

Swim Association Invitational League



SAIL Representative Handbook *Greenville, South Carolina* **2007**

The purpose of this handbook is to formalize the procedures and practices for the Greenville, South Carolina SWIM ASSOCIATION INVITATIONAL LEAGUE. It is, by design, an incomplete document, which is updated and revised frequently. The current copy is available on our website at www.swimsail.org.

The intent of the committee who compiled this handbook was to form the foundation for the passing of information to new SAIL Representatives, and insure that all SAIL Representatives work toward the common goal of having a first class, competitive summer swimming program for the children and member pools in Greenville County.

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TIPS FOR SAIL REPS AND ASSISTANTS

SAIL's Governing Bodies and Powers

Board of Directors – one rep from every team and elected officers (Pres. VP, Sec, Treas.)

Executive Committee – Elected officers, past president; division coordinator and chairs of committees as appointed by the President.

Definition of powers -

Bylaws Article VII section 3

It shall be the responsibility of the Executive Committee to bring before the Board of Directors any matters of importance, policy, and direction that may need the guidance and authority of the Board of Directors and shall keep the Board fully apprised of all activities of the various committees and actions of the Executive Committee and shall obtain prior approval by the Board before acting on behalf of the League. Further, it shall prepare an agenda for all scheduled and called meetings.

Fiscal year – Jan.1 – Dec.31

Officers are nominated from the floor usually in the August SAIL meeting and voted on in September.

What Sail Needs From You

Register team information on Web site; SAIL Reps, coaches, Computer Operators. .

Make yourself familiar with swimsail.org

Read Bylaws and Handbook to understand how SAIL operates.

Attend monthly meetings of SAIL reps and your division to represent your team.

Implement the Bylaws and procedures of the League.

Confirm eligibility of your swimmers. (birth certificates – membership)

For all dual meets, act as or appoint a meet director who will be responsible for conducting home dual meets under the guidelines of all SAIL rules, Bylaws and US swimming rules and regulations.

Register your swimmers using SAIL adopted software program.

Insure your swimmers and follow rules for complying with our insurance program.

Make all affiliated with your swim team; coaches – swimmers – parents - aware of the SAIL code of ethics – Bylaws Article II section 2.

Make sure your team has enough certified officials, that they attend the training provided and that they are capable in the handling of their position.

Follow channel of communication for concerns.

Make sure your coaches attend coaches meetings.

Make your pool a safe place to conduct meets.

Coordinate with other SAIL reps for meets – software issues, warm-ups, team seating, greets teams when they arrive, etc.

Have forms required by SAIL completed and submitted to the proper person at the designated time.

Ex.: intent to swim forms, senior swimmers, etc.

For DIV Meet- be responsible for entering and confirming swimmers (times and intent) according to the timeline given for the seeding process.

Secure required workers, officials, and supplies from your team for the League Meets (DIV. C/C)

SAIL Web Site

www.swimsail.org

SAIL will utilize the web site in many new ways. SAIL Reps, coaches, and computer operators will need to register on the web site each year to receive up to date information. The handbook, by-laws, assorted forms, and minutes will be posted there.

Training of Assistant SAIL Reps

All SAIL reps should have one or two assistant SAIL reps so they can be trained to take over this important job. The assistant SAIL reps should attend all monthly director meetings, since there is much more to be learned that cannot be learned from the minutes or handbook. At meetings where votes are taken, each team has one vote.

Channel of Communications

If you, as a SAIL Rep, have a question or a concern that requires resolution, contact your Division Manager.

If the Division Manager cannot provide an answer, then he/she will contact the Division Coordinator.

If further resolution or advice is required, the Div. Coordinator will take the issue to the Executive Committee.

If the Executive Committee deems it necessary, the issue will then be placed it on the agenda for the next Board of Directors meeting. The Executive Committee will advise the Board of Directors concerning the issue. If necessary, a vote will be taken.

If possible, do not bring up a new issue in a board meeting as a surprise to the Executive Committee. Please allow the Executive Committee the time to research and discuss an idea before airing it in a Board of Directors meeting.

Planning at the Pool Level

It is best to call a meeting of the swim team parents of your pool early in the year (before March). This allows time to prepare a budget, set dues, inform parents of the need for officials and schedule attendance at the clinics that will be available to train officials. The responsibilities of the SAIL rep, the assistant SAIL rep, and the pool swim team chairperson (and/or pool board) should be clearly defined. It is the responsibility of the SAIL rep to assure that meet personnel receive the necessary training including attendance at SAIL certified training sessions. The SAIL rep is also in charge of running the meets. This duty can certainly be delegated to a meet director. The preparation of the budget, hiring of the coach, etc. usually falls on the swim team chairperson or the pool board. The swim team coach should be hired as early as possible before the start of the next season.

Calendar of Events

The dual meet schedule usually begins on the first Thursday after school is out and continues for five consecutive Thursdays. NOTE: Consideration is usually given to avoid scheduling a meet to close to July 4th. It is often necessary to swim the 5th swim meet on a Tuesday. The Division Meets are generally held on Saturday (or Friday and Saturday), one week after the last dual meet. Championships and Classics are held the Saturday and Sunday respectively following Divisionals.

Swim Team Management

There are many other aspects to running a swim team besides those listed under SAIL rep responsibilities. Listed below are some areas that your team may need.

