



WELLINGTON COLLEGE
INTERNATIONAL
SHANGHAI



Shanghai Swim League



League Handbook and By-laws



Main Sponsor:



DULWICH COLLEGE
SHANGHAI



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Revisions History

Date	Item	Change	Change
1 April 2013	SSL Manual 1.0	Draft	GM – SCIS PD
17 April 2013	SSL Manual 1.1	Draft Approved/Changes submitted	Committee
18 Sept 2013	Host Sch Requirement 1.2	Approved/Changes submitted	Committee
18 Sept 2013	Meet Referee Rule	Approved/Changes Submitted	Committee
18 Sept 2013	School coach rule	Approved/Changes Submitted	Committee
18 Sept 2013	Joining Form	Approved/Changes Submitted	Committee
18 Sept 2013	Sanctioned Meet 1.2	Approved/Changes Submitted	Committee
22 nd January 2014	SSL Manual 1.3	Approved/Changes Submitted	Committee
6 th March 2014	SSL Manual	NIS Logo YKPao info	Through email – NIS/YKPao
24 th April 2014	SSL Manual 1.4	Suggestions for meet hosting	Through email – SASD
July 2014	SSL 2.0	Policies for new teams	Through Email EXEC
August 2014	SSL Manual 2.1	Wel Col; New Teams	Email
August 2014	SSL Manual 2.2	Section D;F; I	Minutes AGM
Sept 2014	SSL Manual 2.3	History	Jon Biros
Feb 2015	SSL Manual 2.4	League Membership	SISA Heads (Jeff Stubbs chair)
April 2015	SSL Manual 2.5	AGM Points relating to Q,R,S and schools list	Minutes AGM

Shanghai Swim League Philosophy & Aim

The basic mission of the League is to develop interest and participation in amateur swimming in a safe and fun environment and afford the opportunities of skill development and team participation. Shanghai Swim League is a recreational league for a competitive swimming in Shanghai area. Organized competition occurs over 16 International Schools, teams participate providing plenty of opportunities for kids from all over Shanghai to be involved.

The league is operated by volunteers from all school teams.

History of the league

Shanghai Swim League was founded in December 2008. It grew from the CISSA/SISAC athletic conference, and split once members felt that they needed a more comprehensive year-round competitive swim program. They still believed in the philosophy of the CISSA, SISAC and BISACC schools from which it was formed, which were schools which adhered to a similar educational and philosophical approach. SAS Puxi hosted the first Shanghai Swim Association meeting (later to be named League) in Dec. 2008. Founding schools were schools in the CISSA, SISAC and BISACC leagues. Andrew Torris (SAS) was invited to open the meeting. Greg Dean from Dulwich College Pudong and Jon Biros were the first co-chairs of SSA/SSL. Giovanni Bello from SCIS HQ took over as co-chair and Jon Biros took over the role of co-chair and Secretary. George Carpouzis and Thomas Hitchings split the role of chair and secretary which led to more clearly defined roles. From 2013, the executive committee was formed with the inclusion of a league administrator who handled the management of the league database, league records and the recording and developing of league policies and procedures. Gary McDonald (SCISP) was the founding league administrator.

League Membership

It is a requirement that member schools also be members of SISA (and as a result CISSA and SISAC). Any current non-SISA member school would be grandfathered in membership requirements (SMIC is an example), but only SISA schools could be full members of these leagues. Associate member status is extended to satellite city schools that are registered as schools for children of foreign personnel (NIS, SSIS, Dulwich Suzhou and HIS all meet this criterion). These schools/teams, due to logistical demands, would have somewhat limited access (i.e.. They would be included in major tournaments but not regular competitions). We also allow guests, given they provide written agreement to host school & tournament rules and CIS ethical guidelines document. But the focus of SSL should be Shanghai schools for children of foreign personnel, then associate member satellite schools, then guests. Guest schools would not have an SSL vote or attend meetings, but might be invited as guests as the SSL wishes.

Member Schools

Joined	Full Voting Members	Pool	Abbr.
F	Shanghai Community International School - Hongqiao	Y - 6	SCISQ
F	Shanghai Community International School - Pudong	Y - 6	SCISP
2010	British International School - Puxi	Y - 5	BISSX
2010	British International School - Pudong	Y - 5	BISSP
2010	Dulwich College Shanghai	N	DCS
2010	Concordia International School	N	CPSC
F	Shanghai American School - Pudong	Y - 8	SASD
F	Shanghai American School - Puxi	Y - 6	SASX
2010	French Lyceé - Shanghai	Y	EFS
2013?	Western International School Shanghai	Y - 8	WISS
2014	Wellington College International Shanghai	Y-6	WCIS
F	SMIC	Y-6	SMIC
2015	Yew Chung International School *First Year of membership	Y	YCIS

Associate Member Schools

Name	Pool	Abbreviation
Hangzhou International School	NO	HIS
Nanjing International School	YES-6 lanes	NIS
Suzhou Singapore Int. School	YES	SSISZ
Dulwich College Suzhou	YES	DCSZ
*Britannica International Sch.	?	BSSH

Guests of the league

Name	Pool	Abbreviation
YKPao	YES	YKPAO
PingHE	YES-6 lanes	PHE
Rocket Science Sports/FEW/FINIS Suppliers	n/a	n/a

A. General code of conduct

General code of conduct of SSL means that all league members will respect the fact that this is a scholastic opportunity for students in Shanghai and as such will conduct themselves in a manner that exemplifies this. This includes coaches, parents, administrators and participants. Swimming competitions cease being fun when participants behave in a manner that is unacceptable. Team members who behave in an unacceptable manner will face sanction and possibility of removal from SSL competitions.

