

# **Brief Rules Summary For The CCAA 2011 Summer Season**

## **Kick-off Invitational (Splash meet)**

1. The swim events will be swum in the normal order with as many heats as necessary for each event.
2. No relay events will be swum.
3. All heats are ribbon heats and uncarded ribbons for the first three places will be given out.
4. All participants will be given a participation ribbon.
5. *The events for ages 19 and over will not be swum.*
6. Each swimmer may enter an *unlimited* number of events in their age group.
7. The regular season event cards will be NOT be used. Electronic team entries from TM with events specified for each swimmer and no seed times.
8. All entries are to be sent to the host team's head coach by email, and are due by noon the Friday before the meet.
9. Host team will seed the meet randomly and collect times and input into MM.
10. The MM backup for each meet will be sent to the League president for posting the TM import files.
11. Times may be put into Team Manager by the individual teams to use as seed times in the season meets, however these times will not be used for the Top Times report.
12. *This is a fun meet so let's get wet and have some fun !!!!*

## **Regular season**

1. The league will swim such that all teams will compete against each other. The season team awards will be determined by a point system, and awarded for two (2) divisions.
2. The swim events will be swam as normal following the current event schedule.
3. *If bad weather is pending the day of the meet, the default will be to go to the meet as scheduled*
4. Event cards (or ribbon cards) will **NOT** be used for entering swimmers.
5. All entries to the meet will be done electronically using Hy-Tek Team Manager. Ribbon swimmers will be entered same as other swimmers with no specific designation. A detailed procedure is available on the CCAA website (Coaches Handbook)
6. **All entries are to be sent to the host team's head coach by email, and are due by noon the Friday before the meet.**
7. **Any changes to the entries the day of the meet require the use of the CCAA Meet Entry Change Sheet and should only be made only if absolutely necessary.**
8. Individual entries are a maximum of 4 events: 3 individual and 1 relay, or 2 individual and 2 relays.
9. Team entries include all eligible swimmers in that age group, however only two individual entries per team and 1 relay entry per team may score.
10. A swimmer may swim up one (1) age group to fill a relay in any of the 18 and under events.
11. The swimmers will be seeded according to swim times from the splash meet or any current CCAA season meet. The fastest heat will be seeded as the last heat for an event. No team lane assignments will be made for seeding purposes.
12. The host team will provide heatsheets for each team and officials, and timer sheets for all timers.
13. The meet referee must be a certified official. All teams are to bring officials to help with the meet.
14. The meet officials will use DQ slips for any disqualification.
15. The 15 and over age group events should be swum together as much as possible to reduce the number of heats required, however they will be scored according to the regular season age groups.
16. The host team will enter all swimmers times into Meet Manager. Where manual watches are used a minimum of two watch times is required. For electronic timing two backup watches are required. Both watch times should be entered into MM when determining a swimmer's time.
17. The host team will score the meet to determine the places for the swimmers. Points will be awarded at that time which can be used for determining individual swimmers ranking for team purposes.
18. Uncarded Ribbons will be given out for all heats in the order of finish. All *heats* will be given an uncarded ribbon for first thru third place, with the exception that no relay heat ribbons will be given. The top three swim times in each *event* will get carded ribbons for first thru third and score points. *Ribbons will only be given to the 14 and under age groups.*
19. Ribbons for the ribbon swimmers will be given out based on the MM results and at a ribbon table as soon as possible after an event.

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20. Participation ribbons will be given out to everyone in the 25 freestyle events who does not receive any other ribbon.
21. No ribbons will be awarded for the 15 and over events.
22. The expectation is that the carded ribbons will be available for distribution to the teams at the end of the meet. Coaches or a team representative need to wait at the end of the meet for the carded ribbons to be finished. Typically this should not be more than about 30 minutes. If this is not possible, the host team will mail out the ribbons no later than post marked Monday following the meet or will make arrangements to get the ribbons to the teams by that day.
23. The host team is required to email a **Meet Manager backup file** of the meet following the meet to the League President. This is to be done no later than the Sunday after the meet. The meet results will be checked and final scoring made by the League President. The meet results will be posted for all meets on the CCAA website as soon as they are all available. The team computer person should be available with a MM backup file, timer sheets, and DQ slips after sending the MM backup file for checking in case of corrections.
24. *A list of the meet officials with names and team affiliation that worked the meet is to be sent to the League President along with the MM backup file. The meet referee shall be designated in the list.*
25. The host team will keep a Meet Manager backup file, timers' sheets, and DQ slips from their meet until championship. The host team will then make reference to these items for any corrections or inquires on the results. Any problems will be referred to the League President.
26. Results for the season will be reported for each team as a whole.
27. The events will be rescored after the meet by the league president using a dual meet basis and include all age groups in the final results. The season championship will be determined by a total points.

### **Championship**

1. All teams will compete against each other. The Championship team awards will be determined by teams scores, and will be split according to the two (2) divisions.
2. *The swimming age groups at the championship meet will be the 18 and under.*
3. The meet will be held in two sessions: Morning session 10 and under, afternoon session 11 thru 18.
4. Championship meet information will be sent out before the meet giving details of the meet.
5. The swimming championship will follow the current normal event schedule.
6. *To swim at championship a swimmer must have competed in at least one season meet.*
7. Seed times for the championship meet are to be based on the current season competition. (DQ events do not count as verified times, however Kick-Off or Splash meet times may be used).
8. If a swimmer has not competed in an event during the season, his or her coach may record a time for that event and inform the league President of the origin of the time to be used.
9. A swimmer can be dropped from an individual event to swim on a relay if all the requirements of the CCAA rules are met.
10. The official entry for the championship will be a copy of the team's Team Manager Entry File for meet entries. This will be considered the official entry. Please check and be sure there are seed times with this file. *This official entry should be emailed to the host team and the league president.*
11. Review sheets will be sent out for checking to each coach who is to verify that their entries are correct.
12. The scoring for championship will be for all age groups scored together. Team awards will be for the first three places for each division. The league is considering a rotating trophy for the overall high point team for the combined season and championship meet.
13. Individual awards will be given out as medals for places 1st thru 3rd, and then ribbons thru 8<sup>th</sup> place.

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### **Swimming Computer Programs**

*Each team should have a copy of the HY-TEK Team Manger program version 5.0 or later.* Older versions will have problems with importing meet results correctly and will no longer be supported. Version 5.0 is no longer supported by HY-TEK, however the league can support version 5.0. The latest update for TM 5.0 is Jb which can be downloaded from the CCAA website (Go to the CCAA website and look under HY-TEK Program Help). If your team has TM 6.0, the latest version can be downloaded by opening TM and going to “Check for Updates”. A high-speed internet connection is recommended.

*All teams hosting meets should have a copy of the HY-TEK Meet Manager program version 3.0.* The older versions of MM 1.4Qe no longer supported and will not export information correctly for TM 4.0 or later. The latest version of MM 2.0Hm is no longer available from the HY-TEK website. The meets host teams need to get MM version 3.0. Updates for version 3.0 are currently available on the HY-TEK website.