

**COMMUNITY
SWIM
ASSOCIATION
RULES**

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COMMUNITY SWIM ASSOCIATION RULES

Section 1 - NAME

The name of this organization will be the “Community Swim Association” (CSA).

Section 2 - AUTHORITY

Organized by agreement of the majority of the Board of Directors made up of two (2) representatives from each of the Member Community Pools.

Section 3 - PURPOSE

The purpose of this organization shall be to encourage and to promote competitive swimming as a part of the programs offered by the member community pools. A further purpose is to provide a means whereby these member pools may express their views and make recommendations to a controlling body empowered to affect a program of competitive swim meets conducted on an ethical and equitable basis.

Section 4 - MEMBERSHIP

- A. Acceptance of a pool or club (hereinafter “pool” or “club,” such terms to be interchangeable) into the association is a privilege granted by a majority of the Board of Directors of the Community Swim Association. The Board of Directors will have the right to terminate the membership of any pool or to refuse membership to any new pool.
- B. For any club to be considered for CSA membership, the club must be located within the limits of Guilford County, North Carolina. The new club will automatically compete in the CSA Championship Meet.
- C. Each member pool is expected to furnish two (2) representatives from its pool to serve on the Board of Directors. These representatives are encouraged to serve two (2) years on the Board of Directors, the terms of each member expiring in alternate years. Each pool will have one (1) vote on any matter to be voted on in the Board of Directors meeting.
- D. An annual fee will be assessed each pool for the purpose of providing operating funds for the association. The Board of Directors will determine the amount of the assessment each year.

Section 5 - OFFICERS AND EXECUTIVE COMMITTEE

- A. The officers will be made up of President, Vice President-CSA Championship Meet Director, President Elect, Vice President-Rules, Vice President-Assistant CSA Championship Meet Director, Vice President-Director of Automation, Secretary, and Treasurer. The officers will be elected by a majority vote of the Board of Directors of the Community Swim Association to serve an initial term of three (3) years and may serve additional one (1) year terms if reelected, with the exception of the President, which may not serve more than three (3) years consecutively.
- B. The officers will not necessarily have to be members of the Board of Directors, but must be members of a member pool. Each pool will be limited to one (1) vote on the Board of Directors, and the President will not have a vote.
- C. The election of these officers will take place at the first Board of Directors meeting in the calendar year.
- D. The Executive Committee will be made up of the officers as designated in Section 5A of the rules plus three Members At-large. A minimum of two (2) of these 10 Executive Committee members must be drawn from pools with a swim team membership of less than one hundred (100) swimmers.
- E. The Executive Committee will have the authority to approve the CSA dual meet schedule without approval of the Board of Directors, and may be granted authority by the Board to act on its behalf in other matters.

Section 6 - DUTIES OF THE OFFICERS

- A. The President will preside over all the meetings of the Board of Directors and will be a member ex-officio of all committees.
- B. The Vice President-CSA Championship Meet Director will have the duties of the President when the latter is unable to attend or to preside, and the further duty of Director of the CSA Championship Meet.
- C. The Vice President-Rules will have the duty of overseeing the Rules for CSA as well as training and oversight of meet officials.
- D. The Secretary will perform duties that ordinarily pertain to the office, including maintaining proper minutes of all meetings.
- E. The Treasurer will be responsible for all monies of the organization.

- F. The Vice President-Director of Automation will have the duties of overseeing all computer systems for entries and scoring and of developing training for automating the member pools.
- G. The President Elect will become familiar with the duties of all officers and will assist in projects as assigned by the President.
- H. The Members At-large will conduct projects and accept duties as assigned by the President and other officers.
- I. The Vice President-Assistant CSA Championship Meet Director will assist the Championship Meet Director as requested and will assume the duties of the CSA Championship Meet Director should he/she be unable to serve in that capacity.

Section 7 - MEETINGS

- A. The Executive Committee will meet no later than March 20, and the Board of Directors will meet no later than May 1 of each year to begin the program for the year, and at all other times designated by the President. Notices of each meeting must be received at least 24 hours in advance.
- B. The Agenda of a meeting will be:
 - 1. Call to Order
 - 2. Minutes of Previous Meeting
 - 3. Reports of Committees
 - 4. Communications
 - 5. Old Business
 - 6. New Business
 - 7. Adjournment
- C. Quorum -- Fifty percent (50%) of the voting membership of the Board of Directors will constitute a quorum.
- D. All meetings will be conducted by Roberts Rules of Order.

