

WISC RULES

2014

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Rules of the Washtenaw Interclub Swimming Conference (WISC)

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RULES OF THE WASHTENAW INTERCLUB SWIMMING CONFERENCE (WISC)

ADOPTED: June 1984

Amended: May 1985, 1986, 1987, 1988, 1989, 1991, 1993, 1994, 1995, 1996, 1998, 2001, 2002, 2003,
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Revised: 2013

ARTICLE I — GENERAL

Section 1 — Name and purpose

The name of the Corporation shall be the Washtenaw Interclub Swimming Conference. It shall be the purpose of this Corporation to promote and conduct age-group swimming during the summer months; to promote competitive swimming at all levels of competition with particular emphasis on dual meet competition and supporting competition at the introductory or beginning level; and to promote an understanding on the part of sportsmanship and adherence to the ethics of competition. Failure to comply with these purposes and goals may lead to disciplinary actions as determined by the Executive Committee.

Section 2 — Membership

All clubs applying for membership shall be considered for membership on basis of interest, individual merits, and degree to which pool facilities are usable for regulation competition. Admission requires a majority vote of the Board of Directors at the Spring Meeting.

Any club may terminate its membership in the Conference by notifying the Conference president in writing of its decision, provided all its Conference financial obligations are fulfilled.

Section 3 — Divisions

Divisions in the Conference shall be based on the number of clubs, and by the place of finish of each club in the previous year's swimming and diving championship meet. The purpose of divisions is to provide more equal levels of competition. If a new club is admitted in the conference, the new club must start the season in division "C".

If there are 14 or less clubs the conference shall be divided into two divisions:

- 1 - When there is an even number of clubs, the clubs based on the finish in the Championships, will be divided into an "A" and "B" division with equal clubs.
- 2 - When there is an uneven number of clubs, "A" division will have the greater number of clubs.
- 3 - If there is a bye in each division there will be no cross-over meet.
- 4 - If a meet has one club with diving and one club does not have diving, the club with diving may have a meet according to WISC by-laws and include the diving score in the final meet score.
- 5 - If a division has only one or two clubs with diving, the executive committee will schedule at least three tri-meets for those clubs.

If there are 15 or more clubs the conference shall be divided into three divisions:

- 1 - "A" division shall be the clubs that finished highest in the Championships and shall have a minimum of six clubs and a maximum of eight clubs.
- 2 - "B" and "C" divisions shall be the remaining clubs, based on order of finish in the Championship meet, and shall have a minimum of four clubs and a maximum of six clubs. When there is an uneven number of clubs, "B" division will have the greater number of club.
- 4 - If a meet has one club with diving and one club does not have diving, the club with diving

may have a meet according to WISC by-laws and include the diving score in the final meet score.

- 5 - If a division has only one or two clubs with diving, the executive committee will schedule at least three tri-meets for those clubs.

Section 4 — Representative

Each swim team participating in the Corporation's competitions shall be a nonvoting member of the Corporation and may send a representative to general meetings. The Board will consult with the nonvoting members but any response will be considered nonbinding. Each member club shall provide a parent or manager representative to be present to represent the member club at all Conference meetings. In addition, each member club may provide a manager or coach to represent the member club. However, for the Championship Meeting held in July, one swim coach and one dive coach (if the club has diving) from each club must attend. A \$25.00 penalty shall be assessed each member club that fails to have a parent or manager representative attend a Conference meeting.

Section 5 — Fees

As a condition precedent to participating in the Conference activities, each member club shall pay annual Conference dues to the Treasurer. The requisite dues shall be agreed upon and set annually by the Board of Directors at the Spring Meeting. The dues shall be paid to the Treasurer prior to the first regularly scheduled dual meet of the summer season. A \$5.00 penalty shall be assessed for each week past the dues' deadline until the dues are paid. Failure to pay the dues and any other fees or assessments by the start of the first Championship age-group meet shall be grounds for exclusion from all events of the Championship Meet held that year. Any member club not meeting all of its Conference financial obligations by August 31st of the summer season shall be dropped from the Conference.

All money received shall be devoted to Conference work, including the cost of ribbons, trophies, engraving, officials, postage, stationary, printing and any other expenses as may be pertinent to carrying out the purposes and goals of the Conference. All decision and penalties pertaining to financial obligations, except the establishment of the annual dues, shall be made by the Board of Directors.

ARTICLE II — MEETS IN GENERAL

Section 1 — Meet Rules

All Conference swimming events shall be conducted in accordance with the current National Federation of State High School Association (NFSHSA) rules used by Michigan High School Athletic Association. All Conference diving events shall be conducted in accordance with the current U.S. Diving rules. These rules shall govern all meets except as modified by these By-laws and WISC rules, published Conference operational procedures, or prior mutual consent of all the coaches of the participating teams. Each club hosting a meet shall have in its possession the current NFSHSA Swimming and Diving Rules, the current U.S. Diving Rules, and all Conference By-laws and WISC rules and other designated operational procedures. Swimmers and divers may wear apparel that has a dual logo if it belongs to a nationally recognized vendor (Speedo, TYR, etc.). Local team logos that do not participate in WISC will not be allowed.