Secretary	Publicity	Officials
Financial/Treasurer	Awards	Referee/Starter
Volunteer coordinator	Newsletter/Handbook	Clerk of course
Guppies	Equipment	Ribbons
Registration	Attire	Records
Liaison - pool committee/board	Spirit	Timers
Coaches	Computer	Runners
Ways and means	Team data	S&T judges
Concessions	Meet data	
Vending	off season fundraisers	

Suggestions for Team Organization

In whatever format you have, choose or combine, you must have a “the buck stops here” person.

#1 Board who handles the responsibilities listed below

represents your team at SAIL meetings and keep team in compliance with SAIL.

administrates the details of team data - phone, age, address, event times, etc.

oversees the coaches.

handles details of season spirit events, concessions, team pictures, etc.

handles the officials, efficiency, and safety of meets.

Assimilates and distributes information; team rules and procedures, pertinent dates, news, etc.

#2 Team Administrator	SAIL reps	Meet Director
Registration	Spirit	Clerk of course
Treasurer	Ways and means	Officials
Newsletter	Volunteer coordinator	Records – meet entry/results
Secretary	Awards	Ribbons
Publicity	Guppies	Equipment
Computer	Coaches	Runners
Handbook	Attire	Liaison - pool committee
Directory		

#3 SAIL Rep. Team President Team Administrator Meet Director

Team President is the suggested leader.

The Swim Team President provides leadership and direction while guiding all activities necessary for the Swim Team to provide safe and well-organized activities for Swim Team members. Specific responsibilities include:

- Staff all home team Board positions and arrange for transfer of pertinent info.
- Schedule and lead all swim team Board meetings
- Write weekly note for the newsletter
- Post pertinent info at pool
- Oversee & assist all committees w/fulfilling their job functions to the best of their abilities
- Oversee financial matters in conjunction with the Treasurer
- Coordinate with SAIL Reps to represent Swim Team at SAIL
- Ensure by-laws are originated and revised as necessary

The SAIL Representative represents the Swim Team in matters related to SAIL rules, regulations, and training. Specific responsibilities include:

- Attend all SAIL general meetings & home team Board meetings
- Stay knowledgeable on SAIL rules, procedures, & regulations
- Act as liaison between SAIL & the home team Board (i.e.. new stroke & turn rules, letting committee heads know of training dates, getting ribbons, DQ cards, headsets, etc., from SAIL to home team members)
- Work with the President to ensure by-laws reflect SAIL rules and regulations
- Attend all Divisional meetings & coordinate w/other Div. SAIL reps regarding Divisionals & other related matters

- Collect & keep all "intent to swim" forms for Divisionals
- Coordinate with other team SAIL reps for meets ,etc..

The Swim Team Administrator manages all the administrative activities that are necessary to support the Swim Team. Specific responsibilities include:

- Attend all Swim Team Board meetings and coordinate all administrative duties related to running the Swim Team by working with the Administrative Team:
 - Registrar / Computer Systems
 - Newsletter Editor
 - Publicity and Media
 - Ribbons
 - Handbook / Directory

The Swim Team Meet Director is responsible for all aspects of the meets: officials, set-up, safety & efficiency. The Meet Director readies the pool & the meet so it can be turned over to the referee at the appropriate time. Specific responsibilities include:

- Oversee & work w/the following committee heads: officials, clerk of course, records, runners, timers, & equipment
- Work & communicate often w/the swim team board & those hired to take charge of the pool facilities & w/the coaches, for their responsibilities involving the meet set up.
- Attend all Swim Team Board meetings
- It is convenient for the meet director to also serve as a liaison between the swim team & the homeowners pool committee.

TIMELINE FOR SWIM TEAM MANAGEMENT

Below is a suggested timeline for team management that is a compilation of several teams experience in managing the job not only of SAIL rep but also of team administrator, etc. Abiding by this is certainly not required in any way, it is an honest effort to make team management easier. It certainly is not complete, but it is a good start and it is hoped that with each season the timeline will be reviewed and revised. Some items may not apply to you – just use what you can and add items that are specific to your team.

JANUARY

... check SAIL website for updates

... recruit for swim team board positions.

... call 1st meeting for mid-Feb.

... review notes made at end of season for changes to be implemented this season.

... contact homeowners/pool association. Put a flyer in their mailer.

... Publicize in neighborhood newsletter the dates for meets, Divisionals and C/C.

FEBRUARY

... attend first SAIL meeting 1st Monday in Feb.

... register on Web site: SAIL Rep, Coaches, Computer Operator.

... read (review) Bylaws and Handbook.

... plan registration

 set date and reserve clubhouse for new swimmer/info meeting.

 review registration forms, set fees.

... prepare budget.

... choose swimsuit.

... confirm committee heads.

... publicize registration.

... advertise Pre-sail.

... set practice schedule and notify pool boards.

... review, revise parent handbook.

... using previous years meeting schedules as a guideline, make a schedule of board meetings through August. If not needed, they can be canceled.

... reserve clubhouse for all swim team events that are known; pasta pump up, awards. Include all meets as home away status is not yet known.

MARCH

... attend SAIL meeting

... check SAIL Web site

... be ready to choose a division manager and decide home/away schedule, set a site for divisionals, give number of expected swimmers to Division Coordinator.

... Review coach handbook.

 Philosophy, job description, payroll schedule, how to prepare the pool for a meet, card process and responsibilities, job expectations, schedule of coaches meetings SAIL and team.

... Confirmation letter, employment letter and W-4 to all coaches.

... Set Spirit schedule.

... Reserve clubhouse for any additional events.

... Reserve location for awards banquet.

... Continue to publicize registration.

