

**KATY WEST HOUSTON AQUATIC CONFERENCE**  
**RULES FOR CONDUCTING SWIM MEETS**  
(Adopted November 14, 2007)

**I. Purpose and Content**

- A. The purpose of these rules is to define the conduct of swim meets in the Katy West Houston Aquatic Conference (“KWHAC” or “Conference”).
- B. Per the KWHAC bylaws, these rules shall include:
  - 1. Scheduling, Cancellation and Make-up of Swim Meets
  - 2. Responsibilities of Meet Officials
  - 3. Schedule of Events
  - 4. Entries
  - 5. Lane Assignments
  - 6. Rules for Swimming the Strokes
  - 7. Scoring
  - 8. Protests

**II. Scheduling, Cancellation and Make-up of Swim Meets**

- A. Meets at lighted pools shall start no later than 7:00 pm on the date prescribed by the league schedule. The meet time and date may be changed by mutual agreement of the competing teams at least one week in advance of the meet. When a meet time or date is changed, the Secretary must be notified prior to the originally scheduled time and date.
- B. Delay and/or cancellation due to weather shall be governed by the discretion of the Meet Director and the Official Coaches. The league recommends that the Meet Director follow the current American Red Cross guidelines regarding lightning safety precautions.
  - 1. If a meet has not started and is cancelled due to weather, the meet should be held within the next 10 days.
  - 2. If a meet has started and is cancelled due to weather, it is deemed complete if the backstroke events have been completed. The remaining points are to be divided equally between the teams.
  - 3. If a meet has started and is postponed due to weather prior to completion of the backstroke events, the meet may be rescheduled and resumed from the point at which it was halted by mutual agreement of the Meet Director and the Official Coaches.
    - a. If the teams mutually agree not to reschedule the meet, they may agree on a winner and divide the remaining points equally.
    - b. If the meet is rescheduled, the teams are not required to maintain the entries of the postponed meet.
    - c. If a meet is rescheduled, the Secretary shall be notified before the meet is resumed.

### III. Responsibilities of Meet Officials

- A. The home team shall provide the Meet Director, three Finish Judges, the Director of Scoring, the Official Starter, one Stroke Judge, one Touch-Turn judge, one Official Coach and the announcer.
- B. The visiting team shall provide three Finish Judges, one Official Scorer, one Stroke Judge, one Touch-Turn judge and an Official Coach.
- C. The home and visiting teams shall provide additional meet officials as needed for the safety and supervision of the swim meets, including false start rope operators as appropriate with the seating at the meet. Nothing in these regulations shall be construed as limiting the number of people a pool may use to handle a meet, who should be assigned a specific task, or the right to change such an assignment. No coach or assistant coach shall serve as an official at any meet.
- D. **The Meet Director** shall be in complete charge of the meet, adjudicate all disputes, and have the final word in all matters subject only to a written protest as provided for herein. The Meet Director shall make a written report to the President on any unsportsmanlike conduct he/she considers detrimental to the good conduct of the meet.
- E. **The Director of Scoring** shall be responsible for accurate scoring on the Conference approved score sheets, the awarding of individual awards, and transporting of those scores to both Official Coaches. The Director of Scoring may appoint assistants who will be responsible for awarding ribbons. There shall be only one official scorer for each team.
- F. **The Official Coach** on the winning team shall be responsible for transmitting the official score sheets to the Conference Secretary by Saturday of the week of the meet. The Official Coach shall report verbally to the Conference Secretary the scores of the meet by noon the day after the meet is held. Only the Official Coach of either team may discuss procedure or judgments with the Meet Director.
- G. **The Stroke Judge** shall report any infraction to the Meet Director for the swimmer in question. The Meet Director shall then advise the scoring table and the swimmer exactly what he or she did that was wrong. At the conclusion of the event the Official Coach should be advised of any disqualification and the infraction involved by the Meet Director. Leniency in the case of "no harm" fouls or fouls among the ten and under age groups is encouraged. There shall be no disqualification in the 6 & under through 7-8 age groups, unless, in the opinion of the Stroke Judge or Meet director, the swimmer gains an unfair advantage in swimming the wrong stroke. The Stroke Judge shall signal any infraction by immediately raising their hand as soon as possible to report the infraction to the Meet Director.
- H. **The Touch-Turn Judges** shall be responsible for watching the stroke as they begin execution of the turn; the turn itself; and as they complete the turn for all swimmers in their lane. They are also responsible for observing that all age groups do legal finish touches. They are responsible for watching for false starts on the relay takeoffs. They should signal any infraction immediately by raising their hand as soon as possible to report the infraction to the Meet Director.
- I. **The Finish Judges** provided by the visiting team shall be assigned 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> places and those provided by the home team shall be assigned 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> places. The first place judge shall pick the winner independently of the other judges; selection of the second place judge shall take precedence over the third; etc. Finish Judges will consider only the order of finish; all other turn and touch infractions are the sole domain of the Touch-Turn Judges.