Section 2 — Eligibility

The eligibility of each competitor shall be determined as follows:

- a). All competitors shall be only recognized members of the clubs which they represent. Pool staff members are not eligible to compete unless they have derivative membership by their parents or have personally procured a recognized individual club membership. Scholarships or other sponsored memberships are not permitted. At the request of the Board of Directors each member club shall provide proof of competitor's membership.
- b). Competitors are only allowed to compete for one member club per season. If a competitor is a member of two or more Conference clubs, then the first club said competitor represents in

- any regularly scheduled Conference competition is the affiliation that said competitor shall continue with throughout the season.
- c). Each club may have one paid swimming coach and one paid diving coach eligible for competition. Any diving coach who competes in meets is not eligible to fill the role as diving judge.
 - d). For the Conference Championship Meet, each competitor shall have participated in at least two regularly scheduled Conference dual meets in the current season prior to the Championship Meet. Participation in a double dual meet shall count only as one meet. Competitors shall have participated as a swimmer in two dual meets to swim in the Championship Meet. Competitors shall have participated as a diver in two dual meets to dive in the Championship Meet. Participation in a swimming event does not count as participation in a diving event, and participation in a diving event does not count as participation in a swimming event.

Section 3 — Participation

Participation of eligible competitors shall be as follows:

- a). The official age of each competitor shall be that competitor's age on June 14 of the current summer season.
- b). Each competitor shall compete only in their respective age-group. Age-groups shall be 8 & Under, 9-10, 11-12, 13-14, and 15-17 (if the 17 year old has not graduated from high school). A waiver will be granted for a competitor who turns 18 between the earliest date to enter a Young 5s program in a WISC school district and June 13 if they have not graduated high school and they have not reclassified after 5th grade.
- c). Each competitor may compete in whichever gender group they identify with, regardless of birth assignment. The group in which the competitor competes in his/her/their first WISC meet of the season may not change at any point during the WISC season.
- d). Each competitor shall be limited to participate as a designated entrant able to score points in one diving event and in no more than three (3) swimming events, no more than two (2) of which shall be individual events, in dual meets. Each competitor shall be permitted to enter one diving event and a maximum of four (4) swimming events, no more than three (3) of which shall be individual events, in the Championship Meet. Being listed as an alternate on a swimming relay team shall count as one of the competitor's events.
- e). Each club shall be permitted in each diving event a maximum of three entrants in a dual meet to score points for the club. Such entrants need not be designated by their coaches prior to the event.
- f). Exhibition entrants are allowed in dual swim meets by prior mutual agreement of both teams' head swim coach. Participation as an exhibition entry shall constitute a swimming event for the purposes of Article II, Sections 2 and 3. In no event shall points be awarded to any club or competitor in an exhibition entry. No exhibition entries will be allowed at Championships.
- g). Competitors on the same team need not wear suits of identical coloring and pattern.

Section 4 — Records

Records of Conference swimming best times and diving best scores shall be kept and published by the Board of Directors. Separate records shall be kept for each sex/age-group and pool length/1 meter diving. Conference records shall be established only in the Championship Meet. When a leadoff relay swimmer's time can be confirmed via electronic timing as a valid WISC record time, the swimmer will be awarded a WISC record for that individual event.

Section 5 — Facilities

Minimum facilities for hosting any swimming events shall be a pool with a length of 20 yards, 25 yards, or 25 meters with a minimum water depth of 3 feet 6 inches. The preferred swimming facility is a six-lane, 25 yard pool with a minimum depth of 4 feet. Minimum facilities for hosting any diving events

shall be a **horizontal diving board that is free of any cracks**, with an adjustable fulcrum and non-skid surface with a distance of 2.5 meters (8.2 feet) or more from the side of the board to a pool side-wall and with a minimum water depth in the area that normal diver entry is made of 9 feet for a 0.5 meter board and 11 feet for a 1.0 meter board. The distance from the diving end of the board, measured from the top of the board to the water surface, shall be at least 0.5 meters (20 inches) for dual meets. In addition to the above requirements, the minimum facilities for a Championship Meet shall be a five-lane, 25 yard or 25 meter pool for swimming events and a cheese diving board 1.0 meters (39 inches) above the water surface for diving events. These minimum swimming and diving facilities are established to assure the safety of the competitors and uniformity with standard facilities in competitive swimming programs. When two teams compete at a dual diving meet, the competition will automatically be held at the club whose board most closely meets the Championship requirements.

ARTICLE III — DUAL MEETS

Section 1 — Organization

The organization of dual meets consisting of swimming and diving events shall be as follows:

- a). There shall be at least five regularly scheduled dual meets held during the season between the teams of each respective division. Extra meets may be arranged at the discretion of the coaches. Participation in extra meets, except for a meet scheduled in place of a bye, will not count toward eligibility for Championships.
- b). These meets shall be held during the five weeks preceding the Championship Meet and shall be established at the Fall Meeting. Saturday morning swim meets warm-up will be at 8 am and the meet will start at 9 am. Friday evening dive meets warm-up will be at 4 pm and the meet will start at 5 pm. Dates and starting times can be changed if both teams agree.
- c). During any regular or unofficial meet the coaches may, upon mutual agreement, modify the Conference By-laws or WISC Rules or procedures for the meet. In the event of a disagreement in the interpretation of any Conference By-laws or WISC Rules or procedures, the Conference Meet Coordinator shall be contacted to resolve the disagreement and that decision shall be final.
- d). Prior to the Fall Meeting, the Swim Coordinator and the Dive Coordinator shall create the following season's dual meet schedule. The schedule shall be created so that clubs swim and dive against the same club in the same week whenever both teams have a dive team. Unless otherwise agreed upon by mutual consent of the affected coaches and provided the facilities meet the minimum swimming or diving requirements, the home club shall be rotated on an annual basis. Each club shall be allowed at least two home meets per season. The dual meet schedule shall be subject to approval at the Fall Meeting by the membership.
- e). If mutually agreed upon by the affected coaches, the diving events may be held at a site and at a date different from the swimming events in order to assure the safety of the divers, the utilization of standard facilities, or the minimum of imposition on host club facilities.
- f). In the event a dive meet is cancelled due to inclement weather and an indoor location has not been determined, the meet may be rescheduled for a time agreed upon by both team coaches. This rescheduled meet may occur after the swim meet.
- g). Before the start of an outdoor dual swim meet, an inclement weather plan should be determined by participating clubs. This may consist of either an indoor backup location or a predetermined day/time to reschedule the meet ("rain date") mutually agreed upon by the coaches.