... Prepare registration for mailing.

... Continue review parent handbook.

... Discuss with pool chair: practice schedule, payroll, meet schedule (as much as you know) he/she will need this information to put in hand-out that goes out to pool members.

APRIL

- ... attend SAIL meeting.**
- ... check SAIL Web site**
- ... Notify all those involved to attend SAIL certification clinics .**
- ... Plan an in-house certification for the timers, records, clerk of course, runners.**
- ... Notify coaches of SAIL coaches meetings.**

- ... Mail registration forms or hold a registration and set up “front porch for registration.”
- ... Put up signs re: registration and information meeting.
- ... Confirm practice schedule with coaches and pool board – preseason and summer.
- ... Confirm Spirit schedule; especially, May kick off- sign up party.
- ... Have another coaches meeting:
 - discuss expectations, schedules, collect W-4
 - plan season strategy, overall goals and ideas, etc.
- ... Order ribbons, if needed.
- ... Publicity push as registration and deadlines approach.
- ... Check on T shirt design and price; coaches shirts too.
- ... Finalize parent handbook.
- ... Arrange team picture with photographer
- ... Set up Guppy meets.
- ... Plan kick off and volunteer sign up party.

MAY

- ... attend SAIL meeting.**
- ... check SAIL Web site**
- ... Notify all those involved to attend SAIL certification clinics.**
- ... Plan an in-house certification for the timers, records, clerk of course, runners.**
- ... Notify coaches of SAIL coaches meetings.**
- ... pay insurance to SAIL and provide list of swimmers.**
- ... go get tub with SAIL supplies from designated place.**

- ... Finish planning of kick off and volunteer sign up party.
- ... Compile coaches notebook: put in employment letter, job description, roster
- ... Check and clean all equipment; gun, starter system, lane lines, kickboards, PA system, pace clock.
- ... Encourage clinic attendance. (Each committee head makes a call to those people that signed up for their area.)
- ... Recruit volunteers.
- ... Compile team rosters as delineated below.
 - By May social – need roster by age group and sex with parent’s name, address and phone number to be confirmed at social for accuracy.
 - By 1st day of practice (Monday after social)– for roll call at practice - need portrait style roster, by age group and sex with swimmers added that signed up at Sunday night social.
 - By 2nd week of practice, a check-in roster sheet by age group and sex for the remaining 2 weeks of preseason.
 - By one week before the 1st meet, a roster, landscape style, by age group and sex with the events listed out to the side for the coaches to schedule events.
 - By Tuesday after Memorial Day or after May 31st the withdrawal date , a roster for the directory – swimmer-address- phone #- E-mail -parent names- age group, portrait style, current with withdrawals and additions.
- By 1st week of regular season (usually the Monday after the first meet),
 - a roster, portrait style, by age and sex current with any additions or withdrawals.
 - A roster, landscape style, with check – in for season, (can be 2 weeks to a page)
 - A roster, landscape style, with events across the top for meet scheduling.
- ... Check list of swimmers against list of neighborhood unpaid dues and outside members.
- ... Have a coaches meeting(s) to discuss how preseason is going, Spirit events, answer their questions, clarify their part in the meet entry process for the first meet.

- ... Decide and order divisional gifts.
- ... Print directory. Do immediately after May 31st – the withdrawal date – to be as accurate as possible. It is the basis for many checks throughout out the season
- ... Check grill.
- ... Find No Parking signs, skimmer covers, backstroke flags.
- ... Review meet set up list with pool chair, lifeguards and coaches.
- ... Make a volunteer list using spread sheet from volunteer forms and give to head of that committee.
- ... Confirm card/ heat sheet process
- ... Confirm how meet results will be sent to news outlets.
- ... Guppy mom - a Guppy roster to call the parents to notify when practice starts.

JUNE

- ... ***attend SAIL meeting.***
- ... ***check SAIL Web site***
- ... ***turn in form certifying all birth certificates and memberships have been verified. Also name and phone number of Pool Chair or Homeowners Treasurer (not Swim Team treasurer).***
- ... ***turn in special eligibility requests if needed.***

- ... Order trophies.
- ... Order divisional gifts, if not done.
- ... Plan for awards banquet. - Senior Gifts
- ... Divisional volunteers.
- ... 2nd week of June - Monday after 1st meet – time for coaches evaluation
- ... Collect intent to swim forms.
- ... At all meets collect the scratch cards and call the swimmers.
- ... Suggest to clubhouse volunteer that the professional cleaning of the clubhouse in July be done after swim team is completely done.
- ... secure volunteers for Divisionals including tent parents.
- ... 4th week of June – 2nd evaluation of coaches

JULY

- ... ***attend SAIL meeting (which usually is last week of June due to 4th of July)***
- ... ***check SAIL Web site***
- ... ***turn in Senior Swimmers to C/C Meet Director by board meeting at the latest.***
- ... ***list of workers to C/C meet director.***

- ... Relay cards for Divisionals (with the names of each relay member) are due at the seeding meeting usually held the Tuesday of Div. Week
- ... Prepare tent parent chair for DIV with instructions, highlighter, and list of volunteers taped to the heat sheet.
- ... Gather group for tent set up, take down for DIV & C/C: also fan and extension cord.
- ... Collect coaches' bonus
- ... Remind team to fill out evaluation form.
- ... Put swimmers who are changing status on change of status form and give to division computer person.
- ... Confirm C/C notification and celebration details
- ... Gather details that coaches need to tell swimmers when they call about C/C. Ex: Bring T-shirt \$\$ - remind of Monday practice schedule - warm-ups/practice at Westside
- ... Call a board meeting for Tuesday after divisionals to turn in receipts and discuss coaches.
- ... Print divisional seeding for coaches to use and then save for next year
- ... Determine and advertise how people will get their trophies and medals after the season

AFTER DIVISIONALS

- ... Organize the C/C T-shirt order.
- ... Save list of seeded swimmers for C/C for next year. Helps in preparing goal sheet.