Section 8 - COMMITTEES

- A. There will be the following Standing Committees of the Community Swim Association. Upon receipt of a recommendation from the Board of Directors, the President will appoint a chairman of each committee; each chairman will then select the rest of his or her committee from the membership of any pools or ex-officio members.
1. Rules Committee -- This committee will draw up Rules and Regulations of the Association subject to approval by a majority vote of the Board of Directors. It will periodically review the Rules and Regulations and initiate such changes as it deems necessary. The Rules Committee will, in conjunction with the President, make decisions on any disagreements between member clubs regarding dual meets or championship meet activities as related to officiating, scoring, and interpretation of USA Swimming Rules. The Executive Committee will make decisions regarding eligibility of swimmers.
 2. Scheduling Committee -- This committee will establish the time, place, and date of all Community Swim Association dual swim meets.
 3. Prizes and Awards Committee -- This committee will be responsible for purchase and distribution to each pool of an adequate number of prizes and awards for each meet. This committee will decide the type of awards for the Community Swim Association Championship Meets.

CSA GENERAL AND DUAL MEET RULES

I. ELIGIBILITY OF SWIMMERS TO PARTICIPATE IN THE CSA COMPETITIVE SWIMMING PROGRAM

- A. All swimmers must be members of the pool organization for which they swim, and swimmers may compete for only one CSA member pool. A swimmer must make a decision about which pool he or she will swim for not later than the first dual meet of the season. A swimmer may change community teams during the middle of the season upon approval of the Board of Directors.
1. Any swimmer who is an employee of the pool and who has membership only by virtue of that employment is ineligible to swim for that pool.
 2. A swimmer whose parent or parents are employees of a member pool, and thereby has a family membership, is eligible to swim.
 3. Swimmers on CSA Teams must be members of their club/pool on the same basis as non-swim team members.
 4. All swimmers must be active dues-paying members of their club/pool and must have pool privileges for the entire swim season (summer), not just during the swim team season. "Swim Team Only" memberships are not permitted, nor are memberships limited to the swim team season.
 5. Swimmers who have individual swimming privileges rather than family swimming privileges shall not be eligible to compete in the CSA without prior approval of the Executive Committee.
- B. CSA team coaches who have USA Swimming team members eligible to swim with their CSA teams must conduct team practice and meet tryouts in a fair manner to assure each swimmer who regularly practices with the team an opportunity to swim competitively. Therefore, it is recommended that all CSA team coaches require USA Swimming team swimmers to attend a minimum of one (1) practice weekly during the CSA season in addition to attending the regularly scheduled trials for team representation in competitive swimming meets.
- C. Any swimmer's eligibility to swim in CSA meets, no matter his or her age, shall end at the end of the CSA Championship Meet of the first CSA swimming season after his or her graduation from high school.
- D. A swimmer must participate in at least one dual meet during the season to be eligible to swim in any session of the CSA Championship Meet.

- E. Notwithstanding the age restriction that otherwise would apply, any swimmer who is 19 years old or younger may participate in Community Swim Association meets during the first CSA swimming season after his or her graduation from high school. Swimmers eligible to participate under this rule shall be included in the 15-18 age group.
- F. Exceptions to the rules of eligibility are maintained by the executive committee and published in the Appendix.

II. **PROTESTS AND PENALTIES**

- A. Any protests as to the eligibility of a swimmer to compete in CSA meets should be made in writing to the Executive Committee. The penalty for the first infraction will be disqualification, in the meet under protest, of the entire age group -- either male or female -- in which the infraction occurred.
- B. The CSA Executive Committee may recommend appropriate action if any swimmer or coach is deliberately or consistently in violation of the above rules.

III. **DUAL MEET SCHEDULING FORMAT**

The Scheduling Committee will compose and publish a stratified dual meet schedule based upon order of finish in the previous CSA Championship Meet.