Section 2 — Equipment

Each home club shall provide a starting pistol or horn, lane markers, backstroke pennants, and starting blocks. The backstroke pennants shall be placed 15 feet from each end wall and at least seven (7) feet above the water surface. Each home club shall provide proper diving judge cards and any other

equipment needed to properly run a meet.

Section 3 — Meet Personnel

Each meet shall be conducted by an experienced and informed referee, preferably registered as a high school or U.S. swimming official. Each home club shall be required to fulfill each of the following positions: referee, starter, 2 stroke/turn judges, announcer, 2 across-the-board finish judges, 2 timers per lane with stop watches, and sufficient other support personnel, such as scorers and runners, to properly run a meet. If requested by the home club on or before five days prior to the meet, the visiting team(s) may furnish one additional timer with a stop watch per lane and one additional official. The referee may act as the starter and/or one of the stroke/turn judges. The diving judge's panel shall be made up of 3 judges, with 2 representatives from the host club and 1 representative from the visiting club on the judging panel. Or, the host club has the option to have one representative from their club and one from the visiting club on the judging panel, and then multiply the total points by 1.5. In this case, the visiting club must agree. One of the diving judges shall serve as the diving referee. A club may elect to change their representative diving judge between age-groups.

Section 4 — Meet Results:

All swimming and diving meet score sheets and entry cards shall be provided by the Conference prior to the first dual meet and shall be used at all dual meets. A copy of all results, listing ALL competitors shall be given by the home club to the visiting team(s) at the end of the meet. The Conference Swim Coordinator should have results within 24 hours after the meet is completed. The Conference Dive Coordinator should be sent a digital copy of the meet results after the dive meet is complete. Failure to provide the Swim and Dive Meet Coordinator with a copy of the meet results prior to 24 hours before the first event of the Championship Meet shall result in non-participation of that home club in the Championship Meet.

Section 5 — Lane Assignments and Diving Order

- a). The visiting team(s) shall have the choice of odd or even numbered lanes. The heats in each event shall be swum fastest to slowest with the two teams alternating lanes in every heat until no longer possible.
- b). The order of diving competitors in an event shall be determined by random drawing.

Section 6 — Swimming Events

- a). All swimming events shall be swum one event at a time. All events shall be timed finals. In the case of a tie, duplicated places shall be awarded. Competitors shall not be required to use starting blocks. The Conference will operate on a two false start rule.
- b). The following events shall be conducted at each meet in the order indicated by number:
 1. 8 & Under B 100 M.R.
 2. 8 & Under G 100 M.R.
 3. 9-10 B 100 M.R.
 4. 9-10 G 100 M.R.
 5. 11-12 B 200 M.R.
 6. 11-12 G 200 M.R.
 7. 13-14 B 200 M.R.
 8. 13-14 G 200 M.R.
 9. 15-17 B 200 M.R.
 10. 15-17 G 200 M.R.
 11. 8 & Under B 25 Free
 12. 8 & Under G 25 Free
 13. 9-10 B 50 Free
 14. 9-10 G 50 Free
 15. 11-12 B 50 Free
 21. 8 & Under B Specialty
 22. 8 & Under G Specialty
 23. 9-10 B Specialty
 24. 9-10 G Specialty
 25. 11-12 B Specialty
 26. 11-12 G Specialty
 27. 13-14 B Specialty
 28. 13-14 G Specialty
 29. 15-17 B Specialty
 30. 15-17 G Specialty
 31. 8 & Under B 100 F.R.
 32. 8 & Under G 100 F.R.
 33. 9-10 B 200 F.R.
 34. 9-10 G 200 F.R.
 35. 11-12 B 200 F.R.

- | | |
|---------------------|----------------------|
| 16. 11-12 G 50 Free | 36. 11-12 G 200 F.R. |
| 17. 13-14 B 50 Free | 37. 13-14 B 200 F.R. |
| 18. 13-14 G 50 Free | 38. 13-14 G 200 F.R. |
| 19. 15-17 B 50 Free | 39. 15-17 B 200 F.R. |
| 20. 15-17 G 50 Free | 40. 15-17 G 200 F.R. |

c). The specialty events shall be conducted as follows:

Age-group	1st Meet	2nd Meet	3rd Meet	4th Meet	5th Meet
8 & Under	25 Back	25 Breast	25 Fly	50 Free	100 Free
9-10	50 Back	50 Breast	50 Fly	100 Free	100 I.M.
11-12	50 Back	50 Breast	50 Fly	200 Free	100 I.M.
13-14	50 Back	50 Breast	50 Fly	200 Free	200 I.M.
15-17	50 Back	50 Breast	50 Fly	200 Free	200 I.M.
11-12			100 Free		
13-14			100 Free		
15-17			100 Free		