- ... Save division results for use in new goal sheet.
- ... Newsletter out immediately re: warm-up times, practice times at home pool & Westside,
- ... On Friday before C/C prepare medal boxes - one should be marked your team/Championships and the other your team Classics. If you don't they will put them all in the same box and it's a mess to sort it out.
- ... Prepare tent parent chair with instructions, highlighter, and list of volunteers taped to the heat sheet.
- ... Who is taking over, putting up, taking down and bringing home tent, fan, extension cord for C/C.
- ... Call a coaches committee meeting to have wrap up interview with coaches and decide recommendations to give to the board.

AUGUST

- ... ***Attend SAIL meeting – usually the critique meeting***
- ... ***check SAIL Web site***
- ... ***return tub to designated place.***

- ... hire coaches for next summer.
- ... inventory and put away equipment.
- ... handbook review.
- ... season evaluation.

SEPTEMBER/OCTOBER/ NOVEMBER/ DECEMBER

- .. ***attend SAIL meeting in September***
- ... ***attend SAIL meeting in October (if there is one, which usually there is not)***
- ... ***check SAIL Web site***

- ... coaches- hire/interview (often home from school T-giving and Christmas)
 - Organize a committee to help with interviews and decisions.
 - Send out letters, put up flyers.
 - Call contacts and references.
 - Set up interviews.
- ... advertise next years SAIL calendar – (dates of DIV meet, C/C)

AT THE DIVISION LEVEL

Divisions: Teams by Division to be distributed at SAIL meeting and posted on the website.

RED

PURPLE

WHITE

BLUE

GREEN

GOLD

Combined Teams

Combined teams must function as one team – getting officials, separating cards after meets, computer.

Division Managers

As directed by Article XI, section 3 of the Bylaws, a division manager will be elected at the March division meeting.

The Division Manager's duties include but are not limited to the following:

1. Acting as a liaison between Executive Committee and SAIL Reps. The Division Coordinator depends on the Division Manager to communicate important information quickly to the SAIL Reps. Because of this, it is important the Division Manager be available by phone. If the Division Manager goes out of town, The DM must contact the Division Coordinator and provide an alternate person to act as Division Manager.
2. Checking E-mail daily.
3. Conducting divisional meetings.
4. Being responsible for all paperwork from SAIL reps to SAIL Executive Committee.
5. Reminding reps every meeting to give changes of e-mail and phone to secretary.
6. Providing name of Division Computer Operator to SAIL Executive Committee.
Div Comp Op should get E-mails of TCO's in their division and distribute to each team.
7. Helping the division choose the Meet Director and the site of Divisionals.
(note: Meet Director conducts meetings concerning the running of divisionals)
8. Managing the following regarding Divisionals, Championships and Classics:
Tent(s) set-up, placement and tent responsibilities.
Generator, gas, chain and payment from teams. (You must chain generators outside the fence at C/C.)
Fans and extension cords for Championships and Classics
Co-coordinating division responsibilities, such as ice, etc.
Compiling list of recommended officials from their division

SAFETY

Diving In 2-Way Traffic

During all practices and meets, diving into 2 way traffic is not permitted. Lanes should be designated as either "circle swim" (2-way traffic) or "sprint diving" (1 way traffic). During warm-ups, the referee or a safety marshal appointed by the referee may disqualify from his/her first event any swimmer who dives into a 2 way traffic lane.

Pool Depth

SAIL Reps and coaches are responsible for notifying visiting teams of a depth more shallow than 3½ feet.

Lifeguard Certified Coaches

SAIL recommends that there be a certified lifeguard on deck at all practices and meets.

Severe Weather Policy

The referee or the host pool lifeguard shall make the decision to halt the meet due to inclement weather. The decision to restart the meet must be the unanimous decision of the referee, all participating SAIL representatives and the host pool lifeguard. Recommendations from the National Weather Service will be provided to SAIL Reps, referees, and coaches. Each team, working with their pool management, is encouraged to come up with a plan for safety at meets and practices.

Meet will stop at 10 pm unless a unanimous vote between SAIL reps and referees agrees to continue.

FOR ALL SAIL SWIM MEETS

Authority at Meet

The referee has full authority over all officials at the meet and shall decide all questions relating to the actual conduct of the meet. The referee shall assign and instruct all officials prior to the meet. The referee will assign additional officials for the relays.

Meet Behavior

The use of profanity, smoking and the sale or use of alcoholic beverages during the meet is not permitted and will not be tolerated. The referee will suspend swimmers from participating in the meet and may bar any spectator from the meet venue who are guilty of these acts and may bar any spectator from the meet. The Executive Committee may take disciplinary action against these swimmers by preventing them from swimming in future meets.

All participants, swimmers, coaches, and parents shall abide by the SAIL Code of Ethics as outlined in the [Bylaws Article III Section 12](#).

Publicity

The Greenville News has agreed to publish results of the dual meets in the paper and on their website. The Publicity Chair and the Software Coordinator will provide SAIL Reps with the process for getting the meet results to the news outlets. The fastest time in each event, regardless of heat, will be reported to the newspaper.