Additions to this policy:

1. Smoking and/or alcoholic beverages are not allowed in or around the pool area of an SSL competition
2. Conduct around poolside must take into account the presence of students, some of which are under 8 years old. Language, dress and conduct should reflect this.
3. Coordinators, coaches and volunteers are to conduct themselves with honesty, responsibility and good sportsmanship at all times.
4. Parents are to remain in designated areas and are not to interfere with the safe and effective running of SSL meets. Parents & competitors are to show respect to pool staff, coaches and pool environment
5. Coaches should not use physical, verbal or other inappropriate abusive methods in their coaching program.

B. Executive Committee Positions

Executive members serve for a two years before new elections are held at the third meeting of the second year. Each member school is entitled to one vote for each position. The elections are held at the final meeting of the second year. One campus one vote. Elections are nominated and seconded before voting on. Executive members present items at meetings for discussion and voting, or may act in the best interest of the league and enact policy changes in the best interests of the league membership.

Chairperson: SAS –Pudong (George Carpouzis) 2014-2016

Secretary: CPSC (Annie Hall Paulson) 2015-2017

League Administrator: SCIS Pudong (Gary John McDonald) 2014-2016

1. **Nomination.** Nomination for either post should be emailed to (administrator) or Chairperson (for Admin post) prior to the last meeting of the swimming year (normally in April/May). One permanent member of SSL can nominate one person per post. Nominations can be for any registered SSL Swimming coach.
2. **Declaration.** Nominations are declared at the 3rd meeting. Nominees will be notified prior to the third meeting and allowed to refuse nomination for the post.
3. **Voting** – one member school, one vote per post. If only one nomination exists for each post then chair will declare those people for those posts.
4. **New post holder** will start duties with the new swimming year

5. **Voting off** – a 50% majority is needed to remove a post holder before the end of their tenure.

C. Annual SSL Meetings

1. September – Approval/changes to the calendar. Review of policy
2. January– Verification of the format of championship meet format and events to be held. Initial planning of initial swimming calendar
3. April – Election of new officer holders in even ending years. Writing new swimming calendar for the next year

D. League Organization

Member teams are designated as 'FULL Voting' members or 'Associate' members. All teams join in their first year as associate members. New members are non-voting for their first year of joining the league. They are not permitted to nominate for executive positions. New members are expected to attend all meetings, and to attend at least two SSL events over the course of the year to be eligible to become FULL members at the last meeting of the swimming calendar year (normally April). Associate membership is continued for schools outside of the SISA area (designated as non-Shanghai schools) and are invited to participate in meetings and participate in meets. Specific order of acceptance for meets should be:

Full members followed by Associate members followed by Guest members

Meet attendance is guaranteed for full members, but not for associate or guest memberships. SSL meets should fall below meet attendance numbers requirements prior to looking for additional swimmers outside of full members.

General Hosted Meets (without specific dates – dates released in May)

General Dates			
September	<u>SSL OPEN</u>	SSL Time Trials* East/West	Open Times
October	<u>SSL OPEN</u>	SCIS HQ	Open Times
October/Early November	Non-SSL/By Invite	SAS w/ISB Beijing	Specific Times
November	Invitational (Dual)	SAS vs. SAS	Open Times (HS)
November	Invitational (Dual)	SCISvCONvWISS	Open Times
November	Invitational (Dual)	SSIS vs. NIS	Open Times
December	Non-SSL/Invitational	SCIS PD	Open Times
December	Invitational (Dual)	SAS vs. SAS	Open Times (MS/ES)
January	<u>SSL OPEN</u>	NIS	Open Times
January	NON SSL	APAC	n/a
January	Invitational (Dual)	SCIS Dragon Cup	Open Times
February/March	<u>SSL Championships OPEN</u>	SSL Cup	Top 6
February/March	<u>SSL Championships OPEN</u>	SSL Plate	The rest
March	NON SSL	ACAMIS	N/a
March	NON SSL	RSS Phuket	N/a
April	<u>SSL OPEN Championships</u>	RSS Long Course	Open Times
May	<u>SSL OPEN</u>	SCIS PD Elem	11 and under

Meets

SSL Sponsored meets (designated as OPEN MEETS)

These meets are open to all interested and SSL member schools:

Non-SSL sponsored meets (invitational swimming competitions)

These invitations come from hosting schools. Non-SSL teams may participate in these meets at the invitation of the hosting school

SSL Championship meets series

These are open to all interested and SSL registered schools

SSL Time Trials Meet – September

‘Cup’ Times Meet – championship

‘Plate’ Times Meet – championship

SSL Long Course Championships in May

Non-SSL Championship meets

APAC Swimming Competition (APAC Schools only)

ACAMIS Swimming Competition (ACAMIS Schools only)

Water Polo & Others

NIS Triathlon

SSL WP Clinic (MAY)

SSL Water Polo Season (Mar-May)

Details

SSL championship meet

Meet events as SSL Sanctioned meets. 'A' Championship Meet (Cup meet)
Top 6 from each team by coaches honour. Point trophy and aggregate. Top three teams, high points top three, medals and ribbons to 6.

