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**Reston Swim Team Association**  
P.O. Box 2668 Reston, Virginia 20195  
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Email: [rstaboard@rsta.org](mailto:rstaboard@rsta.org)  
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Twitter: <https://twitter.com/SwimRSTA>

## 2017 Officers and Board of Directors

<b>President</b>	Terry Redican	Lake Newport
<b>Vice President</b>	Lyn Cordts	Lake Audubon
	Bibash Das	Lake Anne
<b>Treasurer</b>	Eric Johnson	Ridge Heights
<b>Secretary</b>	Alisa Harriot	Lake Audubon
<b>Registrar</b>	Cyndy Norford	Autumnwood

### **Autumnwood**

- Cyndy Norford
- Clarence Taylor
- Steve Thompson

### **Glade**

- Lisa Mahon
- Radhika Murari

### **Hunters Woods**

- Charles Li
- Sumi Vintimilla
- Judson Harvey

### **Lake Anne**

- Angela Cramer
- Bill Dealey
- Andrew Freeman

### **Lake Audubon**

- Nancy Cole
- Lyn Cordts
- Alisa Harriot

### **Lake Newport**

- Keith Jacobson
- Blake Kohn
- Alexander Romero

### **North Hills**

- Nancy Cazenias
- Myles Flint
- Colene Luczak

### **Ridge Heights**

- Katy Boswell
- Liz Falcone
- Eric Johnson

### **At-Large**

- Bibash Das
- Jerome Ferrara
- Louis Fiori
- Mitch Harris
- Ed Keusenkothen
- Terry Redican

# Welcome to the Reston Swim Team Association

Dear RSTA Officials,

Welcome to those returning officials and those who are new for the 2017 summer swim season. You have taken on a great responsibility in that you will be assisting at swim meets for age group competitive summer swimming in the RSTA League.

The RSTA Officials Handbook guidelines are designed as reference, not as a substitute for the training clinic. Each official must attend at least three-quarters of a training session to serve as an official for that year except those who are active YWCA, PVS, or USA Swimming certified officials. Attendance at a RSTA sanctioned clinic is mandatory for all Starters, Meet Referees, and Stroke and Turn Judges. The Meet Referee should be the most qualified and experienced of the Home Team Stroke and Turn Judges. If a team does not have a RSTA approved Stroke and Turn Judge, they will be required to utilize a Stroke and Turn Judge from the opposing team. Stroke and Turn Judges who are new to the league are requested to shadow a Stroke and Turn Judge for three meets prior to officiating on their own.

Please conduct yourselves with professionalism and good humor, while also ensuring safe, fair, and equitable conditions for the competitions. Officials should be somewhat invisible or transparent. All meet officials are urged to maintain neutrality by refraining from jumping, screaming, or cheering for individual swimmers or teams. All deck officials (Referee, Starter, Stroke & Turn) are expected to wear white or blue shorts and a white top. *At a minimum, no deck official shall wear or display any team colors or logos.*

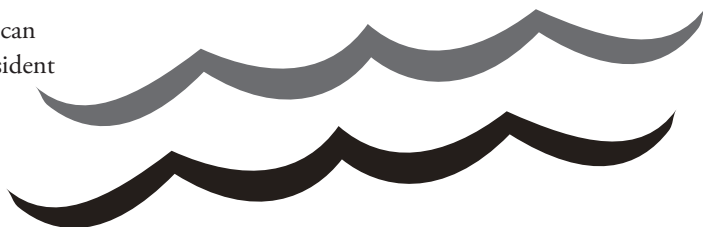
The objective and primary purpose of the RSTA shall be the education, i.e., instruction and training, of all individuals ages 6–18 for the purpose of developing and improving their capabilities in the sport of swimming. The swimmers have worked hard to achieve their successes and deserve a safe, fair, and equitable competition. Officials must apply the rules intelligently at all times, using common sense and good judgment.

**“Always give the benefit of the doubt, in every instance, to the swimmer.”**

Thank you for stepping up to serve as an RSTA official this year. The league wouldn't be able to function without you! We appreciate your time and efforts.

See you on the pool deck!

Terry Redican  
RSTA President



## **Clinic Information**

Except as modified herein, the rules governing the conduct of RSTA swimming meets are the “2017 United States Swimming Rules and Regulations.” Information provided at the clinics is derived from but not limited to the following sources:

**Information on the strokes** was derived from the USA Swimming Officials Briefing(s) and 2017 USA Swimming Rules and Regulations

### **USA Swimming Rules and Regulations**

#### **USA Swimming**

- 2017 USA Swimming Rulebook and Mini-Rulebook

*<https://www.usaswimming.org/rulebook>*

#### **Potomac Valley Swimming**

*<http://www.pvswim.org/official/rules.html>*

#### **RSTA Swimming**

*<http://www.rsta.org/>*

## **RSTA League Structure and Competition**

The RSTA shall consist of eight (8) teams. Each team shall compete in dual meets in accordance with the 2017 RSTA schedule. For the 2017 season the RSTA teams shall be:

- Autumnwood (AW)
- Glade (GL)
- Hunters Woods (HW)
- Lake Anne (AN)
- Lake Audubon (LA)
- Lake Newport (LN)
- North Hills (NH)
- Ridge Heights (RH)

## Autumnwood Piranhas Team Information

Home Pool: Autumnwood 703-467-0903

Head Coach: Olivia Heatherly

Assistant Head Coach: Anna Byrd

Second Assistant Coach: Andrey Smirygin :& Vikrant Mahajan

Team Lifeguard: Logan King & Anne Kennedy

Team Representatives: Cyndy Norford 703-467-8276

Clarence Taylor 703-975-0043

Steve Thompson 703-862-6535

Team Managers: Stacy Bushee 703-888-8060

Kim Douglas 571-334-4305

Lorrie-Ann Melnick 703-470-3820

Anne Taylor 703-975-2867

Computer Coordinator: Eric Lyon 703-430-2828

Equipment Manager: Sean Willson 571-230-7682

Webmaster: David Nielsen 703-628-4337

### Practice and Meet Schedule

Date	Event	Time *	Pool
May 30	First Night of Practice:		Autumnwood
	10 & Under	7:00 – 7:40 pm	
	11 & Older	7:45 – 8:30 pm	
June 10	Glade @ AW	7:30 am*	Autumnwood
June 17	AW @ Lake Anne	7:30 am*	Golf Course Island
June 24	Ridge Heights @ AW	7:30 am*	Autumnwood
June 26	Morning Practice Begins:		Autumnwood
	10 & Under	8:00 – 8:45 am	
	11 & Older	8:45 – 9:45 am	
July 1	BYE Happy 4th of July!!		
July 8	AW @ Lake Newport	7:30 am*	Lake Newport
July 15	North Hills @ AW	7:30 am*	Autumnwood
July 19	IM Finals Meet	6:00 pm	Lake Newport
July 20	IM Finals Meet (rain date)	6:00 pm	Lake Newport
July 22	AW @ Hunters Woods	7:30 am*	Hunters Woods
July 23	Team Pool Party	6:00 – 9:00 pm	Autumnwood
July 29	All Star Meet	7:30 am	Lake Newport
July 30	All Star Meet (rain date)	7:30 am	Lake Newport
TBD	Team Photos	Morning Practice	Autumnwood

\* Dual Meet Warm-ups: Home Team @ 7:00 am; Away Team @ 7:15 am.

## Glade Dolphins Team Information

Home Pool:	Glade	703-476-5732
Head Coach:	Patrick O'Malley	
Assistant Head Coach:	Andy Carro	
Second Assistant Coach:	Emma Stiglitz & Laine Davison	
Team Lifeguard:	Sam Joyner & Amelia Flavin	
Team Representatives:	Lisa Mahon	703-774-7922
	Radhika Murari	703-332-4474
Team Managers:	Debbie Wagner	703-201-3456
	Kathy Joyner	703-283-1971
	Beth McCloskey	571-235-2365
Computer Coordinator:	David Stiglitz	571-225-1986
	Vladimir Milosevic	571-969-2497
Equipment Manager:	TBD	
Webmaster:	Debbie Wagner	703-201-3456

### Practice and Meet Schedule

Date	Event	Time *	Pool
May 30	First Night of Practice:		Glade
	10 & Under	7:00 – 7:40 pm	
	11 & Older	7:45 – 8:30 pm	
June 10	GL @ Autumnwood	7:30 am*	Autumnwood
June 17	Lake Audubon @ GL	7:30 am*	Glade
June 24	GL @ Lake Anne	7:30 am*	Golf Course Island
June 26	Morning Practice Begins:		Glade
	10 & Under	8:00 – 8:45 am	
	11 & Older	8:45 – 9:45 am	
July 1	BYE Happy 4th of July!!		
July 8	North Hills @ GL	7:30 am*	Glade
July 15	GL @ Lake Newport	7:30 am*	Lake Newport
July 19	IM Finals Meet	6:00 pm	Lake Newport
July 20	IM Finals Meet (rain date)	6:00 pm	Lake Newport
July 22	Ridge heights @ GL	7:30 am*	Glade
July 23	Team Pool Party	6:00 – 9:00 pm	Glade
All Star Meet	7:30 am	Lake Newport	July 29
July 30	All Star Meet (rain date)	7:30 am	Lake Newport
TBD	Team Photos	Morning Practice	Autumnwood

*\* Dual Meet Warm-ups: Home Team @ 7:00 am; Away Team @ 7:15 am.*

## Hunters Woods Blue Marlins Team Information

Home Pool:                      Hunters Woods                      703-391-2187

Head Coach:                      Christian Kalinowski  
 Assistant Head Coach:         Kevin Vintimilla  
 Second Assistant:                Jack-Henry Ham & Katie Vintimilla  
 Team Lifeguard:                 Matthew Beach & Chris Yang

Team Representatives:          Sumi Vintimilla                      703-547-7863  
     Charles Li                              202-330-1009  
     Jud Harvey                             571-420-7616

TTeam Managers:                Sumi Vintimilla                      703-547-7863  
     Anne Loehr                            202-390-2711  
     Katie le                                703-587-8911  
     Anne Rae                               703-626-3454

Computer Coordinator:        Evie Zou                                703-624-8952  
     Laura Zheng                            202-330-1008  
 Equipment Manager:            Hal Beach                              703-608-6930  
 Webmaster:                        Michele Jerome                       703-505-8071

### Practice and Meet Schedule

Date	Event	Time *	Pool
May 30	First Night of Practice:		Hunters Woods
	10 & Under	7:00 – 7:40 pm	
	11 & Older	7:45 – 8:30 pm	
June 10	HW @ North Hills	7:30 am*	Lake Newport
June 17	Lake Newport @ HW	7:30 am*	Hunters Woods
June 24	HW @ Lake Audubon	7:30 am*	Lake Audubon
June 26	Morning Practice Begins:		Autumnwood
	10 & Under	8:00 – 8:45 am	
	11 & Older	8:45 – 9:45 am	
July 1	BYE Happy 4th of July!!		
July 8	HW @ Ridge Heights	7:30 am*	Ridge heights
July 15	North Hills @ AW	7:30 am*	Autumnwood
July 19	IM Finals Meet	6:00 pm	Lake Newport
July 20	IM Finals Meet (rain date)	6:00 pm	Lake Newport
July 22	Autumnwood @ HW	7:30 am*	Hunters Woods
July 23	Team Pool Party	6:00 – 9:00 pm	Hunters Woods
July 29	All Star Meet	7:30 am	Lake Newport
July 30	All Star Meet (rain date)	7:30 am	Lake Newport
TBD	Team Photos	Morning Practice	Hunters Woods

\* Dual Meet Warm-ups: Home Team @ 7:00 am; Away Team @ 7:15 am.

## Lake Anne Stingrays Team Information

Home Pool	Golf Course Island	703-435-8397
Head Coach:	Patrick Dealey	
Assistant Head Coach:	Jocelyn Wulf	
Second Assistant Coach:	Hannah Ziaii & Joseph Letteri	
Team Lifeguard:	Ben Dealey & Sage Raphael	
Team Representatives	Angela Cramer	703-862-2643
	Bill Dealey	703-475-7152
	Andrew Freeman	703-945-4243
Team Managers	Susan Randerson	614-804-4047
	Marion Greene	303-725-0246
Computer Coordinator	Bill Dealey	703-475-7152
Equipment Manager	Ed Keusenkothen	703-338-5770
Webmaster	Bill Dealey	703-475-7152

### Practice and Meet Schedule

Date	Event	Time *	Pool
May 30	First Night of Practice:		Golf Course Island
10 & Under	7:00 – 7:40 pm		
	11 & Older	7:45 – 8:30 pm	
June 10	AN @ Ridge Heights	7:30 am*	Ridge Heights
June 17	Autumnwood @ AN	7:30 am*	Golf Course Island
June 24	Glade @ AN	7:30 am*	Golf Course Island
June 26	Morning Practice Begins:		Autumnwood
	10 & Under	8:00 – 8:45 am	
	11 & Older	8:45 – 9:45 am	
July 1	BYE Happy 4th of July!!		
July 8	AN @ Lake Audubon	7:30 am*	Lake Audubon
July 15	AN @ Hunters Woods	7:30 am*	Hunters Woods
July 19	IM Finals Meet	6:00 pm	Lake Newport
July 20	IM Finals Meet (rain date)	6:00 pm	Lake Newport
July 22	Lake Newport @ AN	7:30 am*	Golf Course Island
July 23	Team Pool Party	6:00 – 9:00 pm	Golf Course Island
July 29	All Star Meet	7:30 am	Lake Newport
July 30	All Star Meet (rain date)	7:30 am	Lake Newport
TBD	Team Photos	Morning Practice	Golf Course Island

\* *Dual Meet Warm-ups: Home Team @ 7:00 am; Away Team @ 7:15 am.*



## Lake Audubon Barracudas Team Information

Home Pool	Lake Audubon	703-860-3080
Head Coach:	Kathryn Cole	
Assistant Head Coach:	Robby Cordts	
Second Assistant Coach:	Emily Fritz & Griffin Scanlan	
Team Lifeguard:	Zac Bell & Spencer Harris	
Team Representatives	Nancy Cole	703-673-6076
	Lyn Cordts	703-860-2259
	Alisa Harriot	703-434-1251
Team Managers	Lisa Fritz	703-862-1687
	Amy Lender	703-869-7372
	Khuong Mulvaney	703-476-0995
Computer Coordinator	Jeff Fritz	703-860-1550
Equipment Manager	Adam Macaluso	703-203-6154
Webmaster	Khuong Mulvaney	703-476-0995

### Practice and Meet Schedule

Date	Event	Time *	Pool
May 30	First Night of Practice:		Lake Audubon
	10 & Under	7:00 – 7:40 pm	
	11 & Older	7:45 – 8:30 pm	
June 10	Lake Newport @ LA	7:30 am*	Lake Audubon
June 17	LA @ Glade	7:30 am*	Glade
June 24	Ridge Heights @ AW	7:30 am*	Lake Audubon
June 26	Morning Practice Begins:		Lake Audubon
10 & Under	8:00 – 8:45 am		
	11 & Older	8:45 – 9:45 am	
July 1	BYE Happy 4th of July!!		
July 8	Lake Anne @ LA	7:30 am*	Lake Audubon
July 15	LA @ Ridge Heights	7:30 am*	Ridge Heights
July 19	IM Finals Meet	6:00 pm	Lake Newport
July 20	IM Finals Meet (rain date)	6:00 pm	Lake Newport
July 22	LA @ North Hills	7:30 am*	Lake Newport
July 23	Team Pool Party	6:00 – 9:00 pm	Lake Audubon
July 29	All Star Meet	7:30 am	Lake Newport
July 30	All Star Meet (rain date)	7:30 am	Lake Newport
TBD	Team Photos	Morning Practice	Lake Audubon *