Section 7 — Diving Events

a). The diving events shall be conducted in the following order:

- | | |
|-------------------------------|------------------------|
| 1. 8 & Under Boys | 6. 11-12 Girls |
| 2. 8 & Under Girls | 7. 13-14 Boys |
| 3. 9-10 Boys | 8. 13-14 Girls |
| 4. 9-10 Girls | 9. 15-17 Boys |
| 5. 11-12 Boys | 10. 15-17 Girls |

Events may be combined to provide for a timely completion of the diving competition.

b). The dives for each sex/age-group shall be performed as follows:

- 1). **8 & Under**: One (1) required group with its assigned D.D. through 1.8 (a required dive with greater than 1.8 will be assigned a D.D. of 1.8) and two (2) optionals. Optionals must be from separate groups. Required dive groups are as follows:

1st Meet – Forward Lineup 001D	4th Meet - Back Group
2nd Meet – Forward Jump 100A	5th Meet – Any Group-diver’s choice
3rd Meet - Forward Group	Championships- Any Group-diver’s choice

- 2). **9-10**: One (1) required group with its assigned D.D. through 1.8 (a required dive with greater than 1.8 will be assigned a D.D. of 1.8) and three (3) optionals. Optionals must come from two different groups. Required dive groups are as follows:

1st Meet - Forward Group	4th Meet - Back Group
2nd Meet - Back Group	5th Meet – Any Group-diver’s choice
3rd Meet – Forward Group	Championships-Any Group-diver’s choice

- 3). **11-12**: One (1) required group with its assigned D.D. through 1.8 (a required dive with greater than 1.8 will be assigned a D.D. of 1.8) and four (4) optionals. Optionals must come from two different groups in the 1st and 2nd meets, and from three different groups in the 3rd, 4th, and 5th meets. Required dive groups are as follows:

1st Meet - Forward Group	4th Meet -Inward Group
2nd Meet - Back Group	5th Meet – Any Group-diver’s choice
3rd Meet - Forward Group	Championships-Any Group-diver’s choice

- 4). **13-14 and 15-17**: One (1) required group with its assigned D.D. through 1.8 (a required dive with greater than 1.8 will be assigned a D.D. of 1.8) and five (5)

optionals. Optionals must come from three different groups and only two skills are permitted. Required dive groups are as follows:

1st Meet - Forward Group	4th Meet -Twisting Group
2nd Meet - Back Group	5th Meet –Any Group-diver’s choice
3rd Meet - Inward Group	Championships- Any Group-diver’s choice

- c). The required dive shall be performed first, or the first dive shall be a failed dive. The dive groups are forward, back, reverse, inward, and twist. The optional dives may be chosen from the required group, but the required dive shall not be repeated.
- d). If a diver chooses to perform a jump or a line-up in competition the position shall be straight, pike or tuck for jumps (100A, 100B, 100C, 200A, 200B, 200C) and free for line-ups (001D, 002D). There will be no deduction for hands up on entry for all jumps. The D.D. shall be 1.0 for any jump, line-up, or forward facing standing dives (exceptions: 301c, 301b, 301a will be true D.D.).
- e). If a diver requires on-board assistance for a dive, each judge shall deduct up to two points from his/her award according to his/her opinion.
- f). If a diver hits the board while executing a dive, each judge shall deduct up to two points from his/her award according to his/her opinion.
- g). If a diver has his/her hands above the shoulders upon entry of a feet first dive, each judge shall deduct up to two points from his/her award according to his/her opinion.
- h). If a diver has his/her hands below the shoulders upon entry of a head first dive, each judge shall deduct up to two points from his/her award according to his/her opinion.
- i). In twisting dives, the twist shall not be clearly initiated from the board. If the twisting is clearly initiated from the board, each judge shall deduct up to two points from his/her award according to his/her opinion.
- j). When a twist is greater or less than that announced by 90 degrees or more, the referee shall declare it a failed dive.
- k). The dive is considered to have been completed when the whole of the body is completely under the surface of the water.
- l). If a diver has two incomplete dives in an event, he/she will be disqualified.
- m). A diver may take as little as one step before the hurdle to the end of the board with no deductions.
- n). Diving cards must be completely filled out with the appropriate number of dives for each age-group, and initialed by the coaches. **NOTE:** The position letter must also be written with the dive number. Example: 101A.
- o). All diving cards must be submitted to the scorers’ table prior to the start of the diving competition.
- p). A diver may choose a skill from the following list to use as an optional dive: 001,002,100, and 200. These skills will be assigned a D.D. of 1.0. Note: 001 and 100 are considered to be in the front group, and 002 and 200 are in the back group.
- q). When performing a back take off, it is not requires to perform an arm swing.
- r). If a diver performs a forward jump standing or without a hurdle, the dive will receive a maximum of 4 1/2 from each judge.

Section 8 — Order of Finish

- a). The order of finish in diving events shall be determined by the cumulative score achieved by the competitors in all rounds of diving competition. If two or more divers accumulate the same number of points, the results shall be declared a tie.
- b). Any ties resulting from the procedure used shall be declared officially tied for awards and points with no further competition attempted to resolve the tie.