IV. **USA SWIMMING RULES**

- A. Except where expressly stated within these CSA rules, USA Swimming Rules will govern the conduct of all CSA Dual and Championship Meets.
- B. Each member team of CSA must have representatives from that team who are either USA Swimming-certified officials or who have attended a CSA-approved officials clinic since January 1 of the current swim season in accordance with CSA Bylaws section XII. This official's requirement must be met prior to the team's participation in the CSA season.
- C. CSA is committed to fostering a fun, healthy and safe environment. For this reason, we require each member organization take appropriate steps to protect swimmers by instituting written policies surrounding coaches' access to swimmers outside of scheduled practices, meets, etc., in particular electronic communication (texting, email, etc.) and travel (ex. rides to and from meets) as well as defining what is appropriate and inappropriate contact between coaches and swimmers. Further, these policies are to be communicated to coaches and parents at the start of each swim season.

** Resources for athlete protection issues can be found at www.usaswimming.org

- D. CSA recommends, but does not require, that a certified life guard (other than a CSA coach involved in the meet) be on duty during all practices, warm-ups, and meets.

V. AGE GROUPS

- A. Age groups will consist of the following: 6 & under, 8 & under, 9-10, 11-12, 13-14, and 15-19. Eligibility to compete in a particular age group shall be determined by the swimmer's age on June 1st of the current swim season.
- B. Participants must swim in their respective age groups with the exception of relays (see Section V Rule C. below). Violation of this rule will result in disqualification of the offending swimmer from events illegally swum.
- C. Relays: There may be two (2) members of a relay team from any younger age group. Such substitutions with younger swimmers may be made to fill slots due to an inadequate number of members of the older age group, but may not be made to replace older swimmers who otherwise are eligible to swim on the relay in question. Violation of this rule will result in disqualification of the offending relay team.

VI. ENTRIES AND SUBSTITUTIONS

- A. By 12:00 PM noon on Sunday before the meet, Home team admin volunteer (may be coach or other volunteer) emails exported Team Manager "TM" event file to Visitor team coach and team representatives. Standard Order of Events and Entry limits are set in this file. A swimmer can swim a maximum of five (5) events - no more than three (3) individual events and no more than two (2) relays.
- B. By 2:00 PM Monday before the meet, Visitor team emails TM file back to Home team for import to Meet Manager (MM) and meet seeding combined with Home team entries. It is preferable that entry times be included with entries and that relay names are provided.
- C. Admin volunteer seeds the meet:
 - 1. Visitor swimmers are placed in odd lanes and Home swimmers in even lanes.
 - 2. Swimmers will be seeded by time with events swum fastest to slowest.

3. Admin volunteer runs Exception Report to identify individuals who exceed entry limits and sends to coaches for correction when emailing the preliminary heat sheet (below).
 4. Admin volunteer checks that entries result in only one heat of individual medley, distance free, and medley relay events. Excess entries shall be scratched from the meet based on entry times and the coach notified via email for any modifications in final entry choices.
 5. Admin volunteer adjusts final heats in each event to ensure they have at least 3 swimmers whenever practical based on total numbers of heats and swimmers in an event.
- D. By 8:00 PM Monday before the meet Home team emails the preliminary psych sheet to both coaches for review and /or corrections.
- E. By 12:00 PM on Tuesday the day of meet, coaches email final changes or corrections to Admin. NOTE: changes by swimmer are emailed with Event adding/Event scratching information- not a new entry file. Home team prints Lane/Timer sheets, final heat sheets and official's reports before the meet begins at 5:30. (Entry Labels can be printed and affixed to cards if they are being used in place of Lane/Timer sheets. The Clerk of Course)
- F. At 5:20 PM - 10 minutes before the scheduled meet starting time, entries are considered final. This includes relay swimmers.
- a. Each team will be allowed five (5) entry changes after that, provided these substitutions are reported to the Scorer at least two (2) events before the entry change. Scorer will assign heat and lane and communicate changes to Clerk of Course and Meet Referee.
 - b. To avoid disqualification, changes to the order of relay swimmers must be communicated to the lane Timer before the start of the Heat in which the relay team is entered. A change in the order of relay swimmers before the Heat is swum is not defined as an entry change.
 - c. It is the duty of the Scorer to keep track of entry changes for each team using the Additional Swimmer Log.