*Dual Meet Warm-ups: Home Team @ 7:00 am; Away Team @ 7:15 am.*



## North Hills Hurricanes Team Information

Home Pool:	Lake Newport (practice) North Hills (party)	703-467-0694 703-707-9367
Head Coach:	Kurtis Kunkel	
Assistant Head Coach:	Natalie Flint	
Second Assistant Coach:	Allison Boone & Nicole Flint	
Team Lifeguard:	Madeline Bennett & Ryan Luczak	
Team Representatives:	Nancy Cazenias Myles Flint Colene Luczak	202-549-7905 202-532-3377 703-307-1096
Team Managers:	Charlie Schoening Beth Shaw Lindsey Grilliot	703-517-7756 703-622-1110 703-888-7518
Computer Coordinator:	Cleia Ramsey	571-286-1088
Equipment Manager	Abby Schopp	703-868-7882
Webmaster:	Beth Shaw	703-622-1110

### Practice and Meet Schedule

Date	Event	Time *	Pool
May 30	First Night of Practice: 10 & Under 11 & Older	7:00 – 7:40 pm 7:45 – 8:30 pm	Lake Newport
June 10	Hunters Woods @ NH	7:30 am*	Lakes Newport
June 17	Ridge Heights @ NH	7:30 am*	Lake Newport
June 24	NH @ Lake Newport	7:30 am*	Lake Newport
June 26	Morning Practice Begins: 10 & Under 11 & Older	8:15 - 9:00 am 9:00 - 10:00 am	Lake Newport
July 1	BYE Happy 4th of July!!		
July 8	NH @ Glade	7:30 am*	Glade
July 15	NH @ Autumnwood	7:30 am*	Autumnwood
July 19	IM Finals Meet	6:00 pm	Lake Newport
July 20	IM Finals Meet (rain date)	6:00 pm	Lake Newport
July 22	Lake Audubon @ NH	7:30 am*	Lake Newport
July 23	Team Pool Party	6:00 – 9:00 pm	North Shore
July 29	All Star Meet	7:30 am	Lake Newport
July 30	All Star Meet (rain date)	7:30 am	Lake Newport
TBD	Team Photos	Morning Practice	Lake Newport

*\*Dual Meet Warm-ups: Home Team @ 7:00 am; Away Team @ 7:15 am.*

## Ridge Heights Sharks Team Information

Home Pool	Ridge Heights	703-476-7084
Head Coach:	Mac Sogandares	
Assistant Head Coach:	Andrew Shedlock	
Second Assistant Coach:	Kati Imel & Paige Sognandares	
Team Lifeguard:	Ian Hansing & Karina Silva	
Team Representatives	Liz Falcone	571-243-4915
	Katy Boswell	703-975-1669
	Eric Johnson	
Team Managers	Annette Bobby	703-217-5684
	Kristin Dougherty	703-581-7569
	Elizabeth Russell	703-599-7282
Computer Coordinator	Liz Falcone	571-243-4915
Equipment Manager	Handy Handerahan	571-296-7783
Webmaster	Liz Falcone	571-243-4915

### Practice and Meet Schedule

Date	Event	Time *	Pool
May 30	First Night of Practice:		Ridge Heights
	10 & Under	7:00 – 7:40 pm	
	11 & Older	7:45 – 8:30 pm	
June 10	Lake Anne @ RH	7:30 am*	Ridge Heights
June 17	RH @ North Hills	7:30 am*	Lake Newport
June 24	RH @ Autumnwood	7:30 am*	Autumnwood
June 26	Morning Practice Begins:		Ridge Heights
10 & Under	8:00 – 8:45 am		
	11 & Older	8:45 – 9:45 am	
July 1	BYE Happy 4th of July!!		
July 8	Hunters Woods @ RH	7:30 am*	Ridge Heights
July 15	Lake Audubon @ RH	7:30 am*	Ridge Heights
July 19	IM Finals Meet	6:00 pm	Lake Newport
July 20	IM Finals Meet (rain date)	6:00 pm	Lake Newport
July 22	RH @ Glade	7:30 am*	Glade
July 23	Team Pool Party	6:00 – 9:00 pm	Ridge Heights
July 29	All Star Meet	7:30 am	Lake Newport
July 30	All Star Meet (rain date)	7:30 am	Lake Newport
TBD	Team Photos	Morning Practice	Ridge Heights

*\*Dual Meet Warm-ups: Home Team @ 7:00 am; Away Team @ 7:15 am.*

# RSTA Bylaws

## ARTICLE I - ORGANIZATION

**SECTION 1. INCORPORATION—RESTON SWIM TEAM ASSOCIATION, INC.,** herein called RSTA or the association, is incorporated in the Commonwealth of Virginia under the Virginia non-profit corporation code to qualify as an exempt organization, and shall be managed at all times in such a manner as to qualify the corporation for such exemption. RSTA shall not be operated for pecuniary gain or profit, and shall have no capital stock and no stockholders.

**SECTION 2. PURPOSE—**The Reston Swim Team Association is a developmental and recreational program. The intent of this organization is to foster and promote the ideals of good sportsmanship, honesty, and perseverance in the children of Reston, Virginia, and environs, so that they will grow into finer, stronger, and healthier men and women; to encourage parental participation in the Association's activities so as to foster those benefits derived from the mutual involvement of parents and children in common endeavor; to provide a means for teaching and a forum for learning both the fundamentals and the fine points of swimming, so as to heighten appreciation of such activity as well as to encourage healthful, lifelong participation in swimming activities. The purpose of this organization will be accomplished by providing coaching to teach the fundamentals and fine points required in swimming activities, and by providing opportunities for supervised competitive swimming.

**SECTION 3. GOVERNANCE AND MANAGEMENT—**RSTA shall be managed by a Board of Directors, herein called the Board, acting in accordance with these Bylaws.

## ARTICLE II - MEMBERSHIP

**SECTION 1. MEMBERSHIP—**Membership is available to any family registering a swimmer(s) upon payment of the RSTA summer season registration fee(s) with the limit of one (1) membership per family.

**SECTION 2. VOTING—**Each member family in RSTA shall be entitled to one vote in the affairs of RSTA. Voting shall be in person.

**SECTION 3. PROXIES—**There shall be no proxies.

### SECTION 4. MEMBERSHIP RIGHTS

(a) A member in good standing shall be entitled to participate in any activity sponsored by RSTA.

(b) The property rights and interests of all members shall be equal on a per family basis.

**SECTION 5. TERMINATION—**Membership shall terminate automatically if a family membership is not renewed during the next year's registration period, or if dues are more than thirty (30) days in arrears as determined by the Registrar.

## ARTICLE III – FEES, SCHOLARSHIPS, AND PARTICIPATION

**SECTION 1. MEMBERSHIP FEES**—Registration Fees will be set by the Board of Directors, with the concurrence of a majority of the members present, to cover the projected expenses of the program. The Board of Directors shall, upon review of the financial position of the Association, recommend any fee adjustments necessary to maintain the financial health of the Association. Fees may not be adjusted retroactively.

**SECTION 2. SCHOLARSHIPS**— Scholarships may be made available. Any family participating under a scholarship shall have full membership in RSTA. All scholarship information shall be held in the strictest confidence.

**SECTION 3. VOLUNTEER PARTICIPATION** – A quality program as conducted by RSTA requires the active participation of all members in the operation of this league and the teams, in the operation and maintenance of the necessary facilities and equipment, and in other activities. Membership carries with it the obligation to participate in these activities to the extent and in accordance with such rules and regulations as the Board shall promulgate to assure that these obligations are fairly shared by all members.

## ARTICLE IV – MEETINGS OF MEMBERS

### SECTION 1. BI-ANNUAL MEMBERSHIP MEETINGS

- (a) **Time and Place** – At least two (2) general meetings shall be held each year, one before the summer season on or before March 15 and one after the conclusion of the summer season on or before October 31.
- (b) **Purpose** – The first general membership meeting of the calendar year shall be for the purposes of approving the annual operating budget of the association, receiving committee reports, and transacting such other business as may be required. The second general membership meeting of the calendar year shall be for the purpose of electing Directors to take office at the beginning of the next term, receiving committee reports, and transacting such other business as may be necessary.

### SECTION 2. SPECIAL MEMBERSHIP MEETINGS

- (a) **Call** – A special meeting of the membership shall be called upon the presentation of a petition to the Board of Directors containing the signatures of at least twenty-five (25) members or by vote of an absolute majority of the Board of Directors. Any special meeting shall be open to the general membership.
- (b) **Time and Place** – Special meetings of RSTA shall be held at such reasonable time and place as the Board may designate.
- (c) **Purpose** – The purpose of any special meeting shall be stated in the notice of the call, and no other business shall be transacted.

**SECTION 3. NOTICE OF MEMBERSHIP MEETING**—Written notice of any meeting of members shall be given to each member not less than 10 days or more than 45 days prior to such meeting.

- (a) **Delivery** – Delivery of notice to each family shall be by email or by US mail.
- (b) **Posting** – Notice of meetings shall be posted on the RSTA website.

**SECTION 4. QUORUM** – One-tenth (1/10) of members in good standing and eligible to vote or fifteen (15) members present, whichever is less, at any properly called meeting shall constitute a quorum. Each membership unit (hereinafter referred to as voter) shall be eligible to cast one (1) vote.

**SECTION 5. MEETING ORGANIZATION AND AGENDA**

- (a) **Presiding Officer** – The RSTA President shall preside at any meeting of members, and if absent, a Vice President shall preside. If neither is present, the members present shall elect a presiding officer.
- (b) **Secretary** – the RSTA Secretary shall serve as secretary for the meeting, and if absent, the presiding officer shall appoint an acting secretary.
- (c) **Order of Business** – The order of business at any meeting, if applicable, shall be:
  - (1) Call to Order;
  - (2) Proof of Notice of Meeting;
  - (3) Approval of Previous Minutes;
  - (4) Reports of Officers;
  - (5) Reports of Committees and Task Groups;
  - (6) Old Business;
  - (7) New Business.
  - (8) Adjournment

**SECTION 6. VOTING**

- (a) **Method** – Voting may be viva voca, but ten (10) members or the president shall have the right to demand voting by roll call.
- (b) **Decision** – All matters coming before the meeting for vote shall be decided by majority vote of those voting, except where different requirements are given elsewhere in these Bylaws.

**SECTION 7. MINUTES OF MEETING** – Minutes of each meeting shall be available for inspection by any member desiring to do so as soon as practicable but no later than sixty days after completion of a general membership meeting.

## ARTICLE V—BOARD OF DIRECTORS

### SECTION 1. BOARD COMPOSITION

The Board of Directors shall be comprised of a maximum of 37 directors allocated as follows:

- a) Three (3) directors from each of the teams participating in the RSTA League
- b) Up to nine (9) directors-at-large, and
- c) The immediate past president.

The three directors from each team will be known as Team Representatives. The team representative's team affiliation is to be determined by the team on which the candidates' child or children swims.

### SECTION 2. QUALIFICATIONS

Candidates for the Board of Directors must:

- a) Be members in good standing of RSTA and
- b) Be willing to work to advance the mission of RSTA.

### SECTION 3. TERMS

- a) Directors shall be elected to serve a one-year term.
- b) Directors may serve terms in succession. Team Representatives shall not serve as Team Representatives more than five years in succession.
- c) The term of office shall be considered to begin upon election at the October General Membership meeting and continue until the following year's October General Membership meeting.

### SECTION 4. ELECTION OF DIRECTORS

- a) **Nomination.** Directors from teams in the Association who will serve as Team Representatives may be nominated by the team they will represent, be self-nominated, or be nominated from the floor at the General Membership meeting.
- b) **Election.**
  - 1) **Team Representatives** shall be elected annually by a plurality vote of those members attending the General Membership meeting on or before October 31 of each year. The top three vote recipients from each team will be declared the Team Representatives for that team.
  - 2) **Directors-at-Large** shall be elected by a ballot cast by the newly elected Team Representatives and the immediate past president. Up to nine (9) directors-at-large shall be elected, with those receiving the greatest number of votes being elected.
- c) **Vacancies.** Should vacancies occur in the Board for any reason, they shall be filled by another member upon a majority vote of the Board. At the discretion of the Board, by



majority decision, a position may remain vacant until the next general election of the board of directors.

## **SECTION 5. REMOVAL OF DIRECTORS FROM OFFICE**

- a) **Removal by Board Action.** Members of the Board of Directors may be removed from office for just cause. Just cause shall be determined by a quorum of the Board of Directors by three-fourths (3/4) vote, excluding such member. A Director missing three (3) consecutive meetings of the Board without an excused absence may be removed from office by majority vote of all the other Board members.
- b) **Automatic Removal.** A Director whose membership is terminated in accordance with ARTICLE II, SECTION 5, shall automatically be removed from the office.

## **SECTION 6. MEETINGS OF THE BOARD**

- a) **Frequency of Meetings.** The Board of Directors shall hold monthly meetings, or as necessary with the exception of a recess in August.
- b) **Notice.** Seven (7) days' notice, by email or by telephone, shall be given all Directors of meetings called by the President or by the majority of Directors. Notice of meetings shall be distributed at each location where sponsored teams are practicing if time permits or by posting to the RSTA website and by email notification.
- c) **Open Meetings.** All meetings of the Board shall be open to any RSTA member except that executive sessions shall be permitted for the purpose of contract negotiations, employment issues, and for administering the financial assistance fund.
- d) **Quorum.** A majority of the Directors shall constitute a quorum for the transaction of business and the act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board. If at any meeting of the Board there shall be less than a quorum present, a majority of those present may adjourn the meeting without further notice, until such quorum shall have been attained.
- e) **Special Meetings of the Board.** Special meetings of the Board of Directors shall be convened at the request of at least five (5) members of the Board or at the direction of the president. The request should be accommodated within 30 days of the request unless extenuating circumstances prevent it. The purpose of the special meeting shall be stated in the notification of the meeting to all Board members.
- f) **Meetings by Electronic Conference.** Any meeting, regular or special, may be held by electronic conference, webinar, or similar communication method, so long as all directors participating in the meeting can communicate with one another and their identities can be confirmed.

**SECTION 7. POWERS OF THE BOARD** – The Board shall provide governance of the association, as well as regulate and supervise the management and operation of RSTA. It shall attend to all internal affairs of RSTA, shall make such arrangements for carrying on the business as it deems best and in addition to the powers by these bylaws expressly conferred upon

the Board, it may exercise all the powers of the association and to all such lawful acts and things as are not by statute or by the charter or by these bylaws required to be done or exercised by the members. The control of the Board over these affairs of RSTA shall be subject to any action from time to time taken by vote of the members of RSTA.

## ARTICLE VI—OFFICERS

### SECTION 1. SELECTION

- (a) **Officers** – Only members of the Board of Directors are eligible to hold office in the Association. Officers of RSTA shall be President, two Vice Presidents, Secretary, Registrar, and Treasurer; and shall be elected by the Board of Directors.
- (b) **Election**— At the Board meeting which shall be held immediately after the adjournment of the fall general membership meeting, the Board of Directors Elect shall elect the officers of the association. Officers shall be elected by a plurality of the board of directors.
- (c) **Terms** – The elected term of officers shall be from the date of election until October 31 of the following year. No officer, with the exception of treasurer, shall succeed him/herself for more than two terms and in no case shall serve as an officer in any capacity for more than four (4) full consecutive terms.
- (d) **Vacancies** – Should vacancies occur in the officers of the Association due to any reason, the Board of Directors shall solicit and select a replacement for such vacancy from the remaining members of the Board of Directors, and such person selected shall be deemed elected to such office. Should a further vacancy be created by such process, the process would be repeated until all such vacancies are filled.