Section 9 — Scoring

The final total score for each team at the end of the meet shall be the sum of all points earned in the swimming and diving events. The final team total points shall be used to determine the meet winner. Scoring in an event in descending order of finish shall be as follows:

- a). Swimming and Diving events (no more than 3 individual entrants and two relays per event per team can score points)

Individual - 7 5 4 3 2 1
Relays - 8 4 2 0

ARTICLE IV — CHAMPIONSHIP MEET

Section 1 — General

The Conference Championship Meet shall consist of swimming and diving events as set forth under this article and shall be held the last full week of July. The Conference Meet shall be divided into a set of age-group meets with boys and girls of the same age-group competing at the same site. The arrangement of the age-group meets shall be as follows:

	1st Day	2nd Day	3rd Day	4th Day
Morning Session	13-14 & 15-17 Swimming	9-10 Swimming	8 & Under Swimming	11-12 Swimming
Afternoon Session	8 & Under Diving	11-12 Diving	13-14 & 15-17 Diving	9-10 Diving

The first event of the morning session meets shall start at 9:00 am, with warm-up at 8:00 am. The first event of the afternoon session shall start at 2:00 pm, with warm-up at 1:00 pm with the exception of the 13-14 age-group divers who shall start at 1:00 pm, with warm-up at 12:00 noon. The second event of the afternoon shall begin no earlier than 4:00 pm with a minimum of a one hour warm-up immediately preceding the event.

Each of the A League Clubs will host at least one swim or dive meet, unless outbid by a club in B or C League at an indoor pool that will be determined by the Board of Directors. Volunteering as a “rain pool” can fulfill this requirement. Each host club will be responsible for providing concessions for the meet and acting as meet manager. There will be an entry fee designated each year to defray the cost of the indoor pool rentals, payable at the time of entry. The Conference Swimming Meet Coordinator shall serve as the overall Swimming Meet Manager.

Nominally, four sites shall host diving events. Selection of host clubs shall be made by the Executive Committee with due cognizance of the minimum facility requirements to host a Championship Meet, of the desires of the member clubs, and of past performance as a host club. The Conference Diving Meet Coordinator shall serve as the overall Diving Meet Manager. Clubs that are not hosting an age-group meet shall be expected to co-host one age-group meet, as assigned by the Executive Committee. The extent of co-host support shall be determined by the Executive Committee who shall take cognizance of the co-host’s resources.

Section 2 — Meet Personnel

Each age-group meet requires a minimum amount of personnel to be properly and efficiently administered. Such meet personnel shall be supplied by the Conference, the host club, and participating clubs as set forth in Sections 3, 4, & 5 of this article. All workers must be 14 years or older except rope holders and runners. Each age-group swimming meet requires the following minimum personnel in the following areas with the first person listed as the person in charge:

1. On the Pool Deck
 - a. 1 Meet Manager
 - b. 1 Referee/Stroke-Turn Judge
 - c. 1 Starter/Stroke-Turn Judge
 - d. 2 Finish Judges (8 & under Meet only)
 - e. 2 Finish Writers (8 & under Meet only)
 - f. 1 Announcer
 - g. 1 Head Timer
 - h. 2 Timers/lane
 - i. 2 Finish Writers
 - j. 4 Runners
 - k. 4 Rope Holders
 - l. 4 Scores (8 and under Meet only)
 - m. 2 Heat Ribbon Distributors
2. Marshaling
 - a. 1 Head Marshal
 - b. 4 assistant marshalers
 - c. 1 Clerk of Course
3. Table (when computer is not used)
 - a. Table Chairperson
 - b. 1 Scoreboard Tabulator/2 Scoreboard Tabulators for 13 & up Meet
 - c. 4 Scorers/5 Scorers for 8 & under Meet
4. Table (when computer program is used)
 - a. Table Chairperson
 - b. 4 to put Labels on Relay Cards
 - c. Ribbons (none for 13 & up, 4 for 8 & under and 11-12, and 6 for 9-10)
 - d. Program Seller

Each age-group diving meet requires the following minimum personnel:

- | | |
|---------------------|-----------------|
| a. 1 Diving Referee | d. 1 Announcer |
| b. 5 Diving Judges | e. 2 Ribbon and |
| c. 6 Scorers | Result Writers |

The diving scoring table shall keep two (2) separate score sheets to assure correct computation.

Section 3 — Conference Support

The Conference shall provide all roster forms, entry cards, line-up forms, diving score sheets, swimming score sheets, result sheets, point posters, and any other necessary forms or materials. The Conference shall provide each swimming host site, including appropriate relief persons, the following:

- a. 1 Conference Swimming Meet Coordinator
- b. 3 Certified or Registered Referee
- c. 1 Certified or Registered Starter with pistol and shells
- d. 1 Portable loud speaker for the starter
- e. 1 Head Marshall
- f. 1 Clerk of Course
- g. Score Chairperson

The Conference shall provide each diving site, including appropriate relief persons, the following:

- a. 1 Conference Diving Meet Coordinator
- b. 1 Diving Referee (to be chosen from Coaches)
- c. 5 Experienced Diving Judges

All diving coaches shall act as diving judges in at least two age-group diving meets. No coach may

judge more than one age-group per day.

In scheduling the diving judges for the championship meet, the Dive Coordinator will make every attempt to assign the diving judges only one event (e.g. 8 & Under Boys) per day, and no more than two events for the entire championship unless absolutely necessary to do otherwise.

Section 4 — Host Club

Each host club shall designate an individual who is not a coach or assistant coach to act as the host club age-group meet manager who shall coordinate the activities of the host club with the Conference Swimming and Diving Meet Coordinators. The host club shall provide lane markers, backstroke pennants, starting blocks, diving judge cards, pencils, clipboards, chairs, tables, and refreshments for officials and workers.