#### IV. Schedule of Events

- A. All of the listed events, and only the listed events, shall be held at each meet. Extra heats on the individual freestyle event, medley relay event and freestyle relay event shall be permitted, but shall not be scored for points. All assisted swimmer heats shall take place prior to the start of the meet. No assisted swimmers shall be allowed to swim or place in the competitive events.
- B. The events shall be held in the order specified and only in the order specified.
- C. The schedule of events shall be as follows:

Event #	Age	Sex	Stroke	Distance
1	13-14	Boy	Individual Medley	4 lengths
2	13-14	Girl	Individual Medley	4 lengths
3	15-18	Boy	Individual Medley	4 lengths
4	15-18	Girl	Individual Medley	4 lengths
5	6 & under	Mixed	Freestyle Relay	4 lengths
6	7-8	Boy	Medley Relay	4 lengths
7	7-8	Girl	Medley Relay	4 lengths
8	9-10	Boy	Medley Relay	4 lengths
9	9-10	Girl	Medley Relay	4 lengths
10	11-12	Boy	Medley Relay	4 lengths
11	11-12	Girl	Medley Relay	4 lengths
12	13-14	Boy	Medley Relay	8 lengths
13	13-14	Girl	Medley Relay	8 lengths
14	15-18	Boy	Medley Relay	8 lengths
15	15-18	Girl	Medley Relay	8 lengths
16	6 & under	Boy	Freestyle	1 lengths
17	6 & under	Girl	Freestyle	1 lengths
18	7-8	Boy	Freestyle	1 lengths
19	7-8	Girl	Freestyle	1 lengths
20	9-10	Boy	Freestyle	1 lengths
21	9-10	Girl	Freestyle	1 lengths
22	11-12	Boy	Freestyle	2 lengths
23	11-12	Girl	Freestyle	2 lengths
24	13-14	Boy	Freestyle	2 lengths
25	13-14	Girl	Freestyle	2 lengths
26	15-18	Boy	Freestyle	2 lengths
27	15-18	Girl	Freestyle	2 lengths
28	7-8	Boy	Breaststroke	1 lengths
29	7-8	Girl	Breaststroke	1 lengths
30	9-10	Boy	Breaststroke	1 lengths
31	9-10	Girl	Breaststroke	1 lengths
32	11-12	Boy	Breaststroke	1 lengths
33	11-12	Girl	Breaststroke	1 lengths
34	13-14	Boy	Breaststroke	2 lengths