'B' Championship Meet (plate)

All swimmers eligible, except those that should qualified for cup at the coaches honour. Coach should be able to produce a printed list if necessary.
Aggregate scoring. Medals (1-3) and ribbons (1-6).

Hosting school is responsible for covering costs for championship meet.

Championship meets (SSL) are **not for profit** meets.

SSL Sanctioned Meet

Meet format for SSL Meets:

Age categories: 8&Under(or 10&Under); 11-12; 13-14 and 15&Older

Strokes: 12& Under – 50s for all strokes, 100 IM and a long free (200MED/FR)

Strokes: 13& Older – 50 free/ 100s for all strokes, 200 IM and long free (200MED/FR)

Entry Fee: 70RMB per swimmer maximum

Optional inclusion – Mixed medley relay and Mixed Free Relay (2014 onwards)

Non-SSL Invitational Meet

League schools are free to set their own rules, strokes and format/cost for non-SSL meets. These should be communicated to SSL members in writing prior to meet enrollment.

Water Polo and others

Water polo and triathlon events will be negotiated between individual teams and league members

Cancellation and changes of meet information.

- Cancellation can affect a lot of schools who had plan to attend
- Hosts are expected to find alternative hosting schools or venues.
- Do not volunteer to host events if you are unwilling to agree to the terms of this.

E. League Registration

From 2013, all schools will have to register to join the league. Registration form is located at the back of this packet. Registration form should be signed by the coach and member of school administration before being returned to the administrator of the league.

Swimmer databases will be collected by the league administrator. These hy-tek files should be sent in to the league administrator when requested. Contact the league administrator if you have any difficulties.

At the beginning of each year, teams should verify the age and date of birth of all swimmers. Registered swimmers should age up on the first day of the meet that they attend. Coaches should keep emergency contact information and medical information for each of their swimmers. Coaches should be able to provide enrollment information from school databases within 72 hours at the end of the meet, in the event of a DOB challenge. SSL meets do not required date of birth verification on the day.

This information should be able to be shared with meet organizers and with league officials.

Members of SSL must have access to either Team Manager full or Team manager lite to enter meets. SSL events rarely are entered by hand. Similarly, Meet Manager is expected for teams hosting events. While teams hosting events are not required to have automatic touch pad systems, and can still host without, this information should be communicated to league members during the sign up process.

League members must support the work of the league in some capacity. This may be holding executive positions, hosting meets for SSL teams, running training events for coaches or parents, or any other agreed contribution with chairman of SSL.

F. Hosting an SSL meet

1. Initial letter of interest sent out to SSL members
2. Price per participant – no more than 70RMB
3. Two weeks prior to the meet, all entries must be sent to the designated meet official
4. 10 days prior to the meet an official ‘verification’ form sent back to teams to check the team entries
5. 7 days prior to a meet no further changes can be made
6. 4 days prior to a meet the program is sent to coaches
7. 3 days prior to a meet the warm up schedule should be sent to visiting schools
8. Schools must pay meet fees on the morning of the first day of the meet.
9. Refreshments should be provided for coaches and officials during the meet.
10. On the day the aggregate swimmer number is based on the number swimming in the pool
11. Scratches should be paid for once the program is out.

Host school must notify visiting schools of meet volunteer positions, preferably providing a blank spreadsheet with times that they are required to fill, with specific time slots. Host schools ought to try to keep the U10s to a four hour stint at their meets, but are not under any league obligations to do so.

G. Meet jobs

Starter
 Meet Referee
 Lane Timers
 Head Timer
 Stroke and turn judges

Computer operator/scoreboard operator
Poolside marshals
Bullpen marshals
Announcer
Place Judges
Runners
Lifeguard
Ribbon Labeller/Medal Labeller

H. Health and Safety at an SSL meet

At all SSL events, there must be a designated health professional in the capacity of first aider. This could be a lifeguard, a teacher or parent but must be clearly labeled on poolside as official.

At all SSL events, there should be at least one designated lifeguard.

Coaches – Coaches should be clearly identifiable and distinguishable from parents and non-staff on poolside.

Changing rooms – No parents helping with changing in the changing rooms.

Diving – a minimum depth at either end of the pool is required to do shallow dives in line with guidance from American Red Cross or other professional aquatic body.

Coaches should hold appropriate qualifications for their post, including some kind of rescue test/CPR as appropriate to member school regulations.