The host club for swimming events shall provide the following experienced personnel with appropriate relief persons:

- a. 1 Meet Manager
- b. 1 Head Timer
- c. 2 Finish Judges (8 and under only)

The host club for diving events shall provide the following experienced personnel with appropriate relief persons:

- a. 1 Meet Manager
- b. Minimum of 6 Scorers
- c. 1 Experienced Diving Announcer

Racquet Club (Huron), Milan, Saline, and Willow Run or any other 8 lane pool such designated when it is at their home pool will provide:

- a. electronic timing and personnel to run timing system
- b. 1 announcer
- c. building facility manager

Section 5 — Participating Club Support

Each club participating in the Championship Meet shall provide the following:

1. Not using a computer program

- a. A roster of all their competitors arranged by sex and age-group showing name, age, birth date and type of participation (swimmer, diver or both). The roster shall be mailed to the respective Conference Meet Coordinator after the first meet.
- b. For each age-group meet, entry cards showing clearly the competitor's name, club, sex, age-group, and seed time along with a total line-up for each age-group showing name, sex, age-group, event and seed time shall be delivered to the clerk of course one hour before the first event of the age-group meet. The entry cards must be turned in 45 minutes before the start of the meet. The total line-up shall be used as a reference document in case an entry card is lost. All relay swimmers and alternates shall be listed by name on the appropriate entry cards and line-up.
- c. A roster of confirmed support personnel for the host club from each club of persons fourteen or older of which two persons shall be experienced timers for each age-group swimming meet. The number of workers shall be provided by the following formula:
 - 13 & Up Championships
 - A League teams - 5 workers
 - B and C League teams - 4 workers
 - 9-10 and 11-12 Championships
 - A League teams - 4 workers
 - B and C League teams - 3 workers

8 & Under Championships

A League teams and the largest B League teams - 5 workers

Rest of B League and C League - 3 workers

- d. The respective Meet Coordinator shall provide a schedule of help needed for each diving meet and each club is responsible for providing the necessary help. This information shall be delivered to the respective Meet Coordinator at least five days before the start of the first event of the Championship Meet. Such support personnel shall present themselves to the host club Meet Manager one hour before the start of the meet and shall serve as writers, timers with electronic watches, scorers, runners, and other miscellaneous assistants.

2. Using a computer program

- a. On the Entry Blank for each age group clearly show the competitors name, age, sex, and seed time for each event. The clerk of course will set the day and time when these are to be turned in.
- b. Each club will turn in a roster of support workers for each Championship to the respective Meet Coordinator at the July meeting. The number of workers each Club is to supply for each Championship will be determined by The Board of Directors.
- c. The respective Meet Coordinator shall supply a list of support personnel to each Meet Manager at least five days before the first meet. Swimming support people shall check-in with the host Meet Manager one hour before the start of the meet. Timers are to bring their own stop watch. Diving support people shall check-in with the Meet Coordinator before the start of each diving meet.

Section 6 — Penalties

For the following infractions for swimming and diving, the listed penalties may be imposed by the Board of Directors against the offending club:

- a). Failure to provide a roster of all competitors or support personnel on time - \$50.00
- b). Failure to provide entry cards and/or total line-up for age-group meet on time - \$100.00 per age-group meet.
- c). Failure to list the seed time on the age-group line-up in the event it is not on the entry card - \$10.00 per occurrence.
- d). Failure to provide the support personnel to a host club - \$50.00 per no-show person per age-group meet.
- e). Failure by the host club to provide the requisite personnel - \$25.00 per no-show person. \$5.00 fine for each name deleted on the work roster, also.
- f). Participation of ineligible competitors - disqualification of all the team's competitors in any events the ineligible competitors participated in.

Section 7 — Swimming Events

- a). Each sex/age-group event shall be a timed final event of one or more heats. In each sex/age-group event, submitted seed times of fastest 25 yard, or equivalent, pool times shall be used to place the fastest seeded swimmers as a group in the last heat, the next fastest seeded swimmers as a group in the next to last heat, and so forth. There shall be a minimum of three seeded competitors or relay teams placed in any heat.
- b). The following events shall be conducted in the order presented at the Conference Championship Meet:

8 & Under	9-10	11-12	13-14	15-17
100 M.R.	100 M.R.	200 M.R.	200 M.R.	200 M.R.
100 Free	100 Free	200 Free	200 Free	200 Free
25 Breast	100 I.M.	100 I.M.	200 I.M.	200 I.M.

25 Free	50 Free	50 Free	50 Free	50 Free
25 Fly	50 Fly	50 Fly	50 Fly	50 Fly
25 Back	50 Back	100 Free	100 Free	100 Free
50 Free	50 Breast	50 Back	50 Back	50 Back
100 F.R.	200 F.R.	50 Breast	50 Breast	50 Breast
		200 F.R.	200 F.R.	200 F.R.

For each event of an age-group, the boys' heats shall precede the girls' heats in the order of performance.