VII. AWARDS

Awards will be made available at the conclusion of each dual meet. For individual events, 1st- through 10th -place ribbons will be awarded. For relays, 1st-through 4th-place ribbons will be awarded. Ribbons are awarded for places corresponding to actual times swum, not

by place scored. CSA ribbons may not be used as “participation” ribbons or as awards at unofficial meets.

VIII. DISTANCES

Exact distances for dual meets will depend upon each pool’s dimensions but will be as close as possible to the following:

6 & Under Individual	25 yards
6 & Under Relays	100 yards
8 & Under Individual	25 yards
8 & Under Distance Freestyle	50 yards
8 & Under Relays	100 yards
Individual Medley	100 yards
Distance Freestyle	100 yards
9-10, 11-12, 13-14, 15-19 Individual	50 yards
9-10, 11-12, 13-14, 15-19 Relay	200 yards

IX. SCORING

A. CSA dual meets will be as follows:

Relays

Ten (10) points for 1st place; five (5) points for 2nd place.

A club may enter multiple relay teams in an event; however, only one (1) relay team may score points for the club in that event.

Individual Events – Four-lane Pool

7 – 5 – 4 – 3

Points are awarded up to four (4) places with each team awarded points for their top two (2) swimmers.

Individual Events – Six- or Eight-lane Pool

7 – 5 – 4 – 3 – 2 – 1

Points are awarded up to six (6) places with each team awarded points for their top three (3) swimmers.

B. Tri Meets – From time to time it may be necessary to schedule tri-meets during the regular season. Tri meets follow the same scoring rules as dual meets except that three relays (one per team) score and are awarded points as follows: 10 points for 1st place; 5 points for 2nd place; 3 points for 3rd place. Tri meets are not scored as double dual meets.

X. STARTING BLOCKS, WATER DEPTH, AND IN-WATER STARTS

- A. If a club chooses to use starting blocks, the blocks must be attached to permanent anchors in the deck of the pool. USA Swimming Rules regarding depth of water and use of starting blocks will be followed.
- B. Pools with water depth of less than four (4) feet at the start and/or turn end are required to use in-water starts. Diving from the blocks or the deck in water less than four (4) feet during a CSA practice or dual meet is strictly prohibited.
 - 1. When starting a race in the water, a swimmer must have at least one hand in contact with the wall or starting platform.
 - 2. Relay swimmers beginning their leg of a relay in the water must maintain contact with the wall until the incoming swimmer has touched.

XI. STARTING TIMES

All dual meets will begin at 5:30 p.m. Warm-ups are to begin at 5:00 p.m.

XII. JUDGES, OFFICIALS, AND POSTPONEMENT OF MEETS

- A. Listed below are the minimum required volunteers to be provided by each team participating in the dual meet.

	<u>Home Team</u>	<u>Visiting Team</u>
Referee*	1	
Starter*	1	
Stroke & Turn Judge*	2	2
Timers and Watches per Lane	2	1
Clerk of Course Workers	2**	2**
Meet administrator	1	1
Admin support	1**	1**

* Must hold current USA Swimming or CSA certification in this position

** Larger teams will require more volunteers in these areas

Names of officials should be turned in to the meet referee fifteen (15) minutes before scheduled meet starting time. A coach may be the starter only by mutual consent of both teams. Order of finish disputes will be settled by the referee.

- B. CSA encourages the use of three (3) timers per lane (two provided by the home team, one by the visiting team) for dual meets. The intermediate watch time shall

be the official time. If a meet is run with only two timers per lane, an average of the two watches shall be the official time.

- C. Postponement of any dual meet will be by mutual consent of both teams or by the decision of the Meet Referee, whose decision is not dependent on the consent of the teams. Dual meets may be postponed for the following reasons:
 - 1. Weather conditions that prohibit or limit competitive swimming -- primarily rain, lightning, and unseasonable cold.
 - 2. Any abnormal event that creates unsafe or unsatisfactory conditions for the proper and fair conduct of a meet.

