall Judge's ballot, recorded independently of the other judges, will be used in determining the finish only when the two across-the-board Place Judges disagree. Then, if any two of the three ballots for a swimmer agree, that shall be the official place for that swimmer.
- 1.1.3. For any place for which three complete ballots are not available or where no two ballots agree the Referee shall determine the order of finish by evaluating all available information, including times.
- 1.1.4. Ties can be called by across-the-board Place Judges, Overcall Judge or by the Referee after balloting and evaluating all information.

**In addition to the above rules, we provide the following examples of how the system may be used to determine order of finish in a number of situations.**

## Examples of How the System Works:

### EXAMPLE 1

<u>Place</u>	<u>Judge A</u>	<u>Judge B</u>	<u>Overall Judge (OC)</u>
1	Lane 1	Lane 1	Lane 2
2	Lane 4	Lane 4	Lane 1
3	Lane 2	Lane 2	Lane 3
4	Lane 3	Lane 3	Lane 4

In example (1) both the across-the-board judges (A and B) are in total agreement on their ballots, therefore the overall Judge (OC) would not enter into the determination of the order of finish.

### EXAMPLE 2

<u>Place</u>	<u>Judge A</u>	<u>Judge B</u>	<u>Overall Judge (OC)</u>
1	Lane 1	Lane 1	Lane 2
2	Lane 2	Lane 2	Lane 1
3	Lane 4	Lane 3	Lane 4
4	Lane 3	Lane 4	Lane 3

Results: Because the judges A and B are not in total agreement on their ballots, the overall judge ballot will be used to assist in determining the order of finish.  
 Lane 1 is awarded first (2 of 3 ballots agree for that contestant)  
 Lane 2 is awarded second (2 of 3 ballots agree for that contestant)  
 Lane 4 is awarded third (2 of 3 ballots agree for that contestant)  
 Lane 3 is awarded fourth (2 of 3 ballots agree for that contestant)

A sample ballot for example 2 gives the same result:

<u>Judge</u>	<u>Lane 1</u>	<u>Lane 2</u>	<u>Lane 3</u>	<u>Lane 4</u>
A	1	2	4	3
B	1	2	3	4
OC	2	1	4	3
	4	5	11	10
	(1 <sup>st</sup> )	(2 <sup>nd</sup> )	(4 <sup>th</sup> )	(3 <sup>rd</sup> )

### EXAMPLE 3

<u>Place</u>	<u>Judge A</u>	<u>Judge B</u>	<u>Overcall Judge (OC)</u>
1	Lane 1	Lane 1	Lane 1
2	Lane 3	Lane 2	Lane 2
3	Lane 2	Lane 3	Lane 4
4	Lane 4	Lane 4	Lane 3

Results: Same reasoning as in example (2)  
Lane 1 is awarded first (all 3 ballots agree for that contestant)  
Lane 2 is awarded second (2 of 3 ballots agree for that contestant)  
Lane 4 is awarded fourth (2 of 3 ballots agree for that contestant)  
Lane 3 is awarded third (only position remaining to be awarded)

A sample ballot for example 3 gives the same result

<u>Judge</u>	<u>Lane 1</u>	<u>Lane 2</u>	<u>Lane 3</u>	<u>Lane 4</u>
A	1	3	2	4
B	1	2	3	4
OC	1	2	4	3
	3	7	9	11
	(1 <sup>st</sup> )	(2 <sup>nd</sup> )	(3 <sup>rd</sup> )	(4 <sup>th</sup> )

### EXAMPLE 4

<u>Place</u>	<u>Judge A</u>	<u>Judge B</u>	<u>Overcall Judge (OC)</u>
1	Lane 3	Lane 4	Lane 4
2	Lane 4	Lane 2	Lane 3
3	Lane 1	Lane 1	Lane 1
4	Lane 2	Lane 3	Lane 2

Results: Across-the-board judges disagree therefore all three ballots are used to determine the order of finish.  
Lane 4 is awarded first (2 of 3 ballots agree for that contestant)  
Lane 1 is awarded third (all 3 ballots agree for that contestant)  
Lane 2 is awarded fourth (2 of 3 ballots agree for that contestant)  
Lane 3 is awarded second (only position remaining to be awarded)

A sample ballot for example 4 gives the same result

<u>Judge</u>	<u>Lane 1</u>	<u>Lane 2</u>	<u>Lane 3</u>	<u>Lane 4</u>
A	3	4	1	2
B	3	2	4	1
OC	3	4	2	1
	9	10	7	4
	(3 <sup>rd</sup> )	(4 <sup>th</sup> )	(2 <sup>nd</sup> )	(1 <sup>st</sup> )

## **EXAMPLE 5**

Example of a finish involving 3 swimmers per team. Lanes 1, 3, and 5 are the visiting team; lanes 2, 4, and 6 are the home team.