Every team must have a designated coach from their school in attendance at an SSL sponsored swimming competition. Third party volunteers cannot act in this capacity

I. General Rules for all meets

Swimming up – A swimmer may swim up an age group for a meet but must swim up for all races to be eligible for the relays

Relays – Relays shall be composed of single gender. At the meet director's discretion, mixed relays can be swum, in the male age category. All swimmers in a relay must be entered prior to the event to ensure that they are eligible to swim. Mixed relays are exhibition unless specific to the mixed relay event.

Warm Ups – individual warm up sessions for teams should be allocated at least 1 hour prior to the meet starting.

Meet organizer/referee – In all cases the meet organizer (hosting team) will have the final adjudication on the day regarding calls made at the meet.

Scratches – Scratches will be communicated by head coaches prior to the meet where possible.

Deck Entries – No deck seeding will be allowed, exceptions only at the hosts' discretion.

Staffing – One school appointed coach (20 years or older) must accompany all swim teams to SSL events.

Non member schools – Non SSL affiliated schools may not enter swimmers in SSL meets. This does not prevent entries into individual invitational meets or travel Rocket Science meets.

Meet age – For SSL meets, the competition age will be the age of the swimmer on the first day of the meet.

After the race – Swimmers are encouraged to remain in the water after their swim until all competitors are finished before exiting the pool.

J. Protesting a meet call

Any team may protest a rule call made at an SSL meet in writing to the meet director. Final adjudication will be made by the meet director, and this adjudication is binding. No parents are permitted to speak to meet director, only a member of the coaching staff. No **video replay** will be permitted to overrule stroke and judge decision.

At a meet, the meet director has the right to finish a discussion about a protest with a warning to the coach **Technical DQ warning**. If the coach persists after the discussion, a Technical DQ will be issued. This closes the issue, and the swimmer will remain DQ'd and the issue will be brought to the attention of the league.

K. Meet infractions

SSL meet infractions will be adjudicated on the day by the meet referee and/or meet organizer. Infractions of rules results in DQ of swimmers as per meet instructions sheet, and major infractions or infractions that put the safety of students or meet staff in question can result in the disqualification of the entire team from the meet.

L. Meet scoring

SSL meets should use the following score points for individual swims:

(1st)9, 7,6,5,4,3,2,1 (9th) 7-5-4-3-2-1

SSL relays should count double normal points.

SSL A and B championships should score, using agreed formula.

Determining individual points (where this option is selected by the host):

Each swimmer's winning points are added and the swimmers with the first three swimmers from each age group, each gender earn trophies.

In case of tie, the host school/team should have extra generic trophies so that each swimmer who has won an award goes home with a trophy. Attached is an example.

Swim meets should finish with relays and not individual events so the host team can tally up the individual award winners.

M. League Records

League records should be held by the league administrator and should be published during the SSL 'A', SSL 'B' and any league match. New record scorers should receive a certificate of recognition from the league.

N. League Awards

At the end of the season, league awards should be given to swimmers in a number of different categories, including highest point score, biggest improvement in time etc and also to recognize the work of coaches and volunteers and meets. We will trial this 2014-16 to evaluate its success.

O. General Voting procedures in SSL meetings

After discussion on an agenda item, a permanent SSL member can request that the discussion be put to a vote. In order for an amendment or proposal to pass, the following conditions must be met:

1. There must be a quorum which represents 50% of voting members present
2. The vote must be greater than 50% in favour. In the event of a tie, the chair person's vote will count double, and as such the tie will go in favour of the chair.
3. The decision of the meeting is considered binding until the next meeting of the committee when an amendment to the proposal can be tabled.
4. Decisions are implemented with immediate effect

P. Proposed Rotating Meeting Schedule & Hosting Schools

Concordia (non-hosting)
 Dulwich (non-hosting)
 SCIS PD or HQ (hosting)
 SMIC (non-hosting)
 BISS PX (non-hosting)
 SAS PX or PD (hosting)
 SSIS (non-hosting)
 BISS PD (non-hosting)
 WISS (hosting)
 French Lyceé (non-hosting/hosting 2015)

Out of City Member Schools

NIS (hosting)
 DCSZ (non-hosting/Hosting 2015)
 HIS (non-hosting)

Schools who host regularly

SCIS Pudong/SCIS Hongqiao
SAS Pudong/SAS Puxi
Nanjing International School

East Side Schools

SMIC, DCS, CONC, SCISPD, SASPD, DCSZ, BISSPD

West Side Schools

BISS PX, SCISHQ, NIS, SASPX, YKPAO, LFS, SSIS

Q. Sponsoring the SSL/Information for prospective Sponsors

1. There will be a general agreement for SSL meets, and the other non-SSL meets will be negotiated between RSS and each hosting school

For an SSL Event

1. There will be a standard 'schools agreement' between the SSL and Rocket Science which covers what support is given to the hosting school by Rocket Science. This will be the same level of support for all hosting schools. This support could be financial, % of sales, providing materials for the meet, logistics or something else, but must be clearly defined in writing. If the level of support is acceptable to the hosting school's administration then Rocket Science will be permitted to attend and support the event.
2. If hosting school does not agree to meet sponsorship, the league can request that Rocket Science advertising is still placed around the meet venue depending on negotiations with the hosting schools representative.
3. There is no requirement that RSS be the only vendor that is present at an SSL meet. Schools are permitted to have as many outside vendors as they wish.
4. SSL Championship medals should include RSS Logo, hosting school's logo and the SSL logo. This could be a die cast medal, without date used year to year.