- E. The mutual decision of the teams to postpone a dual meet will be made no earlier than six (6) hours and not later than two (2) hours prior to the scheduled dual meet. The coaches of the competing teams will appraise any conditions occurring within two (2) hours prior to the meet, which are grounds for postponement. By mutual consent of the teams, the dual meet may be postponed, provided such postponement will occur not earlier than 30 minutes after the scheduled meet time. The Meet Referee may declare the meet postponed at any time beginning at the earlier of: when warm-ups begin or 30 minutes before the meet is scheduled to begin. The teams must schedule the meet for a date no later than one day prior to the CSA Championship Meet.

- F. The CSA President shall appoint a team of three (3) referees to act as a mediator in case of disputes pertaining to postponements. A team failing to compete when a meet is cancelled by the Meet Referee or by mutual consent of both teams will forfeit such meet. The score for the team winning by forfeit will be its average score for the season. The score for the team losing by default will be zero.

- G. If bad weather conditions occur after a meet has started, the meet may be called final instead of postponed only with the mutual consent of both pool representatives and coaches involved.

- H. Individuals who have complaints about meet conditions or other non-swimmer issues at dual meets should bring said complaint to the attention of their team representative. If action is required, it will be decided after discussion between the respective team representatives and the meet referee.

- I. Misconduct at dual meets by officials, teams, or spectators will be handled immediately by the Meet Referee and reported to a meeting of the CSA for any further action necessary to prevent a recurrence. The CSA, by a majority vote, has the authority to disqualify a team from further participation in the CSA meets for the misconduct of its swimmers, parents, or coaches at a dual meet.

XIII. ALCOHOL, SMOKING, AND DRUG POLICY

- A. Alcohol, illegal drugs, controlled substances, and the like are not permitted during any CSA event. A team whose parents or other spectators or officials are consuming any such substances on the pool premises during a dual or championship meet, or who is present at such meet and who is obviously impaired as a result of having done so regardless of when or where, shall have the following penalties imposed:
1. On the first violation, the Meet Referee shall warn the offending person that he or she shall be required to leave the premises for the balance of the meet if he or she persists in the violation.
 2. If the person persists in the behavior after an initial warning, the Meet Referee shall require the person consuming the substance in question to leave the premises for the balance of the entire meet.
 3. The Meet Referee shall have the right to impose any additional penalty that he decides is appropriate under the circumstances.
- B. Smoking and other tobacco products also are prohibited on the pool deck and in the areas that swimmers use during the meet or during the warm-up periods in connection with the meet. A team whose parents or other spectators or officials are using any such substances in such areas during a dual or championship meet shall have the following penalties imposed:
1. On the first violation, the Meet Referee shall warn the person that he or she shall be required to leave the premises for the balance of the meet if he or she persists in the violation.
 2. If the person continues to use such substances after an initial warning, the Meet Referee shall require the offending person consuming the substance in question to leave the premises for the balance of the entire meet.
 3. The Meet Referee shall have the right to impose any additional penalty that he decides is appropriate under the circumstances.
- C. Any dispute regarding the imposition of any sanction under this rule, or the failure to impose a penalty under this rule, shall be referred to the CSA President, who shall confer with the CSA Executive Committee regarding the dispute, and the President shall issue a final decision promptly thereafter.

XIV. SWIMWEAR AND APPROPRIATE ATTIRE

Swimmers are not allowed to wear team attire from USA Swimming clubs on deck during CSA dual meets or the CSA Championship Meet.

XV. MISCELLANEOUS RULES

All CSA meets (Dual, Tri, or Championship) are required to utilize “dive-over” starts for all age groups. Swimmers, after completing their race, will remain at the wall until the next heat is started. At that time, they may exit the pool.

CSA CHAMPIONSHIP MEET RULES AND NOTES CSA

I. MEET FORMAT

A. The Executive Committee in conjunction with the host venue(s) will determine the format of the CSA Championship Meet. The following will be considered in determining the format:

- Designated dates of the CSA Championship Meet
- Anticipated number of swimmers
- Pool configuration of host venue
- Capacity of host venue, as considered in terms of any existing or imposed regulations (i.e. fire codes, etc.)

