

SECTION I: GUIDELINES

1. **Appeals regarding competition will be made to the Meet Director by the team's Official coach. Appeals not satisfactorily resolved by the Meet Director will be brought to the League Vice President through the team's League Representative or Official Coach. Parents and other coaches may NOT be involved in formal appeal process.** The League Vice President is the final arbiter on all appeals except those involving his club. The President of the League is the final arbiter on disputes involving the Vice President's team. Appeals should be made at the time an infraction occurs or at the time incorrect information is posted from the computer.

2. Each team will provide the following for the Championship Meet: (It is recommended that volunteers have previous experience in the position they are volunteering for; especially Stroke Judges, Ready Bench, Computer Operators/Scorers)

- 6 Timers
- 2 Stroke Judges
- 2 Ready Bench Assistants
- 2 Runners
- 2 Computer Operators/Scorers
- 1 Awards Official
- 1 Hospitality
- 1 Marshall

3. Head Stroke Judge, Head Scorer or Computer Operator, Head Ready Bench, and alternate Starters will be designated at the Champs Planning Meeting. Those working these positions can work out a schedule.

4. The following are Championship Meet entry criteria:

- A. For the Championship Meet, the entry list (see Appendix D) data file is due to the Head Scorer no later than 5 pm WEDNESDAY prior to Champs.
- B. Championship Eligibility: Swimmers shall have at least one (1) legal recorded time per individual event they wish to enter at Championships. A legal recorded time is a legal swim (no DQ) of a specific individual event, swum during the current season at a regularly scheduled in-season CCSSL Meet (not a "fun meet", out-of-league meet, or time trials). Teams may NOT enter "relay-only" swimmers at the Championship Meet.
- C. Event Eligibility: For the Championship Meet, swimmers may be entered in three (3) different individual events and two (2) different relay events. Swimmers may "swim up" in age-group but not down. Swimmers may not swim in the same event in two different age groups. For example, a 9-year-old girl may swim in both the 9 – 10 girls freestyle and 11 – 12 girls backstroke. She may not swim in the 9 – 10 girls freestyle and the 11 -12 girls freestyle. She may swim in both the 9 – 10 girls freestyle relay and the 11 – 12 girls medley relay. She may not swim in the 9 – 10 girls freestyle relay and the 11 – 12 girls freestyle relay.
- D. Seeding: No swimmer will be seeded on the Championship heat sheet with an "NT" (no time). **For Champs only three (3) relay teams (A, B, and C) per age-group relay event will seeded by actual time rather than artificial assignment.** Every effort should be given to providing names for relay teams prior to seeding the meet. To ensure awards accuracy, corrections to the relay team member names will be provided to the Head Scorer as soon as possible, but no later than immediately after the relay is swum.
- E. After the Head Scorer or Computer Operator has received the entries from all participating teams the heat sheet will be compiled. The compiled heat sheet will be made available for review by the

participating Meet Directors and/or designated representatives. After a reasonable amount of review time the Championship Meet Director will declare the heat sheet final. Once the heat sheet has been finalized the documents for the meet (heat sheets and lane/timers sheets) will be printed. There will be NO LATE ENTRIES OR DECK ENTRIES after the heat sheet has been finalized, except in the event of computer operator error and only with permission of the Championship Meet Director.

- F. The Head Scorer or Computer Operator will be responsible for providing each team with soft copy of the official heat sheet by 6 pm on FRIDAY at a central location. Make sure soft copy has the word FINAL on it. Teams will be responsible for printing their own heat sheets. The most up-to-date FINAL heat sheet will be provided to Stroke Judges, coaches at beginning of each meet.

SECTION II: JOB DESCRIPTIONS

1. Championship Meet Director - See Home Meet Director guidelines from the In-Season Meet Guide.
2. Head Stroke Judge
 - A. The purpose of the Head Stroke Judge is to ensure that DQ slips are accurate and valid before they are sent to scoring. All DQ slips should go to the table of the Head Stroke Judge to be checked for validity before going to the computer stations. Two signatures must be present and each slip should be checked against the heat sheet to verify swimmer and club. The swimmer's name must be recorded on the DQ slip.
 - B. The Head Stroke Judge will keep a list of stroke judges with their initials in case of question.
 - C. There will be eight trained stroke judges at all times. Each stroke judge should wear a badge of office so they are readily identifiable.
 - D. The Head Stroke Judge is not responsible for arbitrating deck disagreements between stroke judges; this is the responsibility of the Championship Meet Director.
3. Head Scorer or Computer Operator
 - A. The Head Scorer will be responsible for merging team meet entries and preparing the heat sheet.
 - B. Any changes to the posted scoreboard will be noted in red at the earliest possible time.