Non-League meets (invitationals)

1. RSS is welcome to negotiate any terms with the member schools for non-SSL sponsored league events

League Requirements

1. RSS is not permitted at league meetings, unless invited by the league executive
2. SSL Banner for each school at the beginning of the season, perhaps personalized with a few photos, team logo and SSL logo
3. Ideally, aside from volume discounts, the same level of discount for RSS

products should be offered to member schools. This would help standardized the playing field and would ensure that one school wasn't upset over the level of discount for another.

4. Additional support for league championship events, in terms of sponsoring individual awards and medals to a maximum of 50%.
5. Provide access to RSS sponsored events such as the Thanyapura Invite, the Long Course Championships and any other RSS sponsored event in Asia.

R. League Officials

1. Below are the list of certified officials present in Shanghai who can assist with officiating at SSL meets

Wilma – SSIS (certified USS Stroke and touch – current?)

Gary – SCISPD (certified USS Stroke and touch – current?)

The league endeavours to run one training event each year to train up new officials for the next swimming year.

S. Non-Swim Team related activities supported by SSL

1. There are a number of other aquatic disciplines that take place in the Greater Shanghai area. These are regularly communicated through SSL communications to member organizations:
 - a. SSL Water Polo (April-June). Small team friendly games and small tournament (co-ordinated by SCISP)
 - b. American Red Cross Lifeguarding – Offered by some schools for students and community members. (SAS/SCISP)
 - c. Royal Lifesaving Lifesaving/Lifeguarding – Offered by some schools for students and community members. (SCISP/BRIT)
 - d. Swimming clinics and training events from ASCA/ASCTA. (co-ordinated by SAS)
 - e. Triathlon – youth and adult. (NIS/SAS/BISSX)

Z. Appendices

A. FINA Rules as adopted

SW 4.1 The start in Freestyle, Breaststroke, Butterfly and Individual Medley races shall be with a dive. On the long whistle from the referee the swimmers shall step onto the starting platform and remain there. On the starter's command "take your

marks", they shall immediately take up a starting position with at least one foot at the front of the starting platforms. The position of the hands is not relevant. When all swimmers are stationary, the starter shall give the starting signal.

SW 4.2 The start in Backstroke and Medley Relay races shall be from the water. At the referee's first long whistle, the swimmers shall immediately enter the water. At the Referee's second long whistle the swimmers shall return without undue delay to the starting position (SW 6.1). When all swimmers have assumed their starting positions, the starter shall give the command "take your marks". When all swimmers are stationary, the starter shall give the starting signal.

SW 4.4 Any swimmer starting before the starting signal has been given, shall be disqualified. If the starting signal sounds before the disqualification is declared, the race shall continue and the swimmer or swimmers shall be disqualified upon completion of the race. If the disqualification is declared before the starting signal, the signal shall not be given, but the remaining swimmers shall be called back and start again. The Referee repeats the starting procedure beginning with the long whistle (the second one for backstroke)

SW 5 FREESTYLE

SW 5.1 Freestyle means that in an event so designated the swimmer may swim any style, except that in individual medley or medley relay events, freestyle means any style other than backstroke, breaststroke or butterfly.

SW 5.2 Some part of the swimmer must touch the wall upon completion of each length and at the finish.

SW 5.3 Some part of the swimmer must break the surface of the water throughout the race, except it shall be permissible for the swimmer to be completely submerged during the turn and for a distance of not more than 15 metres after the start and each turn. By that point, the head must have broken the surface.

SW 6 BACKSTROKE

SW 6.1 Prior to the starting signal, the swimmers shall line up in the water facing the starting end, with both hands holding the starting grips. Standing in or on the gutter or bending the toes over the lip of the gutter is prohibited.

SW 6.2 At the signal for starting and after turning the swimmer shall push off and swim upon his back throughout the race except when executing a turn as set forth in SW 6.4. The normal position on the back can include a roll movement of the body up to, but not including 90 degrees from horizontal. The position of the head is not relevant.

SW 6.3 Some part of the swimmer must break the surface of the water throughout the race. It is permissible for the swimmer to be completely submerged during the

turn, at the finish and for a distance of not more than 15 metres after the start and each turn. By that point the head must have broken the surface.

SW 6.4 When executing the turn there must be a touch of the wall with some part of the swimmer's body in his/her respective lane. During the turn the shoulders may be turned over the vertical to the breast after which a continuous single arm pull or a continuous simultaneous double arm pull may be used to initiate the turn. The swimmer must have returned to the position on the back upon leaving the wall.

SW 6.5 Upon the finish of the race the swimmer must touch the wall while on the back in his/her respective lane.

SW 7 Breast Stroke

SW 7.1 After the start and after each turn, the swimmer may take one arm stroke completely back to the legs during which the swimmer may be submerged. A single butterfly kick is permitted during the first arm stroke, followed by a breaststroke kick.