35	13-14	Girl	Breaststroke	2 lengths
36	15-18	Boy	Breaststroke	2 lengths
37	15-18	Girl	Breaststroke	2 lengths
38	7-8	Boy	Backstroke	1 lengths
39	7-8	Girl	Backstroke	1 lengths
40	9-10	Boy	Backstroke	1 lengths
41	9-10	Girl	Backstroke	1 lengths
42	11-12	Boy	Backstroke	1 lengths
43	11-12	Girl	Backstroke	1 lengths
44	13-14	Boy	Backstroke	2 lengths
45	13-14	Girl	Backstroke	2 lengths
46	15-18	Boy	Backstroke	2 lengths
47	15-18	Girl	Backstroke	2 lengths
48	7-8	Boy	Butterfly	1 lengths
49	7-8	Girl	Butterfly	1 lengths
50	9-10	Boy	Butterfly	1 lengths
51	9-10	Girl	Butterfly	1 lengths
52	11-12	Boy	Butterfly	1 lengths
53	11-12	Girl	Butterfly	1 lengths
54	13-14	Boy	Butterfly	2 lengths
55	13-14	Girl	Butterfly	2 lengths
56	15-18	Boy	Butterfly	2 lengths
57	15-18	Girl	Butterfly	2 lengths
58	7-8	Boy	Freestyle Relay	4 lengths
59	7-8	Girl	Freestyle Relay	4 lengths
60	9-10	Boy	Freestyle Relay	4 lengths
61	9-10	Girl	Freestyle Relay	4 lengths
62	11-12	Boy	Freestyle Relay	8 lengths
63	11-12	Girl	Freestyle Relay	8 lengths
64	13-14	Boy	Freestyle Relay	8 lengths
65	13-14	Girl	Freestyle Relay	8 lengths
66	15-18	Boy	Freestyle Relay	8 lengths
67	15-18	Girl	Freestyle Relay	8 lengths

**V. Entries**

- A. A swimmer may compete in a total of three individual events, one medley relay, one freestyle relay and one individual medley in his own age group or an older age group.
- B. All age groups are defined as being open to that age group or any younger age.
- C. Total entries per team shall be limited to:

	Red Division	Blue Division	Meet of Champs All Divisions
Individual Events – 6 & under yrs	3	2	4
Individual Events – 7-8 to 13-14 yrs	3	2	4
Individual Events – 15-18 yrs	2	2	4
Individual Medley – 13-14 yrs	3	2	4
Individual Medley – 15-18 yrs	2	2	4
Relay Events	1	1	1

**VI. Lane Assignments**

- A. For six lane pools, the home team will be assigned lanes 1, 3 and 5.
- B. For six lane pools, the visiting team will be assigned lanes 2, 4 and 6.
- C. For five lane pools, the visiting team will be assigned lanes 1, 2, and 4, with lane 1 being an exhibition lane. The home team will be assigned lanes 3 and 5. This is done to be consistent with A and B above and with scoring lanes 2-5 where there are only 4 entries per event.

**VII. Rules for Swimming the Strokes**

- A. Swimmers shall swim all strokes in accordance with the current UIL Rules for that stroke including all rules pertaining to starts, touches, turns and finishes except as otherwise specified herein. The UIL Rules in effect for that swim season shall be distributed to the Team Representatives prior to the start of the swim season.
- B. Starting blocks shall not be allowed at any meet, including the Meet of Champs.
- C. Relay Events
  - 1. The first swimmer of a relay team, once called to the starting deck by the starter, shall not change his/her swimming order in the relay event with any teammate.
  - 2. The first three members of the relay teams shall leave the water by the finish end of their lane promptly after finishing their quarter of the race, shall not re-enter the water, and shall provide sufficient room at the finish to allow finish and touch-turn judges a clear view of the pool.
- D. Penalties for event form violations
  - 1. Individual events
    - a. For a form violation in an individual event the swimmer is disqualified from the event.

- b. Leniency is allowed the 7-8 year old swimmers in the execution of their strokes as long as they are attempting to do the stroke legally, unless they gain an unfair advantage in swimming the stroke incorrectly. Legal finishes are required, however.
2. Relay events
- a. For a form violation by an individual member of the relay team, the relay team is disqualified from the event.
  - b. For a non-participating team member entering the water during the event, the team is disqualified from the event.
  - c. In the 6 and Under Mixed Relay, if swimmer #2 dives in at the start of the race, there shall be no disqualification. It shall be at the Starter's and Meet Director's discretion whether to treat this as a false start.
3. During an event, if a swimmer changes lanes or goes under the lane ropes and does not interfere with other swimmers, he/she shall be disqualified at the discretion of the Meet Director in conference with the stroke and touch turn officials. A final decision shall be made by the Meet Director as to whether there has been any interference to other swimmers.