Special Eligibility

Swimmer must swim in designated age group unless a special eligibility form has been completed and approved. Exceptions are allowed as specified in US swimming rules for relays.

DUAL-TRI MEETS

Purpose

The purpose of the dual/tri meets is to provide competition, enable swimmers to establish times in different events, prepare them for the Divisionals and hopefully for Championships and Classics, the SAIL finale of meets.

Awards

For dual/tri meets, SAIL provides ribbons for the first heat of each individual event. Ribbons supplied for other heats and for relays are a TEAM responsibility.

Facilities

Pools shall preferably be a minimum 5 lane, 25 yard pool. SAIL Reps and coaches are responsible for notifying visiting teams of a depth less than the USS recommendation of 4 feet. Host pools shall have the proper equipment to conduct a dual meet. This shall include, but not be limited to starting blocks, lane ropes, backstroke flags, recall rope, and proper pool and bulkhead markings as outlined in the US Swimming handbook.

There shall be roped off areas provided for the use of records personnel, clerk of course, starter and coaches. Coaches are expected to coach within their designated roped area. The pool deck should be roped off on both ends a minimum of 10 feet wide by the width of the pool for the use of swimmers and officials only. The pool shall be roped off on both sides a minimum of 4 feet wide by the length of the pool for the use of stroke judges. Spectators should not be permitted to view the meet from the roped off areas.

Meet Data Management

Coaches /swimmers choose events for the swim meet.

Team Computer Operator (TCO) enters the swimmer data for the dual/tri meet into the computer.

Two days before the dual meet: the visiting team TCO exports the swimmer data into a file and e-mails it to the host team TCO who then merges it.

One day before the dual meet: Heat sheets (minimum of 20 for officials) are printed. Labels are printed.

Day before or day of dual meet: Labels are placed on ALL cards by the host team. Cards are filed according to event and are not separated by teams (as was done BC ... before computer!) Cards are then distributed in clerk of course.

All entries after this process are deck entries. Coaches should take completed entry cards directly to clerk of course, not the referee or records. Clerk of course will enter the swimmer if there is an empty lane. It is the coach's responsibility to notify tent parent of these entries and all scratches. Deck entries are not to be overused. There should be no more than 5 deck entries in a meet. The clerk of course has the right to refuse deck entries if the process is being abused.

Officials

The SAIL rep from each pool will be responsible for having the proper number of SAIL certified officials to conduct the dual meet. The required number of officials to conduct a dual meet is specified in Article XIII, Section 3, of the SAIL Bylaws. Each team should have a starter's pistol and ammunition to be used for back up in the event that the starter system does not work.

The host team will be responsible for providing a referee, starter, chief timer, and head clerk of course, in addition to records personnel, stroke judge, and timers. The visiting team is responsible for providing records personnel, assistant clerk of course, stroke judge, assistant referee, timers, and a recall starter. Recall Starters should bring a gun and ammunition to away meets.

SAIL Rep and Asst. SAIL Rep should take all the training classes (Ref, Starter, S&T, etc) just so they know (exposed to) all that is suppose to go on at a meet. It does not commit them to having to do these jobs at a meet, but they can fill in an emergency.

Starting Time

All dual/tri meets should begin at 5:30 PM on the designated date set by the Executive Committee. The starting time may be altered for the convenience of the competing teams with the mutual consent of both teams.

Certain functions need to be performed prior to the start of the meet to insure a timely start.

1. All officials assignments should be made 30 minutes prior to the start of the meet. The SAIL reps of both pools should coordinate assignments of personnel.
2. The starter should conduct a time check with lane timers at least 15 minutes prior to the start of the meet.
3. The pool should be closed for warm-ups 10-15 minutes before the start of the meet. The host team should always warm-up prior to all visiting teams.
4. The coaches, referee, and SAIL reps shall have a brief meeting at least 10 minutes prior to the meet to discuss any logistics questions.
5. Each team should be given a thirty (30) minute warm-up period.

Supplies

All original forms, entry cards, and SAIL heat ribbons for each dual meet are to be supplied by the Division Coordinator prior to the first meet. It is the responsibility of the SAIL reps to have these items picked up at the location designated by the Division Coordinator and distributed before the meet. (Reminder: SAIL ribbons are NOT to be used for relays.

At the end of the season, all extra ribbons and cards must be returned to the division coordinator when requested.

Home team provides all labels for event cards and visiting teams provide all labels for ribbons. If for some reason this does not work well in your division, teams must agree on an equitable trade of goods of dollars. Communication is important regarding types of printers and labels needed.

DIVISION CHAMPIONSHIPS (Divisionals)

Requirements: Details and Standards:

1. The Divisional swim meets are held after the scheduled dual meets by each SAIL division on a date agreed on by the Board of Directors. The meet determines the total point winner and the quality point winner of each division and is the qualifying meet for the SAIL CHAMPIONSHIPS and CLASSICS.
2. Divisionals shall be held in a 25 meter pool with 6 or more lanes and shall meet all other requirements for competitive meets. (Bylaws Article XII section 2. All SAIL meets must be conducted within the framework of the current USS Rules and Regs for Short Course Meets except where specifically addressed by the SAIL bylaws or handbook.)
3. Selection of the host pool shall be made by the division SAIL Reps. using a bidding process if necessary.
4. The events to be swum are delineated in the SAIL bylaws. (Article XV)
5. Points shall be awarded at the divisional swim meet as follows:

<u>PLACE</u>	<u>POINTS</u>	<u>PLACE</u>	<u>POINTS</u>
1	13	7	6
2	11	8	5
3	10	9	4
4	9	10	3
5	8	11	2
6	7	12	1

6. Quality point winners are decided by dividing the high point total by the # of swimmers entered in the meet.

Awards

For the divisional meet, SAIL provides team winners (high point and quality point) an award, but does not provide awards for individuals. Individual awards are given at the discretion of the swim team.