Interpretation:

The first arm stroke begins with the separation of the hands.

SW 7.2 From the beginning of the first arm stroke after the start and after each turn, the body shall be on the breast. It is not permitted to roll onto the back at any time. From the start and throughout the race the stroke cycle must be one arm stroke and one leg kick in that order. All movements of the arms shall be simultaneous and on the same horizontal plane without alternating movement.

Interpretation:

A pause after the separation of the hands is not a violation of the rule.

SW 7.3 The hands shall be pushed forward together from the breast on, under, or over the water. The elbows shall be under water except for the final stroke before the turn, during the turn and for the final stroke at the finish. The hands shall be brought back on or under the surface of the water. The hands shall not be brought back beyond the hip line, except during the first stroke after the start and each turn.

SW 7.4 During each complete cycle, some part of the swimmer's head must break the surface of the water. The head must break the surface of the water before the hands turn inward at the widest part of the second stroke. All movements of the legs shall be simultaneous and on the same horizontal plane without alternating movement.

SW 7.5 The feet must be turned outwards during the propulsive part of the kick. A scissors, flutter or downward butterfly kick is not permitted except as in SW 7.1.

Breaking the surface of the water with the feet is allowed unless followed by a downward butterfly kick.

SW 7.6 At each turn and at the finish of the race, the touch shall be made with both hands simultaneously at, above, or below the water level. The head may be submerged after the last arm pull prior to the touch, provided it breaks the surface of the water at some point during the last complete or incomplete cycle preceding the touch.

SW 8 Butterfly

SW 8.1 From the beginning of the first arm stroke after the start and each turn, the body shall be kept on the breast. Under water kicking on the side is allowed. It is not permitted to roll onto the back at any time.

SW 8.2 Both arms shall be brought forward together over the water and brought backward simultaneously through-out the race, subject to SW 8.5.

SW 8.3 All up and down movements of the legs must be simultaneous. The legs or the feet need not be on the same level, but they shall not alternate in relation to each other. A breaststroke kicking movement is not permitted.

SW 8.4 At each turn and at the finish of the race, the touch shall be made with both hands simultaneously, at, above or below the water surface.

SW 8.5 At the start and at turns, a swimmer is permitted one or more leg kicks and one arm pull under the water, which must bring him to the surface. It shall be permissible for a swimmer to be completely submerged for a distance of not more than 15 metres after the start and after each turn. By that point, the head must have broken the surface. The swimmer must remain on the surface until the next turn or finish.

Medley

SW 9.1 In individual medley events, the swimmer covers the four swimming strokes in the following order: Butterfly, Backstroke, Breaststroke and Freestyle. Each of the strokes must cover one quarter (1/4) of the distance.

SW 9.2 In medley relay events, swimmers will cover the four swimming strokes in the following order: Backstroke, Breaststroke, Butterfly and Freestyle.

SW 9.3 Each section must be finished in accordance with the rule which applies to the stroke concerned.

General Race Rules

SW 10.1 All individual races must be held as separate gender events.

SW 10.2 A swimmer swimming over the course alone shall cover the whole distance to qualify.

SW 10.3 The swimmer must remain and finish the race in the same lane in which he/she started.

SW 10.4 In all events, a swimmer when turning shall make physical contact with the end of the pool or course. The turn must be made from the wall, and it is not permitted to take a stride or step from the bottom of the pool.

SW 10.5 Standing on the bottom during freestyle events or during the freestyle portion of medley events shall not disqualify a swimmer, but he shall not walk.

SW 10.6 Pulling on the lane rope is not allowed.

SW 10.7 Obstructing another swimmer by swimming across another lane or otherwise interfering shall disqualify the offender. Should the foul be intentional, the referee shall report the matter to the Member promoting the race, and to the Member of the swimmer so offending.

SW 10.8 No swimmer shall be permitted to use or wear any device or swimsuit that may aid his/her speed, buoyancy or endurance during a competition (such as webbed gloves, flippers, fins, etc.). Goggles may be worn. Any kind of tape on the body is not permitted.

SW 10.9 Any swimmer not entered in a race, who enters the water in which an event is being conducted before all swimmers therein have completed the race, shall be disqualified from his next scheduled race in the meet.

SW 10.10 There shall be four swimmers on each relay team.

SW 10.11 In relay events, the team of a swimmer whose feet lose touch with the starting platform before the preceding team-mate touches the wall shall be disqualified.

SW 10.12 Any relay team shall be disqualified from a race if a team member, other than the swimmer designated to swim that length, enters the water when the race is being conducted, before all swimmers of all teams have finished the race.

SW 10.13 The members of a relay team and their order of competing must be nominated before the race. Any relay team member may compete in a race only once. The composition of a relay team may be changed between the heats and finals of an event, provided that it is made up from the list of swimmers properly entered by a Member for that event. Failure to swim in the order listed will result in disqualification. Substitutions may be made only in the case of a documented medical emergency.

SW 10.14 Any swimmer having finished his race, or his distance in a relay event, must leave the pool as soon as possible without obstructing any other swimmer who has not yet finished his race. Otherwise the swimmer committing the fault, or his relay team, shall be disqualified.