**SECTION 2. REMOVAL OF OFFICERS** – Any officer may be removed for “just cause.” The Board of Directors shall determine “just cause” by three-fourths (3/4) vote of the Board excluding such officer.

**SECTION 3. POWERS AND DUTIES OF THE PRESIDENT** –The President shall:

- (a) Preside at all meetings of members of the Board, have general and active management of the business of RSTA, and see that all orders and resolutions of the Board are carried into effect.
- (b) Appoint standing and ad hoc committees, subject to approval of the Board, and serve as ex-officio member of such committees except for the nominating committee.
- (c) Authorize, with the Treasurer, all checks and other instruments of payment by the treasury in excess of \$3,000.00.
- (d) Be responsible for the timely sending of notices and calls of meetings and for keeping members informed of decisive actions by the Board and of issues to be brought before the membership.
- (e) Perform such other duties as the Board may direct.

**SECTION 4. POWERS AND DUTIES OF THE VICE-PRESIDENTS** – The Vice-Presidents shall:

- (a) In the absence of the President, or in case of his failure to act, in conjunction with the Secretary, have all the powers of the President, and the two of them acting together shall see that all orders and resolutions of the Board are carried into effect.
- (b) Perform such other duties as the Board may direct or the president may delegate.

**SECTION 5. POWERS AND DUTIES OF THE SECRETARY** – The Secretary shall:

- (a) Have charge of the records and of the Corporation, and perform all the duties inherent to the office of the Secretary of the Corporation subject at all times to the direction and control of the Board.
- (b) Record and the minutes of all general membership meetings.
- (c) Record the minutes of all meetings of the Board of Directors, which minutes shall be presented to the next meeting of Directors for approval.
- (d) Keep a copy of the Charter of the Corporation, together with a dated copy of the current bylaws and amendments.
- (e) Maintain a current list of members with addresses, and prior to any meeting of members, with the assistance of the treasurer update this list in accordance with ARTICLE II, SECTION 6.
- (f) Conduct the general correspondence of RSTA.

**SECTION 6. POWERS AND DUTIES OF THE TREASURER** – The Treasurer shall supervise the bookkeeper in the following:

- (a) Keep accurate and full accounts of receipts and disbursements, collect and deposit all monies and other properties and effects in the name of and to the credit of RSTA in such depositories as the Board may direct.
- (b) Disburse the funds of RSTA as may be ordered by the Board, taking proper vouchers for such disbursements.
- (c) Render to the Board upon its request, an account of any and all transactions as Treasurer and of the financial condition of RSTA, and at the annual meeting of members present a like report for the preceding year.
- (d) Authorize disbursement and payment by the bookkeeper of \$3,000.00 or less.
- (e) Perform such other duties as are inherent in the office of treasurer or as directed by the Board.

**SECTION 7. POWERS AND DUTIES OF THE REGISTRAR** – The Registrar shall:

- (a) Chair the registration committee.
- (b) Manage the annual registration process.

- (c) Manage the annual new swimmer evaluation process.
- (d) Supervise the registration administrative assistant in processing registrations.
- (e) Make final assignments of swimmers to teams.

## **ARTICLE VII – COMMITTEES**

### **SECTION 1. COMMITTEE STRUCTURE**

To facilitate the business and management of RSTA, work shall be accomplished through standing and ad hoc committees with duties and responsibilities as established and enumerated by these bylaws.

- a) **Powers.** All powers assigned to standing committees are subject to the authority of the Board.
- b) **Membership.** Membership in standing committees may be comprised of both board members and general members. The president of RSTA may be an ex officio member of all committees.
- c) **Chair.** Standing Committees shall be chaired by a director who is elected by the members of the committee at the start of each term of office following the October election. Co-chairs may be elected at the discretion of the committee, as needed.
- d) **Size.** Committee size will vary depending on the number of members needed to accomplish the work of the committee and shall be not smaller than three nor more than fifteen.

### **SECTION 2. STANDING COMMITTEES**

Standing Committees shall be as follows: All Stars, Audit, Awards, Computer, Equipment, Executive, Fundraising, Handbook, Managers, Personnel, Registration, Rules of Competition and Officiating, Schedule & Meet Management, and Winter Swim.

- a) **All Stars & IMs Committee** shall be responsible for organizing and conducting the IM Meet and the All Star Meet to be held at the end of the season. This will include (but is not limited to) ranking and invitation of swimmers, establishing meet rules and order of events, coordination of volunteers, distribution of awards, choosing of officials, publication of results, recording of records, and coordination with fundraising committee on the sale of any items deemed worthy (e.g., food, programs, shirts, caps, etc.)
- b) **Audit Committee** shall be responsible for validating the bank accounts and other accounts of RSTA, and for auditing the treasurer's records of income, expenses and bank balances at least once per year and no later than 15 January of their term.
- c) **Awards Committee** shall be responsible for the development and recommendation of an achievement awards program for participants in RSTA; the design and purchase of all materials needed to implement the achievement awards program; and the distribution of RSTA records awards.

- d) **Computer Committee** shall be responsible for compiling times for each meet; producing labels for meet cards; updating records; maintaining all individual and relay team and league records; authorizing RSTA record awards; and publishing results of meets.
- e) **Equipment Committee** shall be responsible for the maintenance and repair of all equipment; the recommendation and purchase of new or replacement equipment; and making equipment required for the conduct of swim meets available to Team Managers.
- f) **Executive Committee** of RSTA shall be the elected officers and the immediate past president. A quorum of the Executive Committee for any meeting shall be at least three members of the Executive Committee. The Executive Committee shall conduct such business as is deemed necessary by the president or the officers. The executive committee is authorized to conduct urgent business of the association when there is not time or it is not feasible to wait for a regularly scheduled meeting of the board of directors.
- g) **Fundraising Committee** shall be responsible for organizing fundraising events and sales for the benefit of the league, including concessions at IM and All-Star meets and sale of any items deemed worthy (e.g., food, programs, shirts, caps, etc.) This committee also will identify and recommend to the Board vendors for supplying team apparel, concessions, and other supplies not associated with other committees.
- h) **Handbook Committee** shall be responsible for updating and publishing the handbook.
- i) **Managers Committee** shall be responsible for the training of Team Managers and the distribution of all materials and information to Team Managers prior to the season.
- j) **Personnel Committee** shall consist of one team representative from each team. It shall be responsible for the recommendation and implementation of RSTA personnel policies governing the duties, salary, recruitment, hiring, dismissal, and performance evaluation of the RSTA coaching staff. The Personnel Committee shall select the coaches with consideration for age, swimming background, maturity, temperament, and past employment, including RSTA tenure, from the pool of available candidates. The Personnel Committee shall provide direction and guidance to all coaches in personnel matters, and shall provide counseling and support for the Team Managers in their daily activities with the coaching staff.
- k) **Registration Committee** shall be responsible for the design, implementation, and administration of a summer season registration program, including the assignment of swimmers to teams in accordance with the approved guidelines. The committee recommends registration tiers and dates, fees, and team cap levels for Board approval.
- l) **Rules of Competition & Officiating Committee** shall be responsible for the development and recommendation of policies governing competition in the RSTA; the technical implementation of Board policies governing League competition and the conduct of meets; the training of officials; the establishment and implementation of safety policies and procedures for practices and meets (including warm-ups). They shall also be responsible for hearing and acting upon any and all disputes regarding interpretation of the rules in accordance with Board policy. Any member of this committee who has

a personal interest in any party involved in a dispute (i.e., parent of swimmer or coach, team representative, manager or spouse of manager, etc., of the team or teams involved) shall disqualify him/herself from the committee until the matter has been settled. In the event that the committee is reduced to fewer than three (3) members by the application of this rule, the dispute shall be referred to the Board for immediate consideration.

- m) **Schedule & Meet Management Committee** shall be responsible for the recommendation and implementation of the RSTA competition schedule to include the times and locations for all regular and special meets, rain dates, pool parties, and any other items deemed necessary by the Board. In preparing the schedule, the Committee shall coordinate with Reston Association (RA) and, upon Board approval, conclude all arrangements with RA to implement the schedule. This committee shall be responsible for developing the forms required prior, during, and after a meet to make a meet run smoothly and efficiently (e.g., meet sheets, swimmers individual times, entry cards, etc.).
- n) **Winter Swim Committee** shall be responsible for providing swimmers eligible to swim with RSTA an opportunity to improve their swimming skills during the off-season. The committee shall define each of the winter swim programs (e.g., number & age range of swimmers; swimming pre-requisites; and fees), handle registration and staffing, and provide on-going oversight for the duration of all programs.

**SECTION 3. AD HOC COMMITTEES**— Ad Hoc committees shall be formed as deemed necessary by the Board of Directors. To form an ad hoc committee, the committee must be approved by a simple majority of the Directors present and voting at any regular meeting or at a special meeting called for this purpose. Upon approval of an ad hoc committee, members shall be selected from among the Directors and general membership. The committee shall designate its own chair and will disband upon completion of the purpose of the committee.

## **ARTICLE VIII – ACCOUNTING, BUDGET FINANCE**

### **SECTION 1. AUDITS**

- (a) **Annual Audit** – the Books of the association shall be closed on the last day of the fiscal year to be audited by a qualified individual or individuals other than the Treasurer and approved by the Board. The audit shall encompass a review of the bank accounts, financial assets, cash flow, and deposits and expenditures. The written report of the audit shall be prepared in time to be presented to the members at the first general membership meeting of the calendar year.
- (b) **Special Audits** – An audit similar to the annual audit shall be prepared at any time there is a change in the office of Treasurer during the fiscal year.

**SECTION 2. FISCAL YEAR** – The fiscal year of RSTA for reporting and filing purposes shall be from October 1 to the following September 3. The operational year will run from January 1 to the following December 31.

**SECTION 3. BUDGET** – An annual operating budget year shall be prepared by the Treasurer

with the assistance of the executive committee with input from all standing committees, for presentation and approval at the first general membership meeting of the calendar year. A copy of this budget shall be posted on the RSTA website not later than ten (10) days prior to this meeting.

**SECTION 4. CONTRACTS** – Contracts for personal services shall require approval of two-thirds (2/3) of the full Board of Directors. Contracts involving loans, leases or other obligations of more than twelve (12) months' duration shall have to be ratified by a majority of all members of the association. Contracts with the Reston Association shall be signed by the president or the president's delegated representative.

**SECTION 5. REIMBURSEMENT** – Officers and Directors may be reimbursed for reasonable out of pocket expenses made on behalf of RSTA, but shall not otherwise be compensated.

**SECTION 6. INDEMNIFICATION** – RSTA shall indemnify and save harmless any individual against the expense of any action, suit or proceedings in which they are made a part by reason of his being or having been a Director, Officer or duly authorized agent of RSTA, except in relation as to matters to which they shall be adjudged in such action, suit or proceedings to be liable for gross negligence or willful misconduct in the performance of their duties. This right shall extend to all such persons, their successors, heirs and legal representatives.

**SECTION 7. INSURANCE** – The board shall obtain sufficient insurance from commercial carriers to manage the financial and legal risks to the association, to provide “directors and officers” liability insurance, and to meet any reasonable insurance requirements stipulated by the Reston Association.

**SECTION 8. DISSOLUTION** – In the event this organization dissolves, splits, or otherwise ceases to legally exist under the terms and conditions of these bylaws, the remaining assets of RSTA, after all just debts have been discharged, shall be disbursed to any non-profit organization or organizations. These other organizations shall be determined by the individual members; and their pro rata share of the assets shall be sent to that non-profit organization.

## **ARTICLE IX – BYLAWS AND RULES OF ORDER**

**SECTION 1. BYLAWS** – These bylaws, duly revised and adopted on the 11th day of February, 2008 succeed any and all previous bylaws and amendments thereto, which are declared null and void.

**SECTION 2. INTERPRETATION** – Any question as to the proper interpretation of any provision of these bylaws shall be determined by the Board.

**SECTION 3. AMENDMENTS** – These Bylaws may be amended by two-thirds (2/3) majority vote of those eligible voters present at any general meeting of the Association duly constituted in accordance with Article IV, provided that fifteen (15) days prior notice has been given to all eligible members of the nature of the proposed amendment.

Adopted September 25, 1979

Amended October 13, 1982

Amended October 15, 1984

Amended October 7, 1985

Amended October 20, 1986

Amended October 11, 1988

Amended October 7, 1991

Amended March 14, 1994

Amended October 4, 1999

Revised and reissued February 11, 2008

Amended November 11, 1981

Amended October 12, 1983

Amended February 25, 1985

Amended February 10, 1986

Amended February 8, 1987

Amended February 13, 1989

Amended October 19, 1992

Amended March 20, 1995

Amended October 10, 2000

Amended April 13, 2015

**SECTION 4. RULES OF ORDER** – *Roberts Revised Rules of Order* shall be the parliamentary guide for all meetings of the general membership, the Board of Directors or of Committees, but shall not take precedence over these bylaws.



# Referee Oversight Timeline and Guide

(Version: May 23, 2013)

## **6:15 AM — Be at the pool at least an hour prior to the meet starting.**

- Make sure the pool gets set-up in a timely manner
- Welcome and introduce yourself to the Coaches and Managers
- Identify and meet with the following personnel to review their responsibilities:

## **6:40 AM—Meet with Pool Lifeguard**

Introduce and make sure they are in their chair for the 7:00 AM to 7:30 AM warm-ups. Make sure pool is set-up properly to include: lane lines, backstroke flags, chairs with lane markers indicated at the start/turn ends of the pool, announcer equipment, starter equipment, 15-meter marks, official's area(s) marked with ribbon to allow free access during competition, and removal of ladders if necessary.

## **6:45 AM—Meet with Announcer**

Review announcement timing protocol and have them call-up Meet Marshals prior to the last heat of individual competition prior to each set of relays.

## **6:50 AM—Pool ready for warm-ups.**

## **6:50 AM—Meet with Marshals**

Discuss oversight presence during warm-ups.

For relay takeoffs the combinations of the officials are as follows for Dual Confirmation of False Start Calls:

Starter opposite of Home Team Marshal @ start position end of pool

Referee opposite of Visiting Team Marshal @ opposite end of pool

## **7:00 AM—Marshals and Lifeguard must be in position for warm-ups to start**

(warm-ups Home Team 7:00 AM / warm-ups for Visiting Team 7:15 AM)

## **7:05 AM—Meet with Clerk of Course**

Introduce and confirm dual coverage.

## **7:10 AM—Meet with Chief Timer and Starter**

Review heat queuing procedures and signals to be given prior to each heat.

## **7:15 AM—Chief Timer meets with Assistant Chief Timer and Lane Timers**

Lane assignments and roles review. Chief Timer gives Timers briefing.

## **7:20 AM—Meet with Stroke and Turn Judges**

Review pool assignments, rotation procedures, positioning for turns, DQ Slips and high-level strokes review.

## **7:30 AM—Starter/Timers Time Check (After Visiting Team clears the pool).**

## **7:35 AM—National Anthem (Optional)**

## **7:40 AM—Meet Starts with Event 1/Heat 1**

After each meet thank each of the coaches, managers, and meet officials/volunteers. Discuss lessons learned with Chief Timer and Starter. Sign-off on final meet scoring sheets.