Meet Director

1. A Meet Director(s) will be selected by the division SAIL Reps. It is customary for the Meet Director to be from the host team. It is recommended that the Meet Director for Divisionals have no other duties during this time.
2. The Meet Director is responsible for all aspects of the meet prior to the start of the competition. This includes setting up the pool and preparing the facilities.
3. The Meet Director will select a qualified referee.
4. The Meet Director will work with the Division SAIL Reps. in selecting, assigning, and scheduling all SAIL certified officials and other meet operation personnel.
5. The Meet Director will submit a proposed budget to the Division SAIL Reps.
6. The Meet Director will present a financial report of actual costs to the Division SAIL Reps. by the September meeting.
7. Immediately following the Divisional Meet, the Divisional Computer Operator must deliver in person to the SAIL Computer Operator:
 - the laptop used for Divisionals
 - backup of the Divisional Meet on disk or CD
 - Excel spreadsheet of entry fees and quality point calculations
 - Print out of Excel spreadsheet showing entry fees and quality point calculations
 - Print out of meet results by event
 - Print out of meet scores
 - All cards from the meet including relays (filed in heat and event order)
 - The original intent forms from each swimmer
 - The commitment change forms – one per team
 - Checks from each team for splash fees

The results disk must be as specified by the SAIL Computer Coordinator. Once this has been verified by the SAIL Computer Coordinator, the Meet Director and Division Computer Operator may leave. However, it is requested that the computer volunteer from each team and each divisional meet be available during the Saturday and Sunday of the Divisional weekend in case they are needed.

8. It is recommended that the Meet Director keep a folder that details the data on the past 5 years of divisional budgets and other pertinent information – ex. how many bleachers, how many heat sheets sold, how many swimmers, etc. This will be of great value in planning.

Financial

1. Using budgets from previous years as a reference, the Meet Director will submit a proposed budget to the Division SAIL Reps by the April SAIL Board of Directors meeting. The budget will be discussed and debated at the April and May division meeting. The division SAIL Reps will vote on the budget at the May meeting. Once the budget is approved, additional expenses must be approved by the Division SAIL reps before being incurred.
2. It is customary that the host team receives the profits from concessions and that the meet expenses are covered by the sales of the heat sheet. Another option is the payment of fees due when the swimmers are seeded for the meet..
3. Improvements to the facility that are necessary to host divisionals are NOT the responsibility of the division.

4. Splash fees for Divisionals, determined by the Board of Directors, are due and payable to the League at a time determined by the Executive Committee. No merged results for Championship/Classic meet will be released to a team until the team's splash fees are paid.

Entries

1. Each team may have unlimited entries with the exception that each team may enter only one relay per event for both medley and free relay. Each swimmer may be entered in only three individual events. All entries will be legibly printed in permanent ink on official entry cards.
2. Entries will be based on the swimmers best times from dual/tri meets swum in **the current SAIL season** in a meter pool. If the time from a race swum in a yard pool is used for an entry time, the entry time must be converted to meters prior to entry. A swimmer may be entered in an event even if he/she has no time in that event. His/her time entry time will be a "no time" (NT), and that swimmer will be seeded last.
3. There is **no fine** imposed for a scratch at Divisionals.

CONVERTING TIMES

The following factors must be used to convert from yard time to meter time:

$$25 \text{ meter time} = 25 \text{ yard time} \times 1.0936$$

Examples: Convert a time of 36.82 seconds in a 25 yard pool.

$$36.82 \times 1.0936 = 40.27$$

Convert a time of 1 minute, 12.35 seconds in a 25 yard pool.

$$1:12.35 = 72.35 \text{ seconds}; 72.35 \times 1.0936 = 79.12 = 1:19.12$$

Eligibility

A swimmer must meet the qualifications outlined in article XII section 8 of the bylaws which states that a swimmer has to have swum in 2 dual meets in order to be eligible. Swimmer must also be a member of the pool for which he is swimming - article XIII section 8.

The swimmer's best time from the dual/tri meets in the SAIL current season shall be his/her entry time for the division championship. If the swimmer was disqualified during a dual meet and does not have a time to enter, the swimmer will be seeded with a "NO TIME" (NT) in the divisional.

Seeding

Unlike dual/tri meets, the Divisional Meets seed swimmers from slowest to fastest.

Timeline Leading to Seeding Meeting and Divisional Meet

Two weeks before divisional data is due, begin confirming swimmer intent forms.

During the week before data is due:

- complete confirmation of intent forms
- coaches enter swimmers for events in divisionals
- print outs are made, entries are checked and double checked for errors
- make arrangements and get supplies for seeding meeting
- The TEAM Computer Operator must complete the Timeline of Divisional Instructions provided by the SAIL Computer Operator. This timeline includes dates, times, and detailed instructions for completing the swimmer entries for divisionals and making checks and balances.