**VIII. Scoring of Meets and Meet of Champions**

- A. Only the first heat of any event shall be designated for points.
- B. In events in which there are a total of 4 entries (e.g., 15-18 individual events, Blue Division individual events), only the swimmers in lanes 2, 3, 4 and 5 are designated for points. Points shall be awarded for 1<sup>st</sup> through 4<sup>th</sup> places based on the relative finishes in those lanes, while ribbons shall be passed out based on the finish of the race including all 6 lanes.
- C. In events in which there are a total of 2 entries (e.g., relay events), only lanes 3 and 4 are considered for points. Points shall be awarded for 1<sup>st</sup> and 2<sup>nd</sup> places based on the relative finishes in those lanes, while ribbons shall be passed out based on the finish of the race including all 6 lanes.
- D. Points shall be awarded on the following basis for individual events:

	Regular Season	Meet of Champs
1 <sup>st</sup> place	7 points	10 points
2 <sup>nd</sup> place	5 points	7 points
3 <sup>rd</sup> place	4 points	6 points
4 <sup>th</sup> place	3 points	5 points
5 <sup>th</sup> place	2 points	4 points
6 <sup>th</sup> place	1 point	3 points
7 <sup>th</sup> place	---	2 points
8 <sup>th</sup> place	---	1 point

- E. Points shall be awarded on the following basis for relay events:

	Regular Season	Meet of Champs
1 <sup>st</sup> place	7 points	20 points

2 <sup>nd</sup> place	3 points	14 points
3 <sup>rd</sup> place	---	12 points
4 <sup>th</sup> place	---	10 points
5 <sup>th</sup> place	---	8 points
6 <sup>th</sup> place	---	6 points
7 <sup>th</sup> place	---	4 points
8 <sup>th</sup> place	---	2 points

F. Ties

1. Split points – add points for tied place and the place immediately below and award one-half the sum to each of the tied swimmers. No points are to be awarded for the lower place.
2. Example: if two swimmers tie for 3<sup>rd</sup> place, each swimmer receives 3-1/2 points (one-half of 4 pts + 3 pts); the swimmer finishing immediately after the tied swimmers receives 5<sup>th</sup> place.

G. Disqualifications

1. No points are awarded to the disqualified swimmer. The swimmer will be awarded last place for the purposes of ribbons/medals.
2. All swimmers finishing after the disqualified swimmer move up one place.

H. A copy of the current spreadsheet scoring sheet is embedded below (password to unprotect is “kaanja01” and is located in cell A149 of the spreadsheet)



Score Sheet

**IX. Protests**

- A. Any coach who considers an opposing team guilty of a serious and deliberate infraction of these rules or of unsportsmanlike conduct to a serious degree may enter a formal protest by filing a full written explanation with the President-Elect within 48 hours of the alleged infraction.
- B. Upon receipt of such protest, the President-Elect shall convene an Investigation Panel comprised of the Rules Committee, the President, and the Secretary, and shall arrange a meeting with the coaches from the teams involved within 72 hours or as soon thereafter as possible. The team alleged to have committed the infraction should promptly receive a copy of the protest. The Investigation Panel shall conduct its investigation in accordance with the Bylaws.
- C. Individual awards shall not be recalled, except in the case of ineligible swimmers or unsportsmanlike conduct on the part of the swimmer.

**X. Changes**

- A. These rules may be changed by vote of the Board at a properly convened Board meeting under the following conditions
  1. During the swimming season (effectively May 1 – Meet of Champs), changes to these Rules require approval of two-thirds of Board members.

2. During the off-season (conclusion of Meet of Champs to April 30), changes to these Rules require majority approval of Board members.

**XI. Other**

- A. NO ALCOHOL SHALL BE PERMITTED AT ANY OF THE SWIM MEETS.
- B. An instruction clinic shall be held annually to provide instruction for all members acting as Meet Officials in the coming season. All teams are required to have a minimum of three representatives at each clinic or to watch a league authorized video of the same or similar content. Attendance of coaches is recommended.
- C. Spectators at all swim meets shall be strictly controlled and reasonable measures shall be taken to insure that spectators do not interfere with officials in the performance of their duties. The Meet Director may demand the removal from the meet premises of anyone acting in a way he/she considers flagrantly detrimental to the proper conduct of the meet.