The Referee has full authority over all officials. The Referee shall enforce all of the rules and decisions of RSTA and shall decide all questions relating to the actual conduct of the meet. The Referee can overrule any meet official on a point of rules' interpretation or on a judgment decision (pertaining to an action which the Referee has personally observed) and shall also disqualify swimmers for any violations of the rules that the Referee has personally observed. The Referee has the right to bar anyone from the premises if they are behaving in an unsafe and/or unsporting like manner.

On any point where the opinions of other officials differ, the Referee shall give a decision. The Referee has the authority to intercede in a competition at any stage to ensure the maintenance of fair and equal conditions for all swimmers.

Note: The decision to delay a meet shall be by the sole decision of the most senior Reston Association (RA) Employee at the pool who is not a coach of either team involved in the meet. The designated RA employee has the sole authority to close the pool. The decision to postpone a delayed meet shall be made by the referee at the request of both team managers.

Protests against official judgment decisions must be made immediately to the Referee by a Manager. Spectators may not challenge officials or rulings. Once a referee's decision has been handed down, it shall be considered final. A meet protest can be made if and only if the outcome of the meet would be reversed. A written protest (e-mail) must be made to the Rules of Competition and Officiating and to the Executive Board within 24 hours of completion of the meet. The Rules of Competition and Officiating Committee would have 72 hours to either uphold or reverse the Referee's decision. If an appeal is to be made, then until final action is determined, neither the meet results nor those of a specific heat or event under protest shall be official and no awards or points will be granted."

A grievance could be filed by a Manager to the Rules of Competition and Officiating Committee whereby the committee would work to find a solution to prevent the issue from repeating itself in the future. Written protests will be heard by the Rules of Competition officiating Committee as set forth in Section two (2) L2 of the bylaws.

# Announcer Guide

(Version: May 23, 2013)

- Arrive prior to the start of warm-ups in time for meeting with Referee at 6:45 AM. You may be needed to make announcement regarding proper usage of the pool, check-in times, etc. Check with the Referee and the Meet Director for time schedules (warm-ups, meet start time, etc.) and any special instructions regarding announcements.
- Ensure that all of the equipment is in working order (microphone and all speakers working, volume adjusted properly, etc.). Adjust start of recording of the national anthem, when appropriate.
- It is the responsibility of the Announcer to call the swimmers for each event so that the swimmers are in place before the event, thus avoiding unnecessary delays. This should be coordinated with the Clerk of Course since an event should not be called so early that an unnecessary number of swimmers will be crowded into the area behind the Timers or into the Clerk of Course area.
- Never make an announcement between the time the Referee blows the whistle and the Starter starts an event.....except if requested by the Referee to ask for "Quiet for the start, please."
- The Announcer should be alert to excessive spectator noise during the start of the events and then remind the spectators that quiet is necessary for every start. The Announcer should also announce the score of the meet after the completion of each series of events of a single stroke.
- No swimmer should be allowed the use of the P.A. system during the meet.
- All announcements should only occur when no swimmers are actively competing. Wait for the last swimmer in the heat to finish swimming.
- Remind spectators as needed that everyone needs to remain away from the edge of the pool to allow the officials free movement.
- Speak clearly, talk slowly and distinctly, and pronounce names correctly! If possible, find time prior to the session to meet with coaches or athletes to learn proper way to pronounce names.
- Don't over announce. A few pertinent announcements are far more effective than too many.
- Please stop talking when the Referee blows his or her whistle.
- At the conclusion of the meet please remind everyone to help cleanup, and thank those who volunteered and helped make the meet a success.

# Meet Marshal Guide

(Version: May 23, 2013)

- Each team will provide one Meet Marshal to be at the pool by 6:50 AM the morning of the meet.
- The Meet Marshal should check-in with the Referee to receive instructions, e.g., where they will be positioned, special safety concerns for the meet, etc.
- Marshal(s) shall wear a brightly colored safety vest (provided at meet by host team) thus identifying them and shall enforce warm-up procedures and maintain a safe environment in the swimming venue.
- Each team gets a 15-minute warm up period. Home team warms-up first. Coaches will determine how they want to run their warm-ups but, typically, the first 10 minutes are general warm-up, with swimmers staying to the right of the lane both directions. The last 5 minutes are typically used for sprinting and practicing racing starts.
- During general warm-ups, make sure that swimmers enter the water feet first from the starting end only and ease into the water. Swimmers should NOT be entering from the opposite end or sides of the pool during warm-ups.
- **ABSOLUTELY NO DIVING!** Be alert to dangerously overcrowded warm-ups and alert the meet Referee or Manager.
- Marshals shall make sure lanes are clear of all swimmers before opening lane(s) for sprinting and racing starts. All sprint lanes are one-way only and the swimmer must exit at the opposite end of the pool
- The Marshal shall have full authority to warn and/or order to cease and desist any unsafe or any unsporting like conduct. The Marshal will notify the Referee and Coach of any unsafe behavior or use of profane/abusive language, or a swimmer whose actions are disrupting the orderly conduct of the meet.
- Should it be necessary the Referee will then make the determination as to whether the behavior warrants removal of participant and/or spectator from the swimming venue.
- If available such as in Championships; warm-down areas must be Marshaled throughout the meet. Marshals must not leave the area until coverage is provided or until excused by the Referee.
- At the discretion of the Referee the Meet Marshals may serve as Relay Take-Off Judges during age group relays (events 21 through 30) and the mixed-age relays (events 51 and 52). The Referee will provide guidance if Marshals are used in this capacity.

## Relay Take-Off Judge Guide

(Version: March 31, 2017)

RSTA has adopted dual confirmation by officials for judging relay take-off(s); similar to that used by PVS and USA swimming. This provides the “benefit of the doubt” going to the swimmers. At each end of the pool, actual placement of “side” judges will be at the Referee’s discretion. It will depend on the configuration of the pool, glare, etc. The Relay Take-off Judge should be in position to clearly see the incoming swimmer touch the wall, even if that means getting wet. Side Relay Take-off Judges should take a position on the side just far enough from the starting end to clearly see all the lanes for which they are responsible.

During dual meets the recommended combination to judge relay take-off(s) is the following:

Starter opposite of Home Team Marshal @ Start Position end of pool

Referee opposite of Visiting Team Marshal @ Opposite end of pool

***Note: Referee and starter need to be at the starters end of the pool, for the start, before the referee moves to his take-off position.***

This combination pairs volunteers who are somewhat experienced, and more importantly have gone through the officials training, with other parent volunteers. Takeoff Judges should stand up straight and position themselves to observe the toes of the departing swimmer. Once swimmer’s toes have lost contact with the wall, the Relay Takeoff Judge should look down for touch of incoming swimmer. Relay Take-off Judges will not raise their hands if they see an early take-off. (Note: stroke & turn judges still raise their hands if they see a stroke or touch violation.)

If Relay take-off slips are used during a meet then after each and every exchange of swimmers, judges must mark their relay take-off slips—an “O” if the exchange was good; an “X” if it was early. Judges must make sure to mark the correct row, the number corresponding to the swimmer who is taking off, and verify the preprinted event number on the slip. After the last swimmer has entered the water, the referee will designate an official to collect and compare the relay take-off slips. If both judges on a lane at the same end of the pool saw the same infraction, the referee will disqualify that team. Relay Take-off Judges must be in position to see all lanes for which they are responsible. They will mark an “O” or an “X” for each exchange for each lane. Otherwise, if slips are not used then the Relay Take-off judge should inform the Referee of a potential early take-off. The Referee should then independently check with the other official for dual confirmation.

*Note: A swimmer may be in motion before the touch of the in-coming competitor as long as his/her feet have not completely left the starting platform (ground/deck) before the touch. A take-off violation only occurs if the incoming swimmer touches after the departing swimmer has completely broken contact with the starting platform. When judging a take-off it is important to concentrate on the departing swimmer’s toes, not on the incoming swimmer. When the departing swimmer completely leaves the starting platform (deck), glance down immediately. By refocusing the eyes in this manner, if the hand of the incoming swimmer has not yet touched, an early take-off has occurred. (Only as an exception, if a sufficient number of Relay Take-off Judges are not available, single confirmation may be used.)*

**RELAY TAKE OFF JUDGE**

Event # 21

Boys 8 & Under 100 m Freestyle Relay

Swimmer Number

Lane: 1 2 3 4  
Lane: 2 2 3 4  
Lane: 3 2 3 4  
Lane: 4 2 3 4  
Lane: 5 2 3 4  
Lane: 6 2 3 4  
Lane: 7 2 3 4  
Lane: 8 2 3 4

Signature: \_\_\_\_\_

O = Good Take-Off X = Early Take-Off

**RELAY TAKE OFF JUDGE**

Event # 23

Boys 9-10 100 m Medley Relay

Swimmer Number

Lane: 1 2 3 4  
Lane: 2 2 3 4  
Lane: 3 2 3 4  
Lane: 4 2 3 4  
Lane: 5 2 3 4  
Lane: 6 2 3 4  
Lane: 7 2 3 4  
Lane: 8 2 3 4

Signature: \_\_\_\_\_

O = Good Take-Off X = Early Take-Off

**RELAY TAKE OFF JUDGE**

Event # 25

Boys 11-12 100 m Medley Relay

Swimmer Number

Lane: 1 2 3 4  
Lane: 2 2 3 4  
Lane: 3 2 3 4  
Lane: 4 2 3 4  
Lane: 5 2 3 4  
Lane: 6 2 3 4  
Lane: 7 2 3 4  
Lane: 8 2 3 4

Signature: \_\_\_\_\_

O = Good Take-Off X = Early Take-Off

**RELAY TAKE OFF JUDGE**

Event # 22

Girls 8 & Under 100 m Freestyle Relay

Swimmer Number

Lane: 1 2 3 4  
Lane: 2 2 3 4  
Lane: 3 2 3 4  
Lane: 4 2 3 4  
Lane: 5 2 3 4  
Lane: 6 2 3 4  
Lane: 7 2 3 4  
Lane: 8 2 3 4

Signature: \_\_\_\_\_

O = Good Take-Off X = Early Take-Off

**RELAY TAKE OFF JUDGE**

Event # 24

Girls 9-10 100 m Medley Relay

Swimmer Number

Lane: 1 2 3 4  
Lane: 2 2 3 4  
Lane: 3 2 3 4  
Lane: 4 2 3 4  
Lane: 5 2 3 4  
Lane: 6 2 3 4  
Lane: 7 2 3 4  
Lane: 8 2 3 4

Signature: \_\_\_\_\_

O = Good Take-Off X = Early Take-Off

**RELAY TAKE OFF JUDGE**

Event # 26

Girls 11-12 100 m Medley Relay

Swimmer Number

Lane: 1 2 3 4  
Lane: 2 2 3 4  
Lane: 3 2 3 4  
Lane: 4 2 3 4  
Lane: 5 2 3 4  
Lane: 6 2 3 4  
Lane: 7 2 3 4  
Lane: 8 2 3 4

Signature: \_\_\_\_\_

O = Good Take-Off X = Early Take-Off

**RELAY TAKE OFF JUDGE**

Event # 27

Boys 13-14 100 m Medley Relay

Swimmer Number

Lane: 1    2    3    4  
Lane: 2    2    3    4  
Lane: 3    2    3    4  
Lane: 4    2    3    4  
Lane: 5    2    3    4  
Lane: 6    2    3    4  
Lane: 7    2    3    4  
Lane: 8    2    3    4

Signature: \_\_\_\_\_

O = Good Take-Off X = Early Take-Off

**RELAY TAKE OFF JUDGE**

Event # 29

Boys 15-18 100 m Medley Relay

Swimmer Number

Lane: 1    2    3    4  
Lane: 2    2    3    4  
Lane: 3    2    3    4  
Lane: 4    2    3    4  
Lane: 5    2    3    4  
Lane: 6    2    3    4  
Lane: 7    2    3    4  
Lane: 8    2    3    4

Signature: \_\_\_\_\_

O = Good Take-Off X = Early Take-Off

**RELAY TAKE OFF JUDGE**

Event # 51

Boys Mixed Age 200 m Freestyle Relay

Swimmer Number

Lane: 1    2    3    4    5  
Lane: 2    2    3    4    5  
Lane: 3    2    3    4    5  
Lane: 4    2    3    4    5  
Lane: 5    2    3    4    5  
Lane: 6    2    3    4    5  
Lane: 7    2    3    4    5  
Lane: 8    2    3    4    5

Signature: \_\_\_\_\_

O = Good Take-Off X = Early Take-Off

**RELAY TAKE OFF JUDGE**

Event # 28

Girls 13-14 100 m Medley Relay

Swimmer Number

Lane: 1    2    3    4  
Lane: 2    2    3    4  
Lane: 3    2    3    4  
Lane: 4    2    3    4  
Lane: 5    2    3    4  
Lane: 6    2    3    4  
Lane: 7    2    3    4  
Lane: 8    2    3    4

Signature: \_\_\_\_\_

O = Good Take-Off X = Early Take-Off

**RELAY TAKE OFF JUDGE**

Event # 30

Girls 15-18 100 m Medley Relay

Swimmer Number

Lane: 1    2    3    4  
Lane: 2    2    3    4  
Lane: 3    2    3    4  
Lane: 4    2    3    4  
Lane: 5    2    3    4  
Lane: 6    2    3    4  
Lane: 7    2    3    4  
Lane: 8    2    3    4

Signature: \_\_\_\_\_

O = Good Take-Off X = Early Take-Off

**RELAY TAKE OFF JUDGE**

Event # 52

Girls Mixed Age 200 m Freestyle Relay

Swimmer Number

Lane: 1    2    3    4    5  
Lane: 2    2    3    4    5  
Lane: 3    2    3    4    5  
Lane: 4    2    3    4    5  
Lane: 5    2    3    4    5  
Lane: 6    2    3    4    5  
Lane: 7    2    3    4    5  
Lane: 8    2    3    4    5

Signature: \_\_\_\_\_

O = Good Take-Off X = Early Take-Off

# Clerk Of Course Guide

(Version: May 23, 2013)

## Clerk of Course & Assistant Clerk of Course

The Clerk of Course should arrive at the pool by 7:00 AM and be prepared to meet with the Referee at 7:05 AM for short briefing.

### Entry List and Meet Program:

The Clerk of Course for the host team receives the Entry Lists and Meet Program from the Host Manager. These two documents will become the “Master Entry List” and “Master Meet Program.” The Clerk of Course will record any Swimmer or Event changes on the Master Meet Program and the Master Entry List.

### Lane Timer Sheets:

The Clerk of Course will receive the Lane Timer Sheets from the Meet Host. The Clerk of Course will ensure the Lane Timer Sheets are updated with any swimmer or event changes. The Clerk of Course will ensure the Lane Timer Sheets are presented to the Lane Timers in a timely manner.

### Swimmer Check In:

All Swimmers must check in with the Clerk of Course prior to their event. The Clerk of Course confirms the events, heats, and lanes, and, for 8 & Under swimmers, lines the swimmers up in their heats.

The Clerk of Course is responsible for directing the swimmers to their proper location for the start of each heat. Relay teams are the coaches’ responsibility and the team members will not report to the Clerk.

The Assistant Clerk of Course is provided by the visiting team and assists the Clerk of Course in his/her duties.

### Deck Changes:

All changes to the published Meet Program, referred to as “Deck Changes,” will be processed by the Clerk of Course and must be accompanied by a Deck Change Slip. The Deck Change slip must be presented with a Deck Change Request. The Deck Change Request must be completed by the Head Coach or Assistant Head Coach. The Deck Change Slip will be reviewed and initialed by the requesting and the opposing team manager.