<b><u>Place</u></b>	<b><u>Judge A</u></b>	<b><u>Judge B</u></b>	<b><u>Overcall Judge (OC)</u></b>
1	Lane 3	Lane 5	Lane 3
2	Lane 5	Lane 3	Lane 5
3	Lane 6	Lane 1	Lane 1
4	Lane 1	Lane 6	Lane 4
5	Lane 4	Lane 2	Lane 6
6	Lane 2	Lane 4	Lane 2

Results: Across-the-board judges disagree therefore all three ballots are used to determine the order of finish;

Lane 3 is awarded first (2 of 3 ballots agree for that contestant)

Lane 5 is awarded second (2 of 3 ballots agree for that contestant)

Lane 1 drops out of scoring because only the fastest two swimmers for each team in an event can score points. The contestant would receive a third place ribbon.

Lane 2 is obviously in last place as 2 of 3 ballots agree for that contestant and therefore would be out of the scoring for the same reason as Lane 1. The contestant would receive sixth place ribbon.

Lane 6 awarded third place by a visual comparison of ballot position between lane 6 and lane 4.

Lane 4 is awarded fourth place as explained above.

A sample ballot for example 5 gives the same result

<b><u>Judge</u></b>	<b><u>Lane 1</u></b>	<b><u>Lane 2</u></b>	<b><u>Lane 3</u></b>	<b><u>Lane 4</u></b>	<b><u>Lane 5</u></b>	<b><u>Lane 6</u></b>
A	4	6	1	5	2	3
B	3	5	2	6	1	4
OC	3	6	1	4	2	5
	10 (5 <sup>th</sup> )	17 (6 <sup>th</sup> )	4 (1 <sup>st</sup> )	15 (4 <sup>th</sup> )	5 (2 <sup>nd</sup> )	12 (3 <sup>rd</sup> )

1	GKAISA ORGANIZATION .....	1
1.1	Name and Purpose .....	1
1.2	GKAISA Executive Committee .....	2
1.3	GKAISA Merit Board.....	2
1.4	Club Representatives .....	2
1.5	Rules Authority .....	2
1.6	GKAISA Website and Information Dissemination .....	2
2	GKAISA Member Clubs .....	3
2.1	GKAISA Meeting Attendance .....	3
2.2	Club Representative and Coach Contact Information .....	3
3	Pre-season team responsibilities .....	3
3.1	Spring Membership Meeting.....	3
3.2	Scheduling Meeting.....	4
3.3	Coaches Meeting .....	4
3.4	Meet Director Meeting .....	4
3.5	Officials Clinics .....	4
3.6	Interclub Dues and Fees .....	5
3.7	Pool Insurance Requirements .....	5
3.8	Swimmer Liability Release Forms.....	5
4	Swim meet workers .....	6
4.1	Meet worker job descriptions .....	6
5	Swim Meets.....	8
5.1	Swimmer Eligibility .....	8
5.2	GKAISA Championship Swim Meet.....	8
5.3	Dual and Tri Swim Meets .....	8
5.4	Events Per Swimmer.....	8
5.5	Team Event Entries and Scoring.....	9
5.6	Dual and Tri Meet ScorE Values .....	9
5.7	Hosting A Swim Meet .....	10
5.8	Host Club Responsibilities .....	10
5.8.1	Facilities .....	10
5.8.1.1	Swim Pool .....	10
5.8.1.2	Team Areas.....	10
5.8.1.3	Spectator Seating.....	10
5.8.2	Meet Equipment .....	10
5.8.2.1	Starting System.....	11
5.8.2.2	Stopwatches.....	11
5.8.2.3	Backstroke Flags.....	11
5.8.2.4	Clipboards .....	11
5.8.2.5	Forms.....	11
5.8.2.6	Miscellaneous .....	11
5.8.3	Host Club Jobs to Fill at Each Meet.....	12
5.9	Visiting Club Responsibilities.....	12
5.9.1	Visiting Club Jobs to Fill at Each Meet.....	12
5.10	Meet Procedures .....	13
5.10.1	Finish Judging .....	13
5.10.2	Stroke & Turn Judging.....	14
5.10.3	Relay Take-Off Judging.....	14
6	GKAISA Championship Meet .....	15
7	Post Season Team responsibilities .....	15
7.1	Fall Membership Meeting .....	15
8	APPENDICES .....	16
8.1	Appendix A - Member Club Quick Checklist .....	16
8.2	Appendix B – GKAISA Finish Judging Rules and Examples.....	17