SW 10.15 Should a foul endanger the chance of success of a swimmer, the referee shall have the power to allow him to compete in the next heat or, should the foul occur in a final event or in the last heat, he/she may order it to be re-swum.

SW 10.16 No pace-making shall be permitted, nor may any device be used or plan adopted which has that effect.

B. DQ Form

Shanghai Swim League Judges Form (上海游泳协评判填写)

Event 项#: _____ Heat 组#: _____ Lane 道#: _____

Name 姓名: _____ Sex 性别: M 男/ F 女 Team 队: _____

Freestyle 自由泳

- Swim backstroke 游仰泳, breaststroke 游蛙泳 or butterfly 游蝶泳
- Did not touch wall when turning 转身时未触壁 or at finish 结束时未触壁

Backstroke 仰泳

- Finished past 90 degrees 到岸时身体翻过90度 or on front 俯式触壁
- Kicked 转身时多次打腿 or pulled on stomach which was not part of the turn 转身时多次划于

Breaststroke 蝶泳

- Extra kicks 出发或转身时多次蹬腿 or pulls underwater on start or turn 出发或转身时多次划于
- More than one dolphin kick during start 出发时超过一次蝶泳腿 or turn 转身时超过一次蝶泳腿
- Elbows out of the water on pull 划手时肘部超出水面
- Pull extended beyond hips 划手时超过臀部
- Head did not break the water surface between strokes 游程时头部未出水面
- Illegal kick 不规范打腿 (asymmetric 不对称, dolphin 蝶泳腿, scissor 剪刀腿)
- Touch not simultaneous 双手未同时触壁 or hands not separated 触壁时双手未分开

Butterfly 蝶泳

- Arms not simultaneous 不同时划手 or recovery not over the water 移臂时未高出水面
- Illegal kick 不规范打腿 (breaststroke 蛙泳腿, flutter 自由泳腿, scissors 剪刀腿 or whip kick 鞭打打腿 or alternating kicks 交替打腿)
- Touch not simultaneous 双手未同时触壁 or hands not separated 触壁时双手未分开

Medley 混合泳

- Incorrect order of strokes 顺序错误
- Incorrect stroke - see above 泳姿犯规 - 见以上各泳姿犯规细则
- Incorrect turn 转身犯规

The Race 比赛中

- Started early 抢跳
- Failed to finish race 未完成比赛
- Started in one lane and finished in another 入水时进入一池, 结束时在另一池
- Failed to touch wall on turn 转身时未触壁
- Pushed off the bottom 蹬池底 (You are allowed to touch the bottom but not take a step or push off 可以触及池底, 但是不允许跨步或者蹬离)
- Submerged underwater more than 15m after start or turn 出发或者转身时水中游程超过15米
- Pulling on the lane rope 拉扯泳道线
- Obstructing another swimmer 阻挡其他比赛选手
- Relay team member entered water other than one swimming 在比赛过程中接力团队成员进入泳池
- Entered pool before previous event completed, DQ from next race 前一组比赛未结束, 选手跳入泳池, 下一个比赛开始犯规

Comments 意见:

Thanks to NIS school (for newest version) and Giovanni Bello for the original version



contact league admin for a digital version

C. Meet job descriptions

Announcer Responsibilities

- Announce upcoming events
 - Watch Event Board to ensure the event and heat displayed are consistent with meet progress.
 - The Announcer is the key person to ensure the meet runs smoothly and in a timely manner
 - Work closely and communicate well with the Starter to avoid talking over the start
- Example of correct commands:
- (event #, description of event) Event 1, 8 & under girls, 50 m Freestyle.”

Starter Responsibilities

- Starter shall stand within three metres of the start end of the pool so the swimmers can easily hear the starting device.
 - One whistle to marshal onto the block/one long for backstroke
 - Swimmers take your marks
 - Audible starting signal/light if available
- Assume control of the heat when signaled by the Referee. The Starter maintains control until a fair start has been achieved.
- Determine in cooperation with the Referee whether a false start has occurred
- Notify relay swimmers that all but the last swimmer must leave the pool immediately upon completion of their relay leg.

Timers

1. The timer must always command a clear view of the course and finish line. They should place themselves directly over the finish of the lane to accurately observe and record each swimmer's time for each event.
2. Timers will begin timing at the starter's signal, not when the swimmer leaves the block.
3. The timer shall stop the watch immediately when any part of the swimmer's body touches the finish end of the pool, or course.
4. The timer shall record times on the event cards provided or clip board

Referee

Forward Starts

1. After the previous heat is completed, the referee will give a series of short whistles to inform the swimmers to move behind the blocks and be ready to swim.
2. Referee will then give one long whistle at which the swimmers will step onto the starting blocks
3. Once all swimmers are in place, the Referee will then give an outreached arm signal to the starter. This turns the heat over to the starter and closes the heat.
 - i. If a swimmer steps up on the block afterward, the swimmer is disqualified for delay of meet.
 - ii. The referee is the final decision maker for this. Referee should investigate with the timer and starter to make sure that the swimmer was not blocked from

stepping up onto the block (this is for heat one, but can be used for each heat if you need to be consistent).