B. The CSA Championship Meet will be executed and scored as two meets:

1. Open Championship (formerly referred to as Day 1)
2. Championship - Prelims/Finals (formerly referred to as Day 2 and 3)

Scoring format for each division will be established by the Executive Committee based on final format of the meet as determined by consideration of the factors listed above. Scoring format will be approved by the Board of Directors.

C. Open Championship and Championship - Prelims/Finals events may be swum in the same session. Eligibility rules for both Divisions follow.

D. The purpose of the Open Championship Events of the CSA Championship Meet will be to allow as many children as possible an opportunity to swim and compete in the CSA Championship Meet.

- E. It is the Coach's responsibility to remember the spirit and intent of the Open Championship Events of the CSA Championship Meet competition. Coaches should refrain from allowing participation by a stronger swimmer in the Open Championship Events of the CSA Championship Meet for any reason.

II. ENTRY PROCEDURES

- A. Each team may enter a total of three (3) official swimmers per individual event, and only one (1) official relay team per relay event in the Championship-Prelims/Finals Meet. There is no limit on a team's individual or relay entries in the Open Championship Meet, except for the limits on individual swimmers set out below.
- B. Any swimmer can swim a maximum of five (5) events -- no more than three (3) individual events, and no more than two (2) relays.
- C. A swimmer may not be entered to swim the same individual event in both the Open Championship events and the Championship - Prelims/Finals events (e.g., swimmer may not swim the Open Championship 50 free and Championship - Prelims/Finals 50 Free).
- D. A swimmer may not swim in more than two (2) relay events during the three-day period of the CSA Championship Meet.
- E. A swimmer may not be entered to swim in a Free Relay event more than once (i.e., a swimmer may not swim the Open Championship 200 Free Relay and the Championship - Prelims/Finals 200 Free Relay).
- F. Each team will pay an entry fee per swimmer, which is to be turned in to the Treasurer with meet entries and an updated roster. The Board of Directors shall determine the amount of the entry fee each year. Entry fees are non-refundable. If swimmers are entered but fail to show for the Meet, their fees will not be refunded to the club.
- G. There will be no substitution of swimmers allowed once the meet entry deadline has passed, except as stated in the Medical Exception rules.
- H. Posting Procedure:
 - 1. Each club must post a list of CSA Championship Meet entries at a prominent and publicized place at their pool at least 48 hours prior to the entry deadline.

2. The CSA Championship Meet entries must be reviewed by both the Club Representatives and by the Coach. Both Representatives and the Head Coach will sign the list after their joint review and before it is posted.
 3. Members of the CSA Executive Committee may visit each pool to verify the procedure has been followed. Clubs failing to comply will be charged with higher CSA Championship Meet entry fees.
 4. Parents are responsible for checking the posted entries and for bringing any discrepancy to both the Coach and Team Representatives' attention.
 5. Any discrepancy must be resolved prior to the entry deadline.
 6. All Entries will be considered final. Current rules allow a Coach to leave an entry slot blank and enter a swimmer who is not entered in the meet as a late entry. A swimmer who is entered under normal circumstances cannot be moved to a blank slot.
- I. Late entries will be accepted prior to the completion of warm-ups on the first day of Trials at the beginning of the CSA Championship Meet.
1. A team's number of entrants per event and an individual's number of events are considered finalized for purposes of late entries at the official deadline. (Only vacant spots on team entry sheets at this point may be filled with late entries.)
 2. Late entries will not be accepted for any swimmer who is already listed on the official team entry above.
 3. Late entries will be charged a \$7.00 entry fee. Payment and roster sheets must accompany entry, or entry will not be accepted.
 4. Late-entered swimmers will be seeded in heats at the Referee's discretion.
 5. In seasons when CSA Championship Meet entries must be submitted prior to the last dual meet, coaches may enter swimmers who have not swum in a preceding meet by certifying that the swimmer will swim in a meet prior to the CSA Championship Meet.

III. SWIMMER ELIGIBILITY

- A. A swimmer is eligible for the CSA Championship Meet as long as he or she has swum in at least one dual meet for that CSA team during the current season.

- B. Eligibility to compete in a particular age group shall be determined by the swimmer's age on June 1st of the current swim season.