No deck changes are permitted once the first heat of that stroke has begun in the 8 & Under Boys event. The Clerk of Course will make every effort to allow a swimmer to swim in an eligible event.

The Clerk of Course will check the validity of the proposed change, and if accepted, the Clerk of Course will update the Master Meet Program, the Master Entry List, and the Lane Timer sheet affected by the change. The Deck Change Slip must be attached to the Lane Time Sheet.

Lane assignments shall not be adjusted for no-shows except in the case of solo swimmers, in



which case the Clerk of Course will need to notify the Chief Scorer who can make adjustments to the heats so that no swimmer EVER swims alone.

**Changes to the Published Meet Program:**

The Published Meet program refers to the Meet Program that is posted on the RSTA Website on the Friday before the Meet.

The Host Team cannot make changes to the Meet Manager database created for the Meet by the League Computer Coordinator.

Changes to the Published Meet Program, “Deck Changes,” must be presented to the Clerk of Course at the Meet before the Event begins.

**RSTA Deck Change Slip:**

The Deck Change Slip will be reviewed and initialed by requesting and the opposing team manager.

The Deck Change Slip is presented to the Clerk of Course and attached to the Lane Time Sheet.

**Deck Change Request Slip**

Event # \_\_\_\_\_ Heat # \_\_\_\_\_ Lane # \_\_\_\_\_

Purpose of this change: \_\_\_\_\_

Add New Swimmer(s)       Change Swimmer(s)       Scratch Swimmer(s)

Reason for change: \_\_\_\_\_

Current Swimmer(s) \_\_\_\_\_

\_\_\_\_\_  
New Swimmers(2)

Requesting Team Review: \_\_\_\_\_      Opposing Team Review: \_\_\_\_\_      Clerk of Course Review: \_\_\_\_\_

*Note: Relay teams are the coaches’ responsibility and will not report to the Clerk of Course during dual meets.*

**8 & Under Aide:**

The 8 & Under Aide is assigned the task of getting the younger swimmers to the end of the pool opposite from the Timers.

# Timer Guide

(Version: April 19, 2017)

## Chief Timer/Assistant Chief Timer

The Chief Timer and Assistant Chief Timer should arrive at least one-half hour prior to the start of the meet and be prepared to meet with the Referee at 7:10 AM.

- The Chief Timer should assign the Timers to their respective lanes and instruct them in the proper use of their watch.
- The Chief Timer should designate a Head Lane Timer (recorder) for each lane.
- Before any meet starts, conduct a time check with the Starter to eliminate any defective watches.
- Prior to the Referee blowing the whistle to turn over control of an event to the starter, the Chief Timer will make sure all timers are prepared (i.e. watches cleared, event cards in hand) by issuing a “Timers Clear Your Watches” request and then provide a signal to the Referee when ready.
- During the competition, observe whether the Timers are watching the flash at the start, looking over the edge of the pool at the finish, reading the watches correctly, not clearing their watches before you or a runner has picked up their card and inspected it, etc. In all competitions, the Chief Timer’s decision as to the correctness of each Timer’s recorded watch reading, the exact time of each watch and the official time of each swimmer shall be final and absolute.
- Timers should be instructed to start watches at the sound of a horn on 25-meter events when the strobe light is facing the swimmers.

## Lane Timers

The Lane Timers should arrive at least twenty minutes prior to the start of the meet and be prepared to meet with the Chief Timer at 7:15 AM for assignments and briefing.

- There will be three Timers for each lane, not all of who are from the same team. These timers are the official Lane Timers and their times must be recorded as the official times on the lane.
- The Chief Timer or Assistant Chief Timer may substitute for a Lane Timer if either a watch fails or a Timer misses the start.
- The Chief Timer designates one Timer on each lane as the Head Lane Timer (recorder). The Head Lane Timer shall be responsible for determining that the proper swimmer is in his/her lane, for recording the watch times of all Timers in that lane, and computing the “official time” of each swimmer. See section under Official Times.
- At the end of all heats that begin at the opposite end of the pool from where you are stationed (all 8 and Under events, and 9/10 Butterfly), check with the swimmer to be sure you have the correct card with that swimmer’s name on it. If you do not, ask Chief Timer for help in obtaining the correct card. Due to classification and best time at top of card, DO NOT CHANGE A NAME.
- Each Timer should look at the starting device at the beginning of each race and activate his/her watch when seeing the starting flash. On 25-meter events, this may not be possible, in which case watches should be started at the sound of the horn. The watch should be

stopped when, in the Timer's opinion, any part of the swimmer's body touches the end of the pool. DO NOT JUDGE THE LEGALITY OF THE TOUCH; that is the job of the Stroke and Turn Judges.

### **Official Times:**

Official RSTA times shall be expressed to the 100th-of-a-second (e.g., 36.94; 1:04.93). In the instance where a stopwatch displays time to the 1000th of a second, elapsed times should be truncated to the 100th of a second, not rounded.

To the best of our ability, each swimmer shall be timed with three (3) digital electronic stopwatches and the official time shall be either:

- The "middle time" (e.g., 36.54, 36.56, 36.51 —the official time will be 36.54)
- The time appearing on two (2) watches in agreement (e.g., 36.55, 36.56, 36.56 —the official time will be 36.56).

Where circumstances (missed start, watch malfunctions, etc.) prevent the use of three (3) watches and the time appearing on two (2) watches is in disagreement, the official time shall be determined as follows:

Average the two times. Round up the average to the next highest 1/100th of a second. Examples:

- 36.51, 36.49—official time is 36.50.
- 36.50, 36.51—official time is 36.51.
- 36.50, 36.55—official time is 36.53.

*Note: No time from just one (1) watch shall be deemed an official time. In the event a swimmer, who has finished a race legally, cannot be given an official time, the entire heat will be repeated, after a one heat break, and the times in this heat will be official.*

A disqualified swimmer shall not receive an official time. Any disqualified swimmer shall abide by the decision of the Referee, whose decision shall be final. No official judgment shall be rendered by another meet official (e.g., Timers, Starter, etc.).

# Starter Guide

(Version: March 31, 2017)

The Starter is one of the most important officials in a swim meet. The Starter should arrive at least one-half hour prior to the start of the meet and be prepared to meet with the Referee at 7:10 AM. The Starter, in conjunction with the Referee, determines the fairness of the beginning of each heat. The Starter is the official in complete control from the time the Referee signals with outstretched arm until the swimmers start the competition or event.

• **Equipment**—The Starter shall be equipped with a starting device to sufficiently conduct the entire meet, a listing of the order of events and a megaphone/microphone for issuing directions to the swimmers. The strobe on the starting device will face toward the timers unless a hearing-impaired swimmer requests the starting device to face the swimmers. The Starter should make sure the starting device is charged.

• **Position**—Positioned within ten feet of the starting end of the pool. The Starter may be on either side of the pool, whichever is most convenient. Note: The Referee and Starter must be at the same end of the pool for the start in case there is a false start, for dual confirmation.

• **Protocol**—

1. Referee sounds a series of short whistles, not less than 4, indicating field is clear and next group should prepare to swim.
2. Starter announces the event number, girls or boys, distance, and stroke. For medley relays the Starter should also announce the sequence of strokes (i.e., Backstroke, Breaststroke, Butterfly, and a stroke not previously swum in this event). Subsequent heats may be announced simply as “Heat X.”
3. Referee sounds a long whistle indicating swimmers should step forward to deck edge, or should enter the pool feet first to prepare for backstroke. For backstroke the Referee sounds a second long whistle after last swimmer has popped up after entering pool. That whistle signals that swimmers should prepare by grasping the pool edge or the ankles of a volunteer (ensure volunteer is not wearing flip-flops and his or her heels do not extend over the edge of the deck).
4. When ready the Referee turns control over to the Starter by extending an arm in the Starter’s direction.
5. The Starter then instructs the swimmers to “TAKE YOUR MARK” using a calm invitational voice. Swimmers are given a sufficient time to assume a starting position without motion (or wobbling) and then the race is started. No swimmer shall be in motion immediately before the start. If it takes an inordinately long time for all swimmers to assume a motionless starting position the Starter instructs the swimmers to “PLEASE STAND” or “RELAX SWIMMERS.” After issues are resolved the starting procedure is begun again.
6. A possible false start occurs if a swimmer enters the pool without a starting signal, or if a swimmer begins a forward motion after “take your mark” and prior to the starting signal. Possible false starts must be confirmed by both Starter and Referee in order to be charged to

a swimmer. Note that the Starter may decide to charge himself/herself with the false start if it was caused by a mistake in protocol.

If a false start occurs without the race being started the swimmer should be immediately notified that he or she is ineligible to swim in the event (except 8-and-under swimmers who will be permitted one false start), after which the starting protocol can begin again. If however the false start was followed by the starting signal then the race should be allowed to proceed without recall and the swimmer being charged should be disqualified by noting "false start" on a DQ slip.

In certain unusual circumstances the race may need to be recalled. For example, if an 8-and-under swimmer false starts for the first time followed by the starting signal. The recall can be accomplished by sounding multiple starting signals and may be aided (only if requested by Referee) by an assistant who enters the pool at the far end to alert swimmers as they approach. Note that a swimmer shall not be disqualified for a start before the Starter instructs "TAKE YOUR MARK."

7. The starter performs the duty of a Relay/Take-off Judge for dual meets and may be asked to do so at All-Star meets. The starter should prepare as needed by reviewing the "Relay Take-off Judge guide" located on pag. 29 of this handbook.

## Timers Briefing Guide

(Version: March 31, 2017)

- Timing is one of the most important functions at the meet as your input is needed to determine the swimmer's official time.
- The Chief Timer will assign each timer a specific lane and designate one Timer per lane as the Head Lane Timer.
- Familiarize yourself with the watch you will be using. Know which button starts, stops, and clears the watch. Always start and stop the watch with the same finger.
- The Head Lane Timer should check each swimmer's name, preferably by asking for the swimmer's name. For relays, the team and order in which the swimmers compete also should be checked.
- Do not engage in conversation with the swimmers prior to the race unless they initiate the conversation.
- Prior to the race you should be sitting or standing far enough back so that you will not distract the Starter or competing swimmers.
- At the start, focus on the strobe light on the starting unit and start the watch on the flash, rather than on the sound. When electronic timing equipment is being used, do not push those buttons at the start.
- Once the heat has started, check to be sure your watch is running. If it is not, or you think you started it late, signal the Chief Timer by raising your hand with the watch showing.
- Stand directly over the edge of the pool at the finish and stop your watch when any part of the swimmer's body touches the wall. You are not concerned with the legality of the finish.
- Times should be recorded to the hundredths of a second (two decimal places). If the watch records to the thousandths of a second, drop the last digit without rounding. Always record the times in the same timer order and please write legibly.
- If the swimmer does not finish their race, record "Did Not Finish" or "DNF".
- If the swimmer does not swim record "no show" or "NS".
- If for whatever reason a swimmer does not swim because of a mistake you made (you tell the swimmer the wrong heat number, you interfere with the swimmer getting to the blocks, etc.), please bring this to the attention of the referee. We do not penalize swimmers for mistakes made by officials (and timers are officials).
- Timers will provide their event or timers sheet to the scoring table following each event, via a runner.

# Officials Briefing

(Version: April 19, 2015)

Please conduct yourselves with professionalism and good humor, while also ensuring safe, fair, and equitable conditions for the competition. Officials should be somewhat invisible or transparent. All meet officials are urged to maintain neutrality by refraining from jumping, screaming, or cheering for individual swimmers or teams. Please do not use cellular phones while officiating.

***All deck officials are expected to wear white (Referee, Starter, Stroke and Turn). At a minimum, no deck official shall wear or display any team colors or logos.***

The swimmers have worked hard to achieve their successes and deserve a fair and equitable competition. Officials must apply the rules intelligently at all times, using common sense and good judgment.

**“Always give the benefit of the doubt, in every instance, to the swimmer.”**

## Disqualifications

Upon observing an infraction in their jurisdiction, the Stroke/Turn Judge or Referee shall immediately raise one hand overhead with open palm. Please be prepared to accurately answer “3 Questions” from the Referee, if asked, with the language of the rulebook:

*“Where were you? (Jurisdiction)”*

*“What did you see? (Description)”*

*“What rule was broken? (Infraction)”*

If asked and/or if a call by an official is in question, the decision to accept or reject a disqualification is the responsibility of the Referee. Stroke and Turn Judges should fill out the disqualification slip and verify all the information is correct and initial the disqualification form, and then turn over the slip to the Referee or Lane Timers if it is a Championship or Dual Meet; respectively.

If time permits, the Stroke and Turn Judges should make an effort to notify age group swimmer(s) (except for 8 and under swimmers) if they have disqualified themselves during a given swimming event, indicating the infraction. DQ slips should be sent to the Scorer’s table to be recorded and then distributed to the Coaches following the meet. Coaches will notify 8 and under swimmers of their disqualification before the end of the meet. The Coach(s) and/or Manager(s) have the right to talk with the Referee about a call that was made, should it be contested and/or questioned.

## False Starts

RSTA has adopted dual confirmation by officials for judging starts and early relay takeoff(s); similar to that used by PVS and USA swimming. This provides the “benefit of the doubt” going to the swimmers. A swimmer can be charged with a false start only if the Referee also has observed the violation and confirms the violation occurred with the Starter at the start of an event/heat. A false start on a swimmer must be charged to the swimmer immediately and the swimmer so notified that he is ineligible to swim in the event, except 8 and under swimmers

who will be permitted one false start. A Starter may charge a false start to himself. Any 9 and over swimmer charged with a false start or 8 and under swimmer charged with a second false start is automatically disqualified and ineligible to swim the event.

A swimmer shall not be disqualified for an illegal starting position if the Starter has permitted the race to proceed without recall.

## **Unusual Starting Habits**

Swimmer who takes no position at all. Swimmers need not assume a crouch; they must merely be motionless (legal start).

In case a swimmer needs to be stopped after a false start is called, only the Referee may authorize someone to enter the pool and stop the swimmer.

## **Jurisdictions**

Officials should make sure that they are correctly positioned to observe the strokes, turns, touches, and relay take-off(s) for the lanes in their jurisdiction. For example, during backstroke the Stroke and Turn Judges should round the corners and/or position themselves over their lanes of jurisdiction to properly observe the continuous turning motion during turns. Remember the “benefit of the doubt” always goes to the swimmer. You have to see the infraction occur, not “I think I saw.

**STROKE JUDGE** – “Wall to wall”... from the start, to the finish.

**TURN JUDGE** – At the “start”... from the start of the race to the first complete arm stroke.... At the “turn”... from the beginning of the last arm stroke before touching, and ending with the completion of the first arm stroke after turning. At the “finish”...ensure that the swimmers finish according to rule.

**REFEREE** – The Referee shall have full control and authority over all officials, approve their assignments, instruct and assist them as needed.

## **Freestyle**

**START**—Forward Start

**BODY POSITION**—No restriction upon body position, except... if submerged at start and turns, head must break the water surface by the 15-meter mark

**STROKE**—Any stroke style may be used

**KICK**—Any kick style may be used

**TURN/FINISH**—Some part of the body must touch the end of the racing course at a turn and finish

## **Backstroke**

**START**—Start in the water with back to the course... feet or toes may not be in or bent over the edge of the gutter if one is present

**BODY POSITION**—Must swim “on the back”, except for turns... if submerged at the start and turns, head must break the water surface by the 15-meter mark

**STROKE**—Any stroke style may be used



**KICK**—Any kick style may be used

**TURN/FINISH**—Some part of the body must touch the end of the racing course at a turn and finish. Prior to the turn, the swimmer's upper shoulder may (but is not required to) rotate past the vertical toward the breast. During the turn the shoulders may be turned past the vertical toward the breast after which a continuous single arm pull, or a continuous simultaneous double arm pull may be used to initiate the turn. Swimmer **MAY** be submerged at the moment of the finish touch.