Weekend before Divisionals:

On a date and time decided by the SAIL Computer Operator

- Team Computer Operators e-mail entries to the Division Computer Operator
- Team Computer Operators e-mail entries and the PDF version of their team's roster to the SAIL Computer Operator

- ❑ Division Computer Operator imports all the teams and seeds the meet
- ❑ Division Computer Operator makes enough copies of the preliminary heat sheet to use for checking at the Seeding meeting (2 per team).

Tuesday before Divisionals: Seeding Meeting

Time and place to be determined by the Meet Director.

The following should be accomplished:

- ❑ SAIL Reps. turn in all Intent to Swim Forms to the Division Computer Operator. Have forms in alphabetical order in a notebook.
- ❑ Division Computer Operator provides two heat sheets per team for review.
- ❑ Coaches, SAIL Reps. and /or team representatives to number no more than three per team (not including coaches) will review the heat sheets for typing and entry errors.
- ❑ Data entry errors are reviewed according to guidelines and voted on by SAIL Reps. All teams must be represented.
- ❑ Scratches and approved corrections are entered into the computer and labels or cards are printed.
- ❑ Final information concerning divisionals should be presented by the meet director
- ❑ Swimmer Cards are sorted into events, then heats and filed for Clerk of Course
- ❑ Division Computer Operator prints out ONE copy of the final heat sheet which is to be used for the heat sheet printing. All other copies are to be destroyed. **Heat sheets are not to be copied or distributed in any way.**
- ❑ Division Computer Operator determines the entry fees that are owed by each team. Checks are then written and given to the Division Computer Operator.

Who Should Attend:

Meet Director(s), SAIL Rep and Asst. SAIL Rep, Division Computer Operator, Head of Records for Divisionals, and Coaches (for first 30-45 minutes.) Division Referee, if he desires.

Guidelines for Changes:

These are the reasons under which a change is considered:

1. data entry error -burden of proof is on the team/coach to produce evidence of mistakes
2. Medical reasons –ex. swimmer injured and unable to legally complete a stroke but could legally complete another.

Supplies Needed For Seeding Meeting

Several tables & Chairs to sort cards

Large paper clips (500 large)

Rubber bands (100 large)

80 dividers marked with event names (if 2 days/ 2 sets)

1 or 2 boxes (1/day) to file the cards for Clerk of Course

Pens, Pencils

Paper for notes

Light snacks and drinks are nice especially chocolate

Late Entries and Deck Entries: Simple. There are none.

Each swimmer should have been contacted two weeks prior to seeding and intent to swim divisionals, championships and classics confirmed. Lesson here is – enter the swimmer if you are unsure – swimmers can be scratched with no penalty.

Only deck entries for medical reasons will be allowed.

Re-Seeding: Simple. No re-seeding except: Should scratches put a swimmer alone in a heat, clerk will reseed.

Scratches

Scratches should be brought to the seeding meeting. No vote is necessary to remove swimmers. Any scratches after the seeding meeting should be given, in writing, before the beginning of Divisionals to the clerk of course, the tent parent and the referee. At Divisionals, there is no fine for scratches.

Wednesday before Divisionals—Heat sheet goes to printer.

Day of Divisionals –

Commitment Change Forms must be turned in to the Divisional Computer Operator before the start of the meet whether or not you have any changes.

CHAMPIONSHIPS and CLASSICS

Definition and Qualifications

The Championships and Classics meets are separate events and held on separate days with the dates of the meets determined by the Board of Directors. Qualifications for participation in the meets are determined from the times achieved in the Divisional Meet held within each division the previous weekend. The twelve (12) best times recorded from all the Division Championships qualify for competition in the CLASSICS if the CLASSICS are held in a six (6) lane pool; sixteen (16) best if held in an eight(8) lane pool. The 13th through 30th fastest swimmers from the Division Championships will compete in the CHAMPIONSHIPS meet if CHAMPIONSHIPS are held in a six (6) lane pool; seventeenth (17) through fortieth (40) if held in an eight (8) lane pool. The next two fastest times in each event are the alternates for those events in the CHAMPIONSHIPS. There are no alternates for the CLASSIC. A swimmer may swim a maximum of 3 individual events.

Meet Director

The president of SAIL shall be responsible for selecting and appointing a Meet Director. The Meet Director will be responsible for all aspects of the C/C meet.

Facilities

Pools wishing to host the Championships or Classics must submit a written request to the Executive Committee by a date determined by the SAIL president. Final selection of the host pool will be determined by a vote of the Board of Directors.

Timing

Timing will be electronic. The executive committee will determine final selection of the timing company.

Records

Prior records for both Championships and Classics shall be printed in the program of events.

Awards

Unless the swimmer was disqualified, all finishers will receive a SAIL award for Championships/ Classics, usually a medal. High point awards for individual swimmers are also given. High Point awards are not given in every age group. The swimmer who scores the most points in the meet will be awarded a high point award. There can be multiple high point winners, if more than one swimmer scores an equivalent amount of total high points. According to USS swim rules, if a swimmer ties for 1st place, the points are split between the swimmers.

Seeding

Seeding is decided by the swimmers finish times in the Divisional Meet. Should the last swimmer in Championships or Classics be a tie, an extra heat may be added.

Alternates at Championships

It is the responsibility of the swimmer to report to the clerk of course on time. The coaches, SAIL Reps and parents must emphasize this to their swimmers. It is also the responsibility of each pool to provide parents for their tent area to assure that the swimmers report to the meet clerk of course. Swimmers will not be hunted down by the clerk of

course. Alternates are available to swim in the place of a swimmer who does not show. Once the heat has made in into the building onto the 6th bench (there should only be 6 benches inside the building), the alternate will replace the no show swimmer and will not be removed. If a swimmer has a quick turn around for a race, he may designate a place holder until he can get there. Coaches who swim should make the coach liaison aware 2 days BEFORE THE MEET that they may need to be late to clerk of course because they are coaching. The Coach Liaison will notify the Clerk.