Back Starts

1. After the previous heat is completed, the referee will give a series of short whistles to inform the swimmers to move behind the blocks and be ready to swim.
2. Referee will then give one long whistle to inform the swimmers to step into the pool.
3. Referee will then give another long whistle to inform the swimmers to place their feet.
4. Referee will give an outreached arm signal to the starter. This turns the heat over to the starter and closes the heat.

Upon Receiving clearance from the Referee (for all events except backstroke and medley relay):

1. Once the referee has given the out reached arm signal to the starter the starter will proceed with the following.
2. Starter directs swimmers to "take your mark", to which they must respond at once by assuming a starting position. No swimmer shall be in motion immediately before the starting signal is given.
3. When all swimmers are motionless in starting position, he/she gives the starting signal.
4. If, in their opinion, a false start has been committed, the starter shall give the signal to recall the swimmers. With the concurrence of the deck referee, the false start shall be called on the individual(s). This rule shall apply to one false start per swimmer. On the second false start the swimmer will be disqualified.

Unnecessary Delay of a Start:

A swimmer who unnecessarily delays in assuming and holding a completely motionless starting position after the command, "take your mark", shall be charged with a false start.

1. Any swimmers leaving their marks before the starting signal is given shall be charged with a false start. The starter may, at their discretion, relieve a swimmer who has false started because of the action or movement of another competitor, of the responsibility for the false start and charge it only to the offender.
2. When a swimmer does not respond promptly to the command "take your mark" or a false start before the starting signal is given, the starter shall immediately release all other swimmers with the command "stand up". The swimmers then stand up or step off the block. Any swimmer who enters the water, or backstroker who leaves the starting area, shall be charged with a false start, except that swimmer who would otherwise be charged with the starting swimmers.
3. When the starting signal is given and one or more swimmers have obtained an unfair advantage, all swimmers shall be recalled at once by a second signal. The starter shall then indicate the swimmer(s), if any, to be charged with a false start.
4. In a backstroke event or medley relay, the starter may charge a false start to any

swimmer who fails to maintain his feet and/or hands in a legal position after the first warning.

5. A swimmer will not be disqualified for an illegal starting position at the start if the starter has permitted the race to proceed without recall. Enforcement of the correct starting position is the responsibility of the starter, who may impose the appropriate penalty for violation.

6. A swimmer who fails to appear at the starting platform in time for the initial start shall not be allowed to swim that event.

Referee duties include

- Authority to question and enforce pool safety and request corrections according to rules. This includes but is not limited to:

i. Chlorine level (< 1)

ii. pH (7.3-7.5)

iii. Water clarity – Must be able to clearly see the bottom of the pool

iv. Starting platforms consistent with depth requirement listed

v. Removal of ladders in course area where possible

vi. Adequate lighting

vii. Requesting unruly and disruptive persons be removed from the meet. The Referee may in his or her sole discretion stop the meet if he or she determines unruly conduct is introducing safety risks to the participants or attenders.

viii. Any other safety checks necessary

2. Referee has full authority over stroke and turn. The Referee's determination shall be final.

3. Referee shall communicate with the Starter before the meet starts to ensure consistent understandings of signals

4 Communicate correct false start recall procedure to Starter

5. Record Order-of-Finish as arbiter in a disagreement among the place judges' forms.

6. No video replay will challenge the Referee's determination of Finish order

Head Coaches are the only personnel on deck permitted to communicate directly with the Referee.

Communication toward the Referee shall be respectful and consistent with sportsman-like conduct. It is the responsibility of each Coach to intervene if a competitor, parent or coach of their respective team is interfering with the Referee's responsibilities.

Any inappropriate behavior, poor sportsmanship, or cheating during a meet by swimmers, coaches,

Team managers, spectators, team (repeated complaints about a team), referees reporting complaints about a given team, and protests will be addressed and investigated by the President and Secretary of the League

D. League form



League Registration Form 2015/6

Shanghai swim league registration form should be completed for all teams wishing to take part in league activities. Please fill in each section on the form and return by email to the league administrator (gmcdonald@scischina.org) before the 20th October.

Name of Head Coach: _____ Title: _____

Number of Assistant coach(es) _____

Name of Assistant Coach who can act in the place of Head Coach _____

Team Designation: _____ Full Team Name: _____

Approximate Number of Swimmers: _____

Head Coach email: _____ Telephone: _____

School Address: _____

Pool Address/Training Site: _____

Own pool _____ Rented Pool _____

Which programs does your pool offer:

Learn to swim ___ Swim Training ___ Lifeguard Training: ___ Water Polo _____

Other: _____

Will you be hosting a meet this year? Y or N

I have received a copy of the latest SSL league manual: Y or N

This agreement is an agreement between the Shanghai Swim League and the member school. The coach agrees to follow the rules and regulations of the league as stated in the league manual. Furthermore, the coach (or designate as stated on this form) agrees to be present at all SSL meets to supervise their swimmers. This agreement is for one competitive swim year (until 31 May 2015)

Signature of Head Coach: _____ Date: _____

Signature of School Administrator: _____ Date: _____