- c). Entries. At the July meeting, each team will be provided with an information sheet and event file to be used when submitting entries according to the following schedule.
 - i) A complete team entry file shall be sent electronically to the Entry Chair no later than 1:00 pm on the Sunday preceding the meet. This entry should include ALL swimmers who will swim in the meet and include each swimmers' full name, sex, and date of birth.
 - ii) Teams will receive a confirmation of their entries. It is the coaches' responsibility to review that confirmation and make any necessary changes. Changes for each session will be due no later than 6:00 pm on the preceding day.
 - iii) After the 6:00 pm changes deadline, no swimmer may be added to the meet. However, in the event an honest mistake has been made, a coach may petition to add an eligible swimmer on the day of the meet. They will only be permitted to enter events in which there is an open lane and the event will NOT be reseeded. Approval will be at the discretion of the Swim Meet Coordinator, Clerk of Course, AND Entry Chair. The coach must provide the swimmer's full name, sex, date of birth, and be able to prove the swimmer has swum the required number of dual meets.
 - iv) No swimmer may change or add an individual event after each session's 6:00 pm deadline. The only exception to this will be if a team is forced to scratch a relay due to a swimmer no show. The remaining members of that relay team may be added to an additional individual event so long as there is an open lane and they do not exceed their entry maximums. The event will NOT be reseeded.
 - v) The deadlines above may be amended at the discretion of the Swim Meet Coordinator AND Entry Chair.
- d). The Conference will operate under the two false start rule.
- e). Automatic timing will be used for all events except the 8 & Under 25-yard events. When possible, semi-automatic timing will be used for 25s.

Section 8 — Diving Events

The diving events shall be conducted one event at a time with the boy's events preceding the girl's events. Each age-group can choose any group as their required dive. However, a required dive with greater than 1.8 will be assigned a D.D. of 1.8. The optional dives may be chosen from the required group, but the required dive shall not be repeated. The dives for each age-group shall be performed as follows:

- 8 & Under:** One (1) required Championship Dive Group and two (2) optional with optional from separate groups.
- 9-10:** One (1) required Championship Dive Group and three (3) optional with optional from two different groups.
- 11-12:** One (1) required Championship Dive Group and four (4) optional with optional from three different groups.
- 13-14:** One (1) required Championship Dive Group and five (5) optional with optional from four

different groups. Only 1 skill is permitted.

15-17: One (1) required Championship Dive Group and five (5) optional with optional from four different groups. Only 1 skill is permitted.

Section 9 — Order of Finish

- a). The order of finish in diving shall be determined by the cumulative score achieved by the competitors in all rounds of diving competition. If two or more accumulate the same number of points, the results shall be declared a tie.
- b). Any tie resulting from the procedures used shall be declared officially tied for awards and points with no further competition attempted to resolve the tie.

Section 10 — Scoring

Scoring shall be separated by sex and age-group and by swimming and diving. Scoring in descending order of finish for each swimming and each diving event shall be as follows:

Individual Events: 20 17 16 15 14 13 12 11 9 7 6 5 4 3 2 1

Relay Events: 40 34 32 30 28 26 24 22 18 14 12 10 8 6 4 2

In the case of a tie by two or more competitors for any place which scores points in any event, the points for all places involved in the tie shall be divided equally amongst the tying competitors.

Section 11 — Awards

Ribbons shall be awarded to the top 16 finishers in each sex/age-group event. Individual heat winner ribbons may be provided by the Board of Directors. In the case of ties, ribbons of the highest place in the tied group shall be awarded to the tied competitors. No ribbons shall be awarded for the other places in the tied group.

Section 12 — Rankings and Trophies

Team ranking for order of finish for trophy awards shall be determined by adding together the eligible points with the rankings in descending order of point totals. Trophies shall be awarded as follows:

- a). Overall swimming and diving trophy based upon all points earned by a team in all swimming and diving events of all sex/age-group meets.
- b). Diving trophy based upon all points earned by a team in all diving events of all sex/age-group diving meets.
- c). Sex/age-group trophy and/or plaque for each sex/age-group based upon all points earned by a team in all the swimming events of the particular sex/age-group meets.
- d). Sex/age-group trophy and/or plaque for each sex/age-group based upon all points earned by a team in all the diving events of the particular sex/age-group meets.
- e). Division trophy for each team division based upon the best dual meet record. In cases of a tie, the team that won in their head-to-head dual meet shall be awarded the trophy.

The ranking determined for the overall trophy shall serve as the basis for determination of division assignment for the succeeding season.

Section 13 — Rain Date

An alternate site, preferably indoors, shall be arranged for all outdoor age-group meets. In order to provide for the safety of all competitors, the respective Conference Meet Coordinator shall be responsible for halting any meet in progress or delaying the start of any meet due to poor weather conditions (storms, darkness). If the meet is to be relocated to another site, the respective Meet Coordinator shall take the following actions:

- a). A relocation decision shall be made within one hour.
- b). The original host club shall be notified and requested to post signs indicating the change. The

- original host club shall provide the requisite host club personnel and equipment at the new site.
- c). Appropriate and available sources of communication will be used, beginning with email to coaches and club representatives.
 - d). A revised starting time shall be established.
 - e). All age-group meets shall be completed on the day they are started including any relocated meet.

If the meet is to be continued at the same site, the respective Meet Coordinator shall establish a new starting time and arrange for the appropriate notification of all affected persons.

ARTICLE V — BOARD OF DIRECTORS

Section 1 — Composition

The Conference shall be managed by its Board of Directors. The Board of Directors shall consist of a President, a Swimming Meet Coordinator, and a Diving Meet Coordinator, elected every even year, and a Secretary and a Treasurer, elected every odd year, and a Division Representative from each division, elected annually. The President, Secretary, Treasurer, Swimming Meet Coordinator, and Diving Meet Coordinator shall be elected The Board of Directors at the Spring Meeting. The Divisional Representative shall be a coach nominated from and by each respective division. No member club shall have more than one representative at a time on the Executive Committee.