## **Breaststroke**

**START**—Forward start

**BODY POSITION**—Must swim “on the breast” During the start and following each turn... **MAY** have one pull and kick while fully submerged...also **MAY** use one “downward” butterfly kick with or following the pull, and prior to the breaststroke kick, **MAY** be submerged (not required)... head must break the water surface before hands turn inward at widest part of second stroke

**STROKE**—After the start and after each turn when the swimmer leaves the wall, the body shall be kept on the breast. It is not permitted to roll onto the back at any time except at the turn after the touch of the wall where it is permissible to turn in any manner as long as the body is on the breast when leaving the wall. 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 in the same horizontal plane without alternating movement.

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.

During each complete cycle, some part of the swimmer's head shall break the surface of the water. After the start and after each turn, the swimmer may take one arm stroke completely back to the legs. The head must break the surface of the water before the hands turn inward at the widest part of the second stroke.

**KICK**—After the start and each turn, at any time prior to the first breaststroke kick a single butterfly kick is permitted. Following which, all movements of the legs shall be simultaneous and in the same horizontal plane without alternating movement. The feet must be turned outwards during the propulsive part of the kick. Scissors, alternating movements or downward butterfly kicks are not permitted except as provided herein. Breaking the surface of the water with the feet is allowed unless followed by a downward butterfly kick.”

**TURN/FINISH**—Body must be on the breast; the touch is made with both hands simultaneously... 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.

## **Butterfly**

START—Forward start

BODY POSITION—Must swim “on the breast”... if submerged at start and following turns, head must break surface by 15 meter mark

STROKE—One “arm pull” under water is allowed which must bring the swimmer to the surface... arms must be brought forward over the water and recovered simultaneously

KICK—All up and down movement of feet and legs must be simultaneous... feet and legs may not alternate... scissors or breaststroke kick is not permitted

TURN/FINISH—Body must be on the breast; the touch is made with both hands simultaneously

## **Individual Medley**

ORDER OF STROKES—First Quarter: Butterfly, Second Quarter: Backstroke, Third Quarter: Breaststroke, Fourth Quarter: Any Stroke Not Previously Swum (i.e. Freestyle)

START—Forward start

BODY POSITION—Rules for each stroke apply

STROKE—Rules for each stroke apply

KICK— Rules for each stroke apply

TURN/FINISH—Intermediate turns conform to rules for that stroke...transition turns conform to finish rules for that stroke

## **Relay**

RELAY TAKEOFF—Feet/foot must maintain contact with starting platform until incoming swimmer has touched wall/pad

# Stroke and Turn Judge Guide

(Version: May 23, 2013)

## **“Be Fair and Consistent; Always Give the Swimmer the Benefit of Any Doubt.”**

Stoke and Turn Judges should arrive at least 30 minutes prior (7:00 AM) to the start of a dual meet in preparation for the Officials Briefing, by the Referee.

### **Freestyle**

START—Forward Start

BODY POSITION—No restriction upon body position, except... if submerged at start and turns, head must break the water surface by the 15 meter mark

STROKE—Any stroke style may be used

KICK—Any kick style may be used

TURN/FINISH—Some part of the body must touch the end of the racing course at a turn and finish

### **Backstroke**

START—Start in the water with back to the course... feet or toes may not be in or bent over the edge of the gutter if one is present

BODY POSITION—Must swim “on the back”, except for turns... if submerged at the start and turns, head must break the water surface by the 15 meter mark

STROKE—Any stroke style may be used

KICK—Any kick style may be used

TURN/FINISH—Some part of the body must touch the end of the racing course at a turn and finish. During the turn the shoulders may be turned past the vertical toward 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 a position on the back upon leaving the wall. Swimmer MAY be submerged at the moment of the finish touch.

### **Breaststroke**

START—Forward start

BODY POSITION—Must swim “on the breast”. During the start and following each turn... MAY have one pull and kick while fully submerged...also MAY use one “downward” butterfly kick with or following the pull, and prior to the breaststroke kick, MAY be submerged (not required)... head must break the water surface before hands turn inward at widest part of second stroke

STROKE—Body kept on breast. Stroke cycle is one arm pull and one leg kick in that order. Simultaneous arm movement in same horizontal plane. After start and each turn one arm stroke may be completely back to legs. Head must break surface at widest part of second pull. Recovery by the hands from the breast-on, under, or over the water. Elbows under water except last stroke before turn or finish.

KICK—Simultaneous vertical and horizontal movements of the legs. Feet turned out during

propulsive part of kick. After start and each turn a single butterfly kick is permitted, during the first arm stroke, which must be followed by a breaststroke kick. First arm stroke begins with separation of the hands. No alternating, scissors, or butterfly kick except as stated is allowed.

**TURN/FINISH**—Body must be on the breast; the touch is made with both hands simultaneously... 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.

## **Butterfly**

**START**—Forward start

**BODY POSITION**—Must swim “on the breast”... if submerged at start and following turns, head must break surface by 15 meter mark

**STROKE**—One “arm pull” under water is allowed which must bring the swimmer to the surface... arms must be brought forward over the water and recovered simultaneously

**KICK**—All up and down movement of feet and legs must be simultaneous... feet and legs may not alternate... scissors or breaststroke kick is not permitted

**TURN/FINISH**—Body must be on the breast; the touch is made with both hands simultaneously

## **Individual Medley**

**START**—Forward start

**BODY POSITION**—Rules for each stroke apply

**STROKE**—Rules for each stroke apply

**KICK**—Rules for each stroke apply

**TURN/FINISH**—Intermediate turns conform to rules for that stroke... transition turns conform to finish rules for that stroke

## **Jurisdiction**

**STROKE JUDGE**—“Wall to wall”... from the start, to the finish. At least two Stroke and Turn Judges are required for each meet, one for each side of the pool. Note: Stroke and Turn Judges should be at the end of the pool to judge the backstroke turn.

When a violation of the rules is observed, the Stroke and Turn Judge must raise a hand and complete a disqualification slip with the event number, heat number, and lane number plus a description of the infraction.

**TURN JUDGE**—At the “start”... from the start of the race to the first complete arm stroke.... At the “turn”... from the beginning of the last arm stroke before touching, and ending with the completion of the first arm stroke after turning. At the “finish”... ensure that the swimmers finish according to rule.

**REFEREE**—The Referee shall have full control and authority over all officials, approve their assignments, and instruct them.

# Chief Scorer

(Version: April 10, 2009)

The Chief Scorer is in charge of scoring the dual meet. It is the responsibility of the Chief Scorer to review the entry cards for each event, match disqualification slips with the entry cards of the appropriate swimmers, and call any discrepancies to the attention of the Home Manager or other appropriate official.

If there are no discrepancies, it is the responsibility of the Chief Scorer to record the results using the RSTA Dual Meet Scorer program. After each stroke the Chief Scorer may print meet results for posting. At the end of the meet the Chief Scorer will print out the official score sheet and verify the results. At the end of the meet the Chief Scorer will make available to each team the meet results, meet publicity, and ribbon label files.

The Chief Scorer performs these functions with the support of an Assistant Chief Scorer and two Assistant Scorers. It is important that the Chief Scorer and Assistant Chief Scorer be present during dual meet scoring in order to ensure the integrity of the scoring process.

If there is an equipment failure preventing the use of the RSTA Dual Meet Scorer program, the Chief Scorer will manually score the meet and record the results on the RSTA Backup Score Sheet available for this purpose. To do this the Chief Scorer must manually class any results not already classed, separate results by class, determine order of finish solely on official time within each class, and then score the results according to place.

## **Assistant Chief Scorer**

The Assistant Chief Scorer is responsible for assisting the Chief Scorer in entering the official times into the Dual Meet Scorer program. In the event of equipment failure, the Assistant Chief Scorer will also assist the Chief Scorer in manually classifying, scoring, and recording of meet results.



# RSTA Disqualification Form

Event #	Heat #	Lane #	Swimmer Name	Judge
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Stroke and Reason for Disqualification

Check

<b>Butterfly</b>	
After start/turn, shoulders not past vertical towards breast	
After start/turn, first pull does not bring to surface	
After start/turn head does not break water surface prior to 15m.	
Arm recovery alternating and/or underwater	
Alternated position of feet or executed scissors or breaststroke kick	
No simultaneous two-hand touch at turn/finish	
<b>Backstroke</b>	
After start/turn head does not break water surface prior to 15m.	
After start/turn or at finish, shoulders past vertical towards breast	
No touch at turn or finish	
Delay initiating turn	
During turning motion executed more than 1 single/double arm pull	
<b>Breaststroke</b>	
Hand past hip line during stroke after first pull at start/turn	
Head submerged as hands turned inward at widest part of 2nd pull	
Head remains submerged through a complete stroke cycle	
Arm pull and kick are non-sequential during stroke cycle	
Executed fly/flutter/scissors kick <i>(except a single butterfly kick is permitted during or at completion of first arm pull after the start and each turn, which must be followed by a breaststroke kick)</i>	
Arms not simultaneous in same horizontal plane	
Either foot turned inward during propulsive part of kick	
No simultaneous two-hand touch at turn/finish	
Not on breast at beginning of first arm pull at start/turn	
Shoulders not past vertical towards breast when feet leave wall	
<b>Freestyle</b>	
After start/turn head does not break water surface prior to 15m	
Walk or pushed off the bottom or used lane line for forward motion	
No touch at turn or finish	
False start or relay take-off before touch	
<b>Other</b>	

# Swimmer Safety

## SafeKids Program

Reston Swim Team Association is committed to provide a safe environment and to prevent child abuse and sexual misconduct. The following constitute our policies with regard to awareness and prevention of abuse within our organization:

- RSTA will make every reasonable effort to ensure that every person involved in coaching/training a sport activity in our organization will abide by the SafeKids guidelines.
- RSTA will make every reasonable effort to exclude any adult with a legally documented history of child abuse/molestation or any other conviction or record that would bring unnecessary risk to the health and safety of the participants of this organization.
- RSTA will perform a criminal background check on every person offered a coaching or manager position at our organization.
- RSTA will take appropriate action on all allegations of child abuse and/or sexual misconduct. All allegations will be reported immediately to the authorities for investigation and RSTA will cooperate fully with any such investigation.

The following represent the preventive measures of our organization with regard to abuse:

- Physical, mental, and verbal abuse of any of the participants, coaches, managers, employees, volunteers involved in our sponsored activities is not permitted.
- Inappropriate touching of any kind is forbidden.
- We agree to provide more than one adult to work at or oversee every activity. If a child needs special attention (one-on-one training or an individual meeting), it will be handled with the assistance or presence of another adult.
- Coaches/managers should not socialize with the participants outside of the sponsored activities of the organization.
- Coaches/managers should never ride alone with a child or participant in the car. Procedures will be established for coaches to follow in the event a participant is stranded at an activity.
- Parents are encouraged to attend sponsored activities.

## Child Abuse

The Code of Virginia requires reporting of child abuse as follows:

§ 63.2-1509. Requirement that certain injuries to children be reported by physicians, nurses, teachers, etc.; penalty for failure to report.

A. The following persons who, in their professional or official capacity, have reason to suspect that a child is an abused or neglected child, shall report the matter immediately to the local department of the county or city wherein the child resides or wherein the abuse or neglect is believed to have occurred or to the Department's toll-free child abuse and neglect hotline: ...

16. Any athletic coach, director or other person 18 years of age or older employed by or volunteering with a private sports organization or team; (<https://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+63.2-1509>)

If you suspect potential child abuse you are expected to report it *immediately* to the Personnel Committee chairperson and the RSTA Board president.

## Pool Locations and Phone Numbers

*NOTE: These directions start from Reston Town Center (Market Street) at Reston Parkway.*

### **Autumnwood (AW)**

**11950 Walnut Branch Road – (703) 467-0903**

Head north on Reston Parkway for 1 mile (past Baron Cameron). Turn left onto Bennington Woods Road and go .3 miles. Turn right onto Walnut Branch Road and proceed .1 mile. The pool is on the right. Parking is in the lot and on the street.

### **Glade (GL)**

**11550 Glade Drive – (703) 476-5732**

Head south on Reston Parkway for 1.8 miles (over the Dulles Toll Road). Turn left onto Glade Drive and proceed 1.4 miles. The pool is on the left just before reaching Soapstone Drive. Parking is in the lot and on the street.

### **Golf Course Island (GCI)**

**11301 Links Drive – (703) 435-8397**

Head north (briefly) on Reston Parkway for .1 mile. Turn right on Temporary Road and continue to end. Turn right onto North Shore Drive and go .9 miles. Turn left into Links Drive. The pool is on the left. Parking is in the lot and on the street.

### **Hunters Woods (HW)**

**2501 Reston Parkway – (703) 391-2187**

Hunters Woods pool has two parking lots and directions differ coming from the north versus the south. **FROM NORTH:** (Reston Town Center), head south on Reston Parkway for 1.8 miles (over the Dulles Toll Road). Turn left onto Glade Drive and proceed .2 miles. Turn right at the light onto Colts Neck Road and go .2 miles. Turn right at the stop sign onto Steeplechase Drive and go another .3 miles. Parking is in the lot and on the street. Street parking is in a residential area so please be considerate.

**ALTERNATELY FROM NORTH:** Proceed 0.2 miles past Glade Drive and turn left at the Reston Animal Hospital. Parking is in the Hunters Woods Park lot. Walk down the path past the garden plots to the pool area. (Note there is no left turn into the Hunters Woods pool parking lot when traveling south from Reston Parkway.)

**FROM SOUTH:** If traveling north on Reston Parkway, proceed 0.3 miles past the light at Fox Mill Rd. Turn right into the Hunters Woods pool parking lot.

### **Lake Audubon (LA)**

**2070 Twin Branches Road – (703) 860-3080**

Head south on Reston Parkway for 1 mile (over the Dulles Toll Road). Turn left onto Sunrise Valley Drive and go 1.9 miles. Turn right onto South Lakes Drive and go .2 miles. Turn left at the first light onto Twin Branches Road and proceed down the hill .4 miles. The pool will be on the right before the lake. Parking is in the lot and on Twin Branches Road.

### **Lake Newport (LN)**

**11601 Lake Newport Road – (703) 467-0694**

Head north on Reston Parkway for 1.4 miles (past Baron Cameron). Turn right onto Lake Newport Road. The pool is on the right side. Parking is in the lot and on the street. Parking is not allowed in front of the entrance on the outer curb of the circle.



**Lake Thoreau (LT)****2040 Upper Lakes Drive – (703) 860-0640**

Head south on Reston Parkway for 1 mile (over the Dulles Toll Road). Turn left onto Sunrise Valley Drive and proceed 1.7 miles (past Wiehle). The pool is on the right. Parking is in the lot or on side streets surrounding the pool.

**Newbridge (NB)****11768 Golf Course Square – (703) 476-1301**

Head south Reston Parkway for 1 mile (over the Dulles Toll Road). Turn left onto Sunrise Valley Drive and go .9 miles. Turn right onto Soapstone Drive and go .1 mile. Take second right onto Golf Course Square and proceed .2 miles. The pool will be on the right before the first curve. Parking is in the lot and on the street.