IV. **SCRATCH RULES**

- A. Scratch rule for the CSA Championship Meet: Each swimmer will be responsible for being at the meet in time for his or her scheduled events, and will report to the proper meet authorities promptly upon call.
- B. Pre-seeded meets -- Each swimmer will report promptly to the Clerk of Course at least one event prior to the start of each race in which he or she is entered.
 - 1. A swimmer not reporting for or competing in any individual timed final event will not be penalized.
 - 2. Any swimmer not reporting for or competing in a preliminary heat when finals are scheduled will not be penalized.
- C. Scratching from consolation finals and finals will be addressed in the following manner:
 - 1. Any swimmer qualifying for a consolation final or final race in an individual event who fails to compete in said race will be barred from their next individual swim (prelims, consolation final, or final).
 - 2. In the event of withdrawal or barring of a swimmer from competition, the referee will fill the consolation final or final when possible with the next qualified swimmer(s). First and second alternates will be announced along with the final qualifiers. These alternates will not be penalized if unavailable to compete in the finals.
 - 3. Where consolation finals have not yet been swum and barring or withdrawal is known to the Referee, the Referee will reseed the consolation final and the final, if necessary, to insert the alternate(s) in the appropriate lane(s), filling all lanes in the final.
 - 4. If the consolation final has already been swum, the companion final will be swum without reseeding for the empty lane(s).
- D. Exception for failure to compete -- No penalty will apply for failure to withdraw or compete in an individual event if:

1. The Referee is notified in the event of illness or injury, and accepts proof thereof.
2. A swimmer qualifying for a consolation final or final race following the preliminaries notifies the Referee within 30 minutes after posting of the qualifiers for that final race that he or she will not compete.
3. It is determined by the Referee that failure to compete is caused by circumstances beyond the control of the swimmer.

V. SCORING

- A. Scoring format for each division will be established by the Executive Committee and approved by the Board of Directors.
- B. The 6 & Under events will be scored in dual meets and the Open CSA Meet.

VI. EVENTS

Championship Prelims/Finals events shall consist of six (6) individual events (freestyle, backstroke, butterfly, breaststroke, long freestyle, and IM) and two relays (medley and freestyle) as follows:

Individual event distances

Age group	IM	Long free	Other	Relay distances
8 & under	n/a	50 yds	25 yds	100 yds
9-10	100yds	100yds	50yds	200 yds
11-12	100yds	100yds	50yds	200 yds
13-14	100yds	100yds	50yds	200 yds
15-19	100yds	100yds	50yds	200 yds

Open Championship events shall consist of two (2) individual events (backstroke and freestyle) for 6 and under, four (4) individual events (freestyle, backstroke, butterfly, breaststroke) for older age groups, and a freestyle relay for all age groups, as follows:

Age group	Individual event distances	Relay distances
6 & under	25 yds	100 yds
8 & under	25 yds	100 yds
9-10	50 yds	200 yds
11-12	50 yds	200 yds

13-19 All Strokes**	50 yds	200 yds
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****Note: Swimmers ages 13-19 may be seeded and swum together in individual Open Championship events. However, the results from these events shall be placed and scored as separate age groups of 13-14 and 15-19.**

C. At the discretion of the Meet Director, long freestyle and IM events may be added to the Open Championship Meet.

VII. AWARDS

- A. Awards for the CSA Championship Meet will be placed in respective team boxes for the team coaches to distribute to the winners.
- B. All swimmers who place first in three (3) individual events, regardless of age group, in the CSA Championship Meet shall be recognized as Golden Swimmers, and will be honored at the end of the CSA Championship Meet.
- C. All CSA Championship records for individual events must be swum in the individual events. Relay lead-off times will not be considered for individual event CSA Championship Meet Records.

VIII. MISCONDUCT

- A. Misconduct at championship meets by officials, teams, or spectators will be handled immediately by the Referee and reported to a meeting of the CSA for any further action necessary to prevent a recurrence. The CSA, by a majority vote, has the authority to disqualify a team from further participation in CSA meets for the misconduct of its swimmers, parents, or coaches at a championship meet.
- B. A team shall not change its CSA Championship Meet entries in response to the posted entries of another team (see Section I.E., above).
- C. If a team changes its CSA Championship Meet entries in an apparent response to another team's posted changes, all swimmers whose entries have been changed shall be disqualified from competing at the CSA Championship Meet.
- D. If the violation of this rule is not discovered until after the CSA Championship Meet is over, the team who commits the violation shall forfeit all points it obtained because of the violation, and all swimmers whose entries have been so changed shall return their awards to CSA, which shall be distributed to the other swimmers in the event(s) in question.