Section 2 — Duties of the Board of Directors

The duties of the Board of Directors, although not inclusive, shall be as follows:

- a). To conduct a pre-season Spring Meeting to organize the Conference for the competitive season, a pre-championship Meeting to prepare for the Championships, and to conduct a post-season Fall Meeting to review the completed summer's competition and to establish the next season's dual meet schedules.
- b). To create from time to time any special committee to help carry out the aims of the Conference (Membership Expansion Committee, Championship Meet Rules and Organizational Committee, Records and Publicity Committee, Publications Committee, Awards Committee, Nominating Committee).
- c). To meet as soon as possible as an appellate body with jurisdiction over all formal written protests, presented within one (1) week of infraction, arising out of the specific conduct of any Conference swimming meet or the application of Conference By-laws or WISC rules. After a considered airing of all sides (by written accounts and/or personal appearance as so deemed by the Board of Directors) before a convened session of the Board of Directors, an anonymous secret ballot vote shall be taken to determine the resolution of the protest. Such resolution shall be final.
- d). To make dues requests of member clubs and to issue a Conference financial report to the member clubs at the close of each season's competition.
- e). To hold a yearly official's clinic, if deemed necessary, to provide for instruction of prospective dual meet officials or in the alternative to see that each club holds their own clinic to accomplish a similar purpose for their respective officials. Such clinics shall review Conference procedures, policies, rules, and operations.
- f). To meet promptly to act upon any legitimate and reasonable requests of any member club. Such meetings may be in addition to the Board of Director's regularly scheduled meetings.
- g). To meet and establish all operational procedures of the Championship Meet prior to the commencement of the meet each year and to open the sealed dual meet results envelopes to rule on eligibility protest. All policies and procedures shall be established by the Executive Committee. Member clubs shall direct their suggestions and requests to their proper Division

Representative prior to the yearly Pre-championship Meeting of the Board of Directors.

- h). If a member of Board of Directors resigns before his/her term has expired, then the Board of Directors shall appoint someone to fill the vacated position for the remainder of the term.

Section 3 — Duties of Elected Officials

The duties of the various members of the Board of Directors, although not inclusive, shall be as follows:

- a). President: Conduct all general and Board of Director meetings including preparation of an agenda; establish initial contact with member clubs prior to the Spring Meeting; supervise the operation of all aspects of the Corporation and distribution of materials; maintain the Conference Records and Championship Meet Results.
- b). Secretary: Take and record minutes of all general and Board of Director meetings; supervise the duplication and distribution of all Corporation minutes, rules, notices, results, and communications, distribute the minutes of any fall, spring, or general meeting to all WISC officers and club representatives within one month of the meeting.
- c). Treasurer: Maintain a checking account in the name of Washtenaw Interclub Swimming Conference; collect all dues, fees, assessments, and contributions; prepare the Fall Meeting financial statement; order all awards, trophies, and engraving; supervise payment of all approved Corporation debts; prepare the annual operating budget prior to the Spring Meeting.
- d). Conference Swimming Meet Coordinator: Coordinate all dual swimming meets; organize and coordinate the Championship Swimming Meet; act as the overall Meet Manager for the Championship Swimming Meet; responsible for settling disputes and interpreting rules; record and maintain all dual swimming meet results; determine all dual swimming meet and Championship Swimming Meet eligibility.
- e). Conference Diving Meet Coordinator: Coordinate all dual diving meets; organize and coordinate the Championship Diving Meet; act as the overall Meet Manager for the Championship Diving Meet, responsible for settling disputes and interpreting rules; record and maintain all dual diving meet results; determine all dual diving meet and Championship Diving Meet eligibility.
- f). Division Representative: Organize and report all division dual meet schedules; serve as the person through which represented member clubs make all requests and recommendations for Conference policy changes or reviews to the Board of Directors

Section 4 — Board of Director Meetings

The President shall prepare an agenda for each Board of Director meeting. Five members of the Board of Director at such meetings shall be required to conduct business. Each member of the Committee except the President has a single vote. The President shall be a non-voting member except in the case of a tie. A majority vote is required for passage of a motion.

Section 5 — Revision of Procedures

The Board of Directors may revise its operational procedures at any time; however, its general duties and powers shall be revised only at the Spring Meeting.

ARTICLE VI — MISCELLANEOUS

Section 1 — By-law and Rule Revisions

At any time in the 10 days after the Thursday Championship Meet, the general membership may submit via the President all recommended By-law and Rule changes, including the reasons for the proposed changes. These changes will be sent to the membership prior to the Fall Meeting. At the Fall Meeting all recommendations shall be voted upon by the Board of Directors. This shall be the only time of the year at which the Corporation By-laws or Rules may be changed or revised. All policy or

By-laws or Rules changes must be adopted by a majority vote of the Board of Directors.

Section 2 — By-law and Rule Publication

Following the Spring Meeting, the By-Laws and Rules shall be distributed to all member clubs prior to the first dual meet of the season. By-law or other Rule changes shall be written into the By-laws and Rules then published and distributed to the member clubs before becoming officially recognized.

Section 3 — General Meeting

At the discretion of the Corporation President, a general meeting may be called to discuss operational procedures. A quorum of the Board of Directors must vote to change a procedure a petition by at least 25% of the member clubs shall require the Conference President to call a special general meeting within seven days of the petition for the purpose of acting upon the request of the petition. The President shall prepare an agenda for all General Meetings.

Section 4 — Winter Contact

It is the responsibility of each member club to notify the Conference President of the name and address of the person(s) responsible for acting on the behalf of their club during the winter months. This notification shall be done before August 30 of each summer season