Order of Events

CLASSICS is run following the normal SAIL format for order of events and age groups. Due to the time element and possible hot weather conditions during the month of July, it is recommended that the Championships split age groups. A recommended morning session would be 8&U and 9-10 age groups. The afternoon session would be 11-12 and 13-14, and 15-18 age groups. Scheduling of the meets is the discretion of the Meet Director and the Executive Committee.

Relays

The SAIL Classics will have one heat of medley relays and one heat of freestyle relays for each age/sex group. Relay entry times will be the times achieved by that SAIL team in the Divisional Meet. The names of the four relay participants must be listed on the front of the relay card in the order in which they will swim in the relay. These do not have to be any of the same swimmers who swam the relay in the Divisional Championships. Participants in the relays must have been eligible to participate in the Divisional Championships by meeting all of the requirements; however, they did not have to actually participate (in relays or individual events). It is recommended that alternate swimmers be listed on the relay card.

Unattached Swimmers

A swimmer who has a valid membership at a SAIL pool (hereafter referred to as "membership" team) and is unable to swim with the "membership" team because they are working at another SAIL pool (hereafter referred to as "employment" team) may swim as an unattached swimmer. The following rules apply:

1. Unattached swimmers can not swim in any relays.
2. Unattached swimmers do not earn points or places in any meet (dual/tri, Divisional, Championships/Classics) for any SAIL team. The points and places go to the "unattached" team
3. A swimmer may swim with their "membership" team at the divisional meet of their "membership" team provided the swimmer swam at least two dual/tri meets with their "membership" team. In this case, the divisional entry time will be an attached time. It does not matter if the swimmer swam as an unattached swimmer in one or more meets.
4. A swimmer may swim unattached at the divisional meet of their employment team, if the two meet requirement has been met. The two meet requirement may be met by swimming either for the "membership" team or at a meet where the "employment" team is participating. The divisional entry time may be from any meet.
5. Unattached swimmers who qualify may swim in championships/classics and continue to swim unattached. An unattached swimmer is eligible for the high point award.

Fines Levied For Scratches

Refer to the Bylaws, Article XIII Sect. 7 regarding fines.

SAIL RULE EXCEPTIONS FROM US SWIMMING

These exceptions, clarifications and interpretations are made from the USA Swimming Rules and Regulations. Reference to the USA Swimming Rules and Regulations is provided.

Butterfly (101.2.2)

In USA Swimming, the arms must be brought forward over the water. In SAIL, both arms must break the surface of the water while being brought forward. The arm is defined from the shoulder to the wrist.

Age Group Competition (102.1.2)

Unlike US Swimming, SAIL recognizes an 8 and under age group.

Relays (102.4)

No swimmer may swim more than one medley relay and one freestyle relay in any meet.

Relays must consist of at least three swimmers in the designated age group and no more than one swimmer may be "aged up" from the immediate prior age group.

Under no circumstances may:

1. a relay consist of more than one swimmer from another age group;
2. a swimmer "age down" for a relay (or any other reason);
3. a swimmer swim in more than one medley relay and one freestyle relay in any meet;
4. a swimmer "age up" more than one age group.
5. a swimmer "age up" unless all eligible swimmers in the older age group are exhausted prior to aging-up of a swimmer to complete a relay team.

The names of the four relay participants must be listed on the relay card. The order in which the participants will swim in the relay must be clearly designated.

Water Depth (103.2)

Applicable except for racing starts shall be a water depth of 3.5 ft. It is recommended that teaching racing starts should conform to the stated rule.

Scoring (102.7.3)

Dual/Tri meets are not scored. Divisionals are scored as follows:

12 places – 13, 11, 10, 9, 8, 7, 6, 5, 4, 3, 2, 1. Relay scores are not doubled.

For next season's division determination, all division results are combined and scored 60 places with a value of 60 through 1.

Disqualifications (102.10)

It is customary during the first dual/tri meet of the season for the stroke judges to be lenient on the children in the 8 and under age group.

MISCELLANEOUS

Coaches Clinic

Before the first dual meet, a clinic for all coaches will be held. It is recommended that all coaches be present, but it is mandatory that at least one coach from each team attend the meeting. The SAIL rep is responsible for insuring attendance.

Critique Meeting

Each year, at the end of the season, a critique meeting is held to discuss desired changes to the SAIL program based on the experience of the season just completed. SAIL Representatives and team coaches should attend the critique meeting to provide valuable feedback for future seasons. It is the responsibility of the Executive Committee to follow up and report on the suggestions presented at this meeting.

Additions of New Teams

The addition of new teams should be referred to and handled by the SAIL vice president, who handles membership. In addition to the obvious physical items needed for practice and meets such as lane ropes, starter blocks, stop watches, starting guns, etc., the new team must hire a competent coach and train officials who may be new to swimming. For these reasons, new teams will be paired with an existing SAIL team for at least their first year.

TOP 60 and How Divisions are decided

The finish results of every divisional meet are merged to create a list of the top 60 times in each event. Points are given to these places with 60 points going to the first, 59 to the second, etc. This results in a team point total that is then ranked by value. Teams are usually placed in divisions in groups of 5 or 6.