IX. APPEAL OF CSA CHAMPIONSHIP RESULTS

Any appeal of the Results of the CSA Championship – Prelims/Finals Meet or CSA Open Championship must be made within three (3) days following the end of the Meet. The appeal must be made in writing to the CSA Championship Meet Director, who will meet with the VP-Director of Automation and the President of CSA for a review of the results.

X. ENTRY FEES

- A. Each team will pay an entry fee per swimmer in the CSA Championship Meet. Entry fees are to be turned in to the Treasurer with the entry sheet one (1) hour prior to the start of the meet. The Board of Directors shall determine the amount of the entry fee each year.
- B. Entry fees are non-refundable. If swimmers are entered but fail to show for the Meet, their fees will not be refunded to the club.

MEDICAL EXCEPTION TO CSA CHAMPIONSHIP MEET ENTRY RULES FOR SUBSTITUTIONS

In the event that a swimmer who has been entered in the CSA Championship Meet of the CSA Championship Meet cannot compete because of a medical condition, the following rules regarding substitutions shall apply:

- “Medical exceptions” shall be allowed on a case-by-case basis.
- If a “medical exception” occurs, a club may substitute a swimmer not already entered in the meet (a new swimmer); or it may use a swimmer who is already entered but in less than the three (3) events allowed for each swimmer. No switching around of swimmers will be allowed to fill a vacancy created by the “medical exception.”
- Any swimmer with a medical excuse will not be allowed to swim in any individual events that day.
- The cut-off time for substituting swimmers for “medical exceptions” shall be no later than the end of the warm-up period of the session affected by the substitution.
- The burden of proof shall lie with the coach of the team that has the “medical exception.” A “verification form” shall be completed when a request for substitution is made. The form will require three (3) signatures -- coach, parent (of the ill child), and one CSA team representative. The coach shall be responsible for obtaining the proper signatures and for giving the form to the CSA Championship Meet Director prior to the beginning of competition for the session affected by the substitution.

The “verification form” shall contain the following information:

Date	Reason
Time	Substitute Swimmer’s Name
Coach’s Name	Coach’s Signature
Club Name	Parent’s Signature
Swimmer to Scratch	CSA Team Representative’s Signature
Events Involved	Meet Director’s Signature

- The CSA Championship Meet Director shall render decisions on all requests for “medical exception” substitutions. Coaches shall contact the CSA Championship Meet Director to obtain approval for each proposed “medical exception” substitution and to obtain the proper “verification form.”

APPENDIX

ELIGIBILITY EXCEPTIONS FOR PARTICIPATION IN THE CSA COMPETITIVE SWIMMING PROGRAM

1. **The YMCA Bears** – was started by the CSA Board as an outreach in 1998-99. Former CSA President Reid Phillips worked with the YMCA and his daughter, Chase, who donated her time with kids and parents to help get it started. All swimmers are members of the YMCA organization. Through their screening process some members qualify for need-based scholarship.
2. **Bur-Mil** – When it was renovated and opened by the City of Greensboro in 2004, the CSA board voted to start a second outreach to service a section of town and citizenship not previously covered by the arrangement with the YMCA. With facilities now owned by Guilford County, Bur-Mil operates on a budget supported by county taxes instead of membership. To help them have a membership similar to other clubs, in 2014 the CSA executive committee asked them to require that all swim team members buy a Summer pass to the pool in addition to paying swim team dues so that they have membership structure more in line with other clubs and not “Swim Team Only”.
3. **Henson Forest** – Henson Forest is allowed a “Swim Team Only” membership with the following qualifications: 1) Team will not exceed 115 swimmers due to pool’s capacity, 2) Team will geographically limit their new swimmers to the 27358 (Summerfield) zip code. Existing team members residing outside of 27358 will be allowed to remain on the team.