**North Shore (NS)****11515 North Shore Drive – (703) 689-4091**

Head north (briefly) on Reston Parkway for .1 mile. Turn right onto Temporary Road and continue to end. Turn left onto North Shore Drive and proceed for .8 miles (past Lake Anne Elementary). The pool will be on the right side. Parking is only on the street.

**Ridge Heights (RH)****11400 Ridge Heights Road – (703) 476-7084**

Head south on Reston Parkway for 1 mile (over the Dulles Toll Road). Turn left onto Sunrise Valley Drive and go .9 miles. Turn right onto Soapstone Drive and go .6 miles. Turn left onto Ridge Heights Road and go .3 miles. The pool will be on the left side. Parking is in the lot and on the street.

**Tall Oaks (TO)****12025 North Shore Drive – (703) 435-1072**

Head south on Reston Parkway for ¼ mile. Turn left on Sunset Hills Drive and proceed about 1 mile. Turn left onto Wiehle Avenue and proceed about .6 miles. Turn right onto North Shore drive and proceed .1 miles. The pool is on the right across from the Tall Oaks village center. There is limited parking in the pool area. More parking is available in the Tall Oaks Village Center with the pool accessible via a pedestrian walkway tunnel.

# RESTON ASSOCIATION FACILITIES

**RESTON ASSOCIATION HEADQUARTERS (14)**  
12001 SUNRISE VALLEY DRIVE  
703-435-6530

**NORTH HILLS POOL (1)**  
1325 NORTH VILLAGE ROAD  
703-707-9367

**AUTUMNWOOD POOL (2)**  
11950 WALNUT BRANCH ROAD  
703-437-3847

**DOGWOOD POOL (24)**  
2460 Green Range Road

**GLADE POOL (29)**  
11550 GLADE DRIVE  
703-860-9765

**GOLF COURSE ISLAND POOL (12)**  
11301 LINKS DRIVE  
703-437-9792

**HUNTERS WOODS POOL (26)**  
2501 RESTON PARKWAY  
703-860-9763

**LAKE AUDUBON POOL (22)**  
2070 TWIN BRANCHES ROAD  
703-620-9801

**LAKE NEWPORT POOL (3)**  
11601 LAKE NEWPORT ROAD  
703-689-9862

**LAKE THOREAU POOL (19)**  
2040 UPPER LAKES DRIVE  
703-860-9843

**NEWBRIDGE POOL (17)**  
11718 GOLF COURSE SQUARE  
703-860-9713

**TALL OAKS POOL (13)**  
12025 NORTH SHORE DRIVE  
703-437-9854

**UPLANDS POOL (7)**  
11032 RING ROAD  
703-437-9784

**NORTH SHORE POOL (8)**  
11515 NORTH SHORE DRIVE  
703-437-9888

**RIDGE HEIGHTS POOL (21)**  
11400 RIDGE HEIGHTS ROAD

**SHADOWOOD POOL (23)**  
2201 SPRINGWOOD DRIVE  
703-860-9708

**LAKE ANNE PICNIC PAVILION (6)**  
11301 NORTH SHORE DRIVE

**POLO FIELDS RECREATION AREA (15)**  
THUNDER CHASE DRIVE



Reston Association Staff Liason  
Willa Suter 703-435-6532  
Willa @ reston.org

# RSTA Organization & General Rules

The objective and primary purpose of the Reston Swim Team Association shall be the education (i.e., instruction and training) of all individuals ages 6–18 for the purpose of developing and improving their capabilities in the sport of swimming. In addition to the development of competitive skills, RSTA shall promote the virtues of good conduct and sportsmanship.

## Rules

All interpretations of rules contained in this handbook will be made by the Rules of Competition and Officiating Committee. Protests regarding conduct of the meet and/or violations of the RSTA Rules of Competition shall be made to the Referee immediately. As the senior meet official, the Referee's review and decision regarding any protests at the meet are final. The protestor(s) may appeal the Referee's decision by filing a written protest with the RSTA Board of Directors within twenty-four (24) hours of the meet's conclusion. Written protests will be heard by the Rules of Competition Officiating Committee as set forth in Section Two (2) L2 of the bylaws.

## League Structure and Competition

The RSTA shall consist of eight (8) teams. Each team shall compete in dual meets in accordance with the 2017 RSTA schedule. For the 2017 season the RSTA teams shall be:

- Autumnwood (AW)
- Glade (GL)
- Hunters Woods (HW)
- Lake Anne (AN)
- Lake Audubon (LA)
- Lake Newport (LN)
- North Hills (NH)
- Ridge Heights (RH)

The following RSTA Championship Teams shall be determined by the best win-loss percentage with any ties being considered co-champions:

- Overall League Championship Team
- Five Age Group Championship Teams (8 & Under, 9–10, 11–12, 13–14 and 15–18)
- Three Class Championship Teams ("A", "B" and "C")

## Swimmer Eligibility and Team Assignment

To qualify for participation in RSTA, a swimmer must:

- Be registered in accordance with the policies of RSTA
- Be six (6) years of age by June 15, 2017

All children under the age of 11 are required to participate in and pass the new swimmer evaluation to participate in the summer league. RSTA has revised its new swimmer assessment process to give new swimmers and their families a more realistic understanding of the demands of a daily swim practice and the likelihood that their child is capable enough in the water to be safe and have a fun and rewarding swim team experience. New swimmer evaluations will take place prior to new family registration.

During the evaluations, RSTA coaches will conduct a 45-minute practice that incorporates the skills detailed below. New swimmers will be evaluated by RSTA evaluators, who are

representative of RSTA teams. Final decisions will be communicated to parents within 48 hours after the end of the evaluation.

Evaluations will be based on performance in the following categories:

- **Swim Team Readiness:** comfort level in water, as well as willingness and interest to practice developmental swimming with teammates for 45 minutes in the pool.
- **Water Readiness:** ability to function safely in shallow and deep water while swimming, diving, bobbing, and treading water.
- **Stroke Readiness:** ability to complete an age appropriate distance of front crawl stroke and backstroke (25 meters for 8 and under, 50 meters for older ages) as well as willingness to learn, practice, and improve the four competitive strokes through drills and instruction.

The criteria for Water Readiness and Stroke Readiness are based upon a combination of published American Red Cross Level 3 and Level 4 swimming skills. Swim Team Readiness criteria is based upon RSTA new swimmer development standards.

## Registration

RSTA follows a tiered registration process:

- **Returning families:** Registration opens first to returning RSTA families whose children swam on an RSTA team the previous summer. They can register new siblings, who must then also register for and participate in the new swimmer evaluation if they are under the age of 11. During registration, returning swimmers who wish to swim for a different team may submit a request to change teams. Requests will be accommodated if openings are available.
- **RSTA Winter Swim:** Registration then extends to RSTA Winter Swim participants.
- **New families:** New family registration opens after Winter Swim participant registration. For new children under age 11, the registration system requires a code to be entered indicating that the child passed the new swimmer evaluation. Winter swim and new families are encouraged to select teams with open positions if their first choice for team is full.

For safety reasons, teams cap at 110 swimmers, which includes all swimming coaches. RSTA does not offer waiting lists, but may offer openings if swimmers drop from teams prior to the registration close date.

Swimmers must pay all fees as requested. Financial assistance can be requested with registrations. No refunds will be issued except in the case of failed swim evaluations, team caps, moves greater than 50 miles, and major medical emergencies. RSTA reserves the right to revoke the registration or participation of any swimmer if unreasonable demands are placed on the time and attention of coaching staff and/or team managers. These cases will be reviewed and acted upon by the RSTA Executive Committee.

## Safety Rules

These safety rules apply to all RSTA events (practices, warm-ups, and meets):

- No breakable containers are allowed on deck.
- No running on deck.
- No dunking, tripping, pushing, or other rough play is allowed.

- No one is allowed on the diving boards or in baby pools.
- Only Reston Association employees are allowed on lifeguard towers.
- RSTA follows all RA pool safety protocols for swim teams. All head-first entry during any practice or meet must be supervised by an RSTA coach or official.
- Only feet-first entry is allowed into general warm-up lanes during warm-ups.
- Only feet-first entry is allowed in preparation for starting backstroke events.
- Sprint lanes (one direction swimming only) will be used to practice racing starts.
- Swimmers should stay to the right when swimming in practices or warm-ups.
- At least two coaches shall be present.

### **Alcohol**

- No alcoholic beverages shall be permitted in the pool area during meets or practices.

### **Smoking**

- Smoking, including electronic cigarettes, is prohibited on all RA property and within 50 feet of facility entrances.

## **Time Classifications**

Each RSTA swimmer's times shall be classified as an "A," "B," or "C" time for each event swum based on the swimmer's recorded times relative to the RSTA 2017 Time Standards (see the chart inside the back cover).

## **2017 Time Standards**

See page 60 of this handbook for the 2017 time standards. Time Standards are also viewable on the website ([www.RSTA.org](http://www.RSTA.org)).

## **Rankings**

The RSTA shall maintain a ranking for each stroke by gender and age group. The ranking shall be updated each week of the season to reflect improved times with the time used always being the swimmer's best time. Rankings will be posted each week on the RSTA website. The ranking shall determine each swimmer's All Star qualification.

## **Dual Meet Competition**

A dual meet is a regularly scheduled meet between any two teams in the RSTA. See elsewhere in this handbook (refer to table of contents) for Order of Events and 2017 schedule.

## **General Rules of Competition**

Except as modified herein, the rules governing the conduct of swimming meets are the "2017 United States Swimming Rules and Regulations."

Only those swimmers on a team's official roster in compliance with RSTA rules shall be eligible to compete in a dual meet.

A swimmer may enter a maximum of three (3) individual events and two (2) relays in any dual meet. Regular attendance at meets is important! A swimmer must attend at least three (3) dual meets during the 2017 Summer Season in order to register as a Returning Swimmer for the 2018 Summer Season.

Swimmers shall swim their age as of June 15, 2017 for the entire season.

A swimmer may “swim up” only in team relay events provided no swimmer from that age group is displaced or otherwise denied participation. Any swimmer who “swims up” in one relay may still swim with his/her age group relay. However, the “maximum two (2) relays per dual meet” rule still applies. Relay times achieved by swim ups will not be eligible for RSTA team or league records.

Entry Sheets shall be submitted by both teams to their respective Meet Managers no later than Tuesday evening prior to the meet. Each entry shall note the swimmer’s age, and “best time” in the event. Deck entries will be allowed prior to the start of each stroke.

The referee at a meet and/or manager(s) at a practice or team event may bar, suspend, or expel from an RSTA event any swimmer, coach, manager, official, members of the RSTA, or any person (including spectators), who has violated any of its rules or regulations, or who encourages another to violate or who has acted in an unsportsmanlike manner that brings disrepute upon the RSTA, or upon the sport of swimming.

Starting blocks will not be used in any RSTA dual meet, IM Finals Meet, or the All Star Meet. RSTA will operate under a “No False Starts Allowed” rule, except for 8 & under swimmers, who are allowed one false start.

Swimmers shall not be permitted to compete in swim caps that include the name or insignia of any team other than an RSTA team.

Due to RSTA liability insurance, no RSTA swimmers, coaches, officials, parents, siblings, spectators, etc., may enter the water after the last event.

## **Changes to the Published Meet Program**

The published meet program refers to the meet program that is posted on the RSTA website on the Friday before the meet. The host team cannot make changes to the meet manager database created for the meet by the League Computer Coordinator. Changes to the published meet program, “deck changes,” must be presented to the Clerk of Course at the meet before the event begins.

RSTA Deck Change Slip Procedures: The deck change slip will be reviewed and initialed by requesting team manager and the opposing team manager. The Deck Change Slip is presented to the Clerk of Course and attached to the Lane Time Sheet. The slip summarizes the additions, changes, and scratches in swimmer entries as well as the approvals for them.

## **Official Times**

Official RSTA times shall be expressed to the 100th-of-a-second (e.g., 36.94; 1:04.93).

To the best of our ability, each swimmer shall be timed with three (3) digital electronic stop-watches and the official time shall be either:

- The “middle time” (e.g., 36.54, 36.56, 36.51— the official time will be 36.54)
- The time appearing on two (2) watches in agreement (e.g., 36.55, 36.56, 36.56 — the official time will be 36.56).

Where circumstances (missed start, watch malfunctions, etc.) prevent the use of three (3) watches and the time appearing on two (2) watches is in disagreement, the official time shall be determined by the Scorers as follows: Average the two (2) times. Round up the average to

the next highest 1/100th of a second. Examples:

- 36.51, 36.49-official time is 36.50.
- 36.50, 36.51-official time is 36.51.

No time from just one (1) watch shall be deemed an official time. In the event a swimmer, who has finished a race legally, can not be given an official time, the entire heat will be repeated, after at least a one heat break, and the times in this heat will be official.

A disqualified swimmer shall not receive an official time. Any disqualified swimmer shall abide by the decision of the referee, whose decision shall be final. No official judgment shall be rendered by another meet official (e.g., timers, starter, etc.).

## Time Records

Time records must exceed the prior time achieved to be considered records, provided all other rules have been followed.

- a. A record time can be achieved only by a swimmer swimming in his or her own age group. Times achieved by swimmers swimming in an older age group are not eligible.
- b. The lane in which the record time is achieved must have three timers.

## Protests

Protests against official judgment decisions must be made immediately to the Referee by a Manager. Spectators may not challenge officials or rulings. Once a Referee's decision has been handed down, it shall become final. A meet protest can be made if and only if the outcome of the meet would be reversed. A written protest (e-mail) must be made to the Rules of Competition and Officiating Committee within 24 hours of completion of the meet. The Rules of Competition and Officiating Committee would have 72 hours to either uphold or reverse the Referee's decision. During a meet protest, neither the meet results nor those of a specific heat or event under protest shall become official and no awards or point will be granted. A grievance could be filed by a Manager to the Rules of Competition and Officiating Committee whereby the committee would work to find a solution to prevent the issue from repeating itself in the future.

## Competition and Scoring

**Individual Events**—Competition and scoring in each individual event shall be based upon the points scored by each team's classification of swimmers' times competing against the other team's same classification of swimmers' times ("A," "B," "C"). To the extent possible, heats shall be organized to fairly reflect the different time classifications of the swimmers competing in the event and shall be run in order of descending time ("C," "B," "A"). Place shall be determined solely by official time.

First through third places shall be scored in each swimmer time category for each event and weighted accordingly:

- 1st = 5 points
- 2nd = 3 points
- 3rd = 1 point

**Relay Events**—Competition and scoring of relays shall be organized without regard to indi-

vidual swimmer classifications and scored as follows:

1st = 8 points

2nd = 4 points

3rd = 2 points

In case of ties, the points of the places involved shall be split by the competitors. (A two-way tie for first place would equally share first and second place combined points, with no second place awarded. A three-way tie for first place would equally share first, second, and third place combined points, with no second or third place awarded. A two-way tie for second place would equally share second and third place combined points with no third place awarded. Points for any tie for third place would be split equally among the third place winners.) Ribbons shall be awarded to first through third place in each stroke and class. Heat ribbons shall be awarded to any swimmer placing first in his or her heat but NOT placing first through third in their event or class (i.e., no swimmer shall receive both a heat and a place ribbon).

## **Results**

Total points as computed by the Hy-Tek Meet Manager Program at the conclusion of the meet shall determine the winning team. Results are official at the end of the meet unless the meet is under protest. A manager from each team and the chief scorer will verify the validity of the final scores at the conclusion of the meet. After the managers and chief scorer have verified the scores, the Referee will certify the results by signing the official score sheet. No meets will be re-scored after the meet. In the event of an equipment failure that prevents the computation of the final meet results during the meet, the official score will be manually computed during the meet.

## **Postponement or Delay of Meet**

The decision to delay a meet shall be by the sole decision of the most senior Reston Association (RA) employee at the pool who is not a coach of either team involved in the meet. The designated RA employee has the sole authority to close the pool. The decision to postpone a delayed meet shall be made by the referee at the request of both team managers.

NOTE: If lightning bolts or heat lightning is sighted, the pool is required to be closed for 30 minutes after the last lightning is sighted.

## **Rain Date Rules for Dual Meets**

In the event that a meet must be postponed prior to completion of all events, it will be declared completed if the age group relays have been swum, and the team leading in the results will be declared the winner, except that the meet will be declared a draw under the following conditions:

- If the age group relays have been swum and the point differential is less than 50 points
- If the breaststroke events have been completed and the point differential is less than 25 points
- If the freestyle events have been completed and the point differential is less than 10 points.
- If the meet is swum through backstroke, a make-up will be scheduled to complete the meet. If the make-up meet is rained out, the meet will be considered completed and the team leading in the results will be declared the winner except that the meet will be declared



a draw if the point differential is less than 50 points.

- If the meet is not swum through backstroke and if the make-up date is rained out, the meet will not be rescheduled and a score will not count toward championship standings. Individual times for all events swum, however, will be considered for All Star rankings.
- If the meet is stopped in the middle of a stroke (all age groups of stroke not swum) and that stroke is not completed on a make-up date, team points for that stroke will not be scored. However, individual times will be considered for All Star rankings.

There will be no make-up dates for meets not swum or not completed on or before Saturday, July 22, 2017.

## **Other Meets**

### **I.M. FINALS MEET—JULY 19, 2017**

A special Individual Medley (I.M.) Finals meet will be held on Wednesday, July 19, 2017 (rain date: Thursday, July 20, 2017) at the Lake Newport Pool at 6 p.m. If the rain date is used, only those swimmers entered for the original date may swim in the make-up meet. Awards will be given for places 1–12.

The meet will be swum by age group from youngest to oldest (8 & Under to 15–18). Swimmers need to be on time and swim with their own age group. All DQs are final. The false start rules will apply at this meet except that the swimmer will be allowed to swim the event unofficially.

Swimmers who wish to compete in this event, and who are deemed capable of doing so by their team coaches, may do so. It is strongly recommended that swimmers have a valid time for each stroke before being entered in this strenuous event.

### **ALL STAR MEET—JULY 29, 2017**

An All Star Meet will be held on the last Saturday of the season, July 29, 2017 (rain date: Sunday, July 30, 2017) at the Lake Newport Pool beginning at 7:30 a.m. Team warm up times will be assigned prior to the All Star meet.

To the extent possible, the top 12 swimmers in each stroke by gender and age group, as determined by the final RSTA rankings, shall be invited to compete in this meet with no swimmer competing in more than two (2) of the four (4) individual events (Free, Back, Breast, Fly). A swimmer also will be able to swim in the age group and mixed age relays should the coach select them.

A list of the fastest swimmers in each age, gender, and stroke will be maintained during the season with a list of these swimmers being published weekly. Swimmers may still qualify up to and including the last dual meet of the season. Due to the limit on the number of strokes (2) a swimmer is allowed to swim in the meet and the fact that some swimmers will be unavailable for the meet, swimmers ranked beyond #12 frequently will be invited to swim in the meet. It's important for swimmers to let coaches and managers know if they will not be available to swim in the All Star Meet.

After the last dual meet, a list of the top 12 available swimmers in each age, gender, and stroke will be drawn up with each eligible swimmer being allowed to swim in two of the four strokes. Any swimmers qualifying as #1 in four strokes will be asked to choose the two strokes they wish to swim, all others will be placed using an automated software process to manage the seeding in a fair, equitable, and repeatable manner. The software process seeds the #1 swimmer in fly, back, breast, then free and then seeds the #2 swimmer in that same stroke order, with each swimmer only being selected for two individual events. Once a swimmer has been selected for two events, their name drops out of consideration for the other two events and other swimmers may move up in the overall rankings. Swimmers who are ranked #1 in more than two events are the only swimmers given the option of expressing a preference.

The order of events at the All Star Meet shall be:

Strokes: Fly, Back, Age Group Relays, Breast, Free, Mixed Age Relays

Age Groups: 8 & Under, 9–10, 11–12, 13–14, 15–18

Gender: Boys then Girls

*Note: This follows the same order as the regular season dual meets.*

Special awards shall be given for the All Star Meet. For individual events, swimmers placing 1–6 shall receive medals; those placing 7–12 shall receive rosette ribbons. In the relay events, the top three teams shall receive medals and places 4–9 shall receive rosette ribbons. DQs shall receive participation ribbons if the event is swum. The false start rules will apply at this meet except that the swimmer will be allowed to swim the event for a participation ribbon.

Pins for records set at this meet will be given to the swimmer with their award. Officials shall be selected by the All Star Committee. Except as noted above, the All Star Meet shall be conducted in accordance with the RSTA Rules of Competition.

Souvenir programs listing each swimmer's name, team and qualifying time will be available on the RSTA website for downloading and printing at home prior to the meet. Food and beverages will be available for purchase.

*Note:* Every effort must be made to let your coaches or managers know if a swimmer will be unavailable to swim in the All Star meet. It is important to fill all 12 slots for every event and it is very disheartening to have “no-shows.” This consideration also applies to relays. Swimmers must swim in their designated age groups. Swimmers may not swim up in age group relays at the All Star Meet.



# RESTON ALL-TIME BEST RECORDS

## 8 & Under Boys

Tim Evans	72	18.00	25 FLY
EMichael Zhou	16	20.06	25 Back
John Fedak	73	21.60	25 Breast
Roger Kordes	78	15.60	25 Free
Michael Zhou	16	1:33.77	100 IM
Michael Satterfield	99	1:18.04	100 FR
Sean McGuire			
Mark Hyland			
Jonathan Christensen			

## 9-10 Boys

Brad Dillon	02	16.01	25 FLY
Evan Elsaesser	94	37.65	50 Back
Brendan Gill	88	40.96	50 Breast
Brad Dillon	02	32.20	50 Free
Jonathan Christensen	01	1:21.39	100 IM
Brendan Gill	88	1:12.71	100 FR
Kris Skrzycki			
Reinaldo Faberlle			
Jeremy Aisenberg			

## 11-12 Boys

Darius Truong	14	30.13	50 FLY
Darius Truong	15	31.55	50 Back
Darius Truong	15	35.06	50 Breast
Darius Truong	15	27.63	50 Free
Darius Truong	15	1:04.95	100 IM
Obie Obenchain	86	1:04.42	100 MR
Ethan Gill			
Andy Faberlle			
Scott Moore			

## 13-14 Boys

Tyler Ellis	14	27.58	50 FLY
Ryan Ha	14	29.85	50 Back
Josh Zhang	15	33.07	50 Breast
Tyler Ellis	14	25.60	50 Free
Jonathan Christensen	05	1:04.08	100 IM
Albert Xu	16	2:07.33	200 MR
Philip Pan			
Daniel Li			
Liam Tolbert			

## 15-18 Boys

Adam Orton	99	26.70	50 FLY
Adam Brenneman	03	27.73	50 Back
Adam Brenneman	03	30.78	50 Breast
Adam Brenneman	02	24.43	50 Free
Casey Storch	16	59.57	100 IM
Steve Webb	99	1:55.30	200 MR
Alan Webb			
Adam Orton			
Domenic Bourgeois			

## Boys 200 Mixed Age Freestyle Relay

Grant Romero	13	2:01.25	8 & Under
Garrett Linn			9-10
Alan Yu			11-12
Casey Storch			13-14
Nathan Williams			15-18

## 8 & Under Girls

Lauren Stinnett	89	17.32	
Lauren Stinnett	89	18.42	
Jennifer Lichtblau	93	21.14	
Sophia Landeryou	11	15.83	
Jennifer Lichtblau	93	1:29.84	
Katie Hodgdon	88	1:14.14	
Mary Mittendorf			
Christianne Voegele			
Lauren Stinnett			

## 9-10 Girls

Lauren Stinnett	91	14.95	
Lauren Stinnett	91	34.63	
Jennifer Lichtblau	95	39.71	
Lauren Stinnett	91	31.02	
Lauren Stinnett	91	1:16.19	
Sarah Durkin	83	1:14.42	
Hannah Schuster			
Mischi Carter			
Jessica Paul			

## 11-12 Girls

Lauren Stinnett	93	30.40	
Lauren Stinnett	93	31.86	
Jennifer Lichtblau	97	35.80	
Lauren Stinnett	93	28.19	
Lauren Stinnett	93	1:09.70	
Monica Kriso	96	1:04.95	
Katie Tatman			
Diana Winings			
Kelly Burke			

## 13-14 Girls

Emily Landeryou	13	29.94	
Emily Meilus	13	30.60	
Jasmine Jones	06	34.94	
Emily Meilus	13	28.02	
Emily Meilus	13	1:06.96	
Katie Tatman	98	2:13.15	
Kelly Burke			
Monica Kriso			
Diana Winings			

## 15-18 Girls

Joanne Fu	15	29.68	
Emily Meilus	14	29.81	
Jasmine Jones	07	33.91	
Lauren Stinnett	96	27.20	
Sabrina Groves	13	1:08.12	
Katie Sennett	07	2:11.41	
Jasmine Jones			
Laura Dillon			
Elisa Becker			

## Girls 200 Mixed Age Freestyle Relay

Sarah Zhong	16	2:01.61	
Vania Zeledon			
Meghna Sharma			
Ana Redican			
Emi Redican			

## 2017 Order of Meet Events for Dual Meets

AGE GROUP	EVENT	BOYS	GIRLS
		EVENT #	EVENT #
8 & Under	25 Meter Butterfly	1	2
9 & 10	25 Meter Butterfly	3	4
11 & 12	50 Meter Butterfly	5	6
13 & 14	50 Meter Butterfly	7	8
15 – 18	50 Meter Butterfly	9	1
8 & Under	25 Meter Backstroke	11	12
9 & 10	50 Meter Backstroke	13	14
11 & 12	50 Meter Backstroke	15	16
13 & 14	50 Meter Backstroke	17	18
15 – 18	50 Meter Backstroke	19	20
8 & Under	100 Meter Freestyle Relay	21	22
9 & 10	100 Meter Medley Relay	23	24
11 & 12	100 Meter Medley Relay	25	26
13 & 14	200 Meter Medley Relay	27	28
15 – 18	200 Meter Medley Relay	29	30
8 & Under	25 Meter Breaststroke	31	32
9 & 10	50 Meter Breaststroke	33	34
11 & 12	50 Meter Breaststroke	35	36
13 & 14	50 Meter Breaststroke	37	38
15 – 18	50 Meter Breaststroke	39	40
8 & Under	25 Meter Freestyle	41	42
9 & 10	50 Meter Freestyle	43	44
11 & 12	50 Meter Freestyle	45	46
13 & 14	50 Meter Freestyle	47	48
15 – 18	50 Meter Freestyle	49	50
Mixed Age	200 Meter Freestyle Relay	51	52

The Age-Group Medley Relay is a 4-person relay whereby each person swims a different stroke for one-fourth of the prescribed distance in the following order: backstroke; breaststroke; butterfly; and freestyle (a stroke not previously swum).

The Mixed Age 200 Meter Freestyle Relay is a 5-person relay comprised of one swimmer from each of the five age groups; 10 & under swim 25M each, 11 & up swim 50M each.

## 2017 RSTA Time Standards

BOYS			GIRLS	
Fastest B-Times	Fastest C-Times		Fastest B-Times	Fastest C-Times
<b>Butterfly</b>				
29.00	37.00	8 & U 25m	28.00	37.00
22.00	29.00	9–10 25m	22.00	27.00
42.00	57.00	11–12 50m	43.00	52.00
35.00	44.00	13–14 50m	38.00	45.00
31.00	35.00	15–18 50m	35.00	41.00
<b>Backstroke</b>				
29.00	37.00	8 & U 25m	28.00	36.00
54.00	64.00	9–10 50m	52.00	62.00
46.00	57.00	11–12 50m	45.00	53.00
38.00	46.00	13–14 50m	40.00	47.00
34.00	39.00	15–18 50m	36.00	42.00
<b>Breaststroke</b>				
31.00	41.00	8 & U 25m	31.00	39.00
58.00	70.00	9–10 50m	56.00	67.00
50.00	61.00	11–12 50m	49.00	58.00
41.00	48.00	13–14 50m	44.00	51.00
37.00	42.00	15–18 50m	42.00	48.00
<b>Freestyle</b>				
24.00	31.00	8 & U 25m	24.00	32.00
44.00	53.00	9–10 50m	44.00	52.00
37.00	46.00	11–12 50m	38.00	44.00
31.00	36.00	13–14 50m	34.00	39.00
28.00	31.00	15–18 50m	31.00	36.00

## 2017 Schedule

ATE	DAY	TEAMS	TIME	POOL
May 30	Tues	First Night of Practice	Various	(see home pool info)
June 10	Sat	Glade @ Autumnwood	7:30 am	Autumnwood
		Hunters Woods @ North Hills	7:30 am	Lake Newport
		Lake Newport @ Lake Audubon	7:30 am	Lake Audubon
		Lake Anne @ Ridge Heights	7:30 am	Ridge Heights
June 17	Sat	Lake Newport @ Hunters Woods	7:30 am	Hunters Woods
		Lake Audubon @ Glade	7:30 am	Glade
		Autumnwood @ Lake Anne	7:30 am	Golf Course Island
		Ridge heights @ North Hills	7:30 am	Lake Newport
June 24	Sat	Glade @ Lane Anne	7:30 am	Golf Course Island
		Ridge heights @ Autumnwood	7:30 am	Autumnwood
		Hunters Woods @ Lake Audubon	7:30 am	Lake Audubon
		North Hills @ Lake Newport	7:30 am	Lake Newport
July 1	Sat	BYE WEEK ALL TEAMS		
July 8	Sat	North Hills @ Glade	7:30 am	Glade
		Lake Anne @ Lake Audubon	7:30 am	Lake Audubon
		Hunters Woods @ Ridge Heights	7:30 am	Ridge Heights
		Autumnwood @ Lake Newport	7:30 am	Lake Newport
July 15	Sat	Lake Audubon @ Ridge Heights	7:30 am	Ridge Heights
		Glade @ Lake Newport	7:30 am	Lake Newport
		Lake Anne @ Hunters Woods	7:30 am	Hunters Woods
		North Hills @ Autumnwood	7:30 am	Autumnwood
Jul 19	Wed	IM Finals Meet	6:00 pm	Lake Newport
Jul 20	Thur	IM Finals Meet (Rain Date)	6:00 pm	Lake Newport
Jul 22	Sat	Lake Newport @ Lake Anne	7:30 am	Gold Course Island
		Ridge Heights @ Glade	7:30 am	Glade
		Autumnwood @ Hunters Woods	7:30 am	Hunters Woods
		Lake Audubon @ North Hills	7:30 am	Lake Newport
Jul 23	Sun	Team Pool Parties	6:00 pm	Home Pools
Jul 29	Sat	All Star Meet	7:30 am	Lake Newport
Jul 30	Sun	All Star Meet Rain Date	7:30 am	Lake Newport

*\*Warm ups for all dual meets: home team—7:00 am; away team—7:15 am.*

**PLEASE NOTE: Schedule is subject to change.**