Brief Rules Summary For The CCAA 2019 Summer Season

Kick-off Invitational (Splash meet)

1. The swim events will be swum in the normal order with as many heats as necessary for each event.
2. *No relay events will be swum.*
3. All heats are ribbon heats and heat ribbons for the first three places will be given out for each heat.
4. All participants will be given a participation ribbon by their coach supplied by host team.
5. *The events for ages 15 and over will not be swum, unless agreed upon by teams attending the meet.*
6. *The 200Y individual event should not be swum.*
7. Each swimmer may enter an <u>unlimited</u> number of events in their age group.
8. Electronic team entries from TM will be used with events specified for each swimmer and <u>no seed times</u>.
9. All entries are to be sent to the host team's head coach by email, and are due by 6:00pm the Thursday before the meet. (Rev 1)
10. Host team will seed the meet randomly and collect times and input into MM.
11. The MM backup for each meet will be sent to the League president for posting the results and TM import files.
12. Times from this meet may be put into Team Manager by the individual teams to use as seed times in the season meets. These times *will also be used* for the Top Times report.
13. **This is a fun meet so let's get wet and have some fun!!!!**

Regular season

1. The league will swim such that all teams will compete against each other during the season.
2. The swim events will be swam as normal following the current event schedule.
3. *If bad weather is pending the day of the meet, the default will be to go to the meet as scheduled*
4. All entries to the meet will be done electronically using Hy-Tek Team Manager. Ribbon swimmers will be entered same as any other swimmers with no specific designation. A detailed procedure is available on the CCAA website (Coaches Handbook)
5. **All entries are to be sent to the host team's head coach (or designee) by email, and are due by 6:00pm the Thursday before the meet.**
6. **Any changes to the entries the day of the meet require the use of the CCAA Meet Entry Change Sheet and should only be made only if absolutely necessary.**
7. **Late entries the day of the meet will be based on space available. Meet will not be re-seeded or heats added to accommodate late entries.**
8. Individual entries are a maximum of 4 events: 3 individual and 1 relay, or 2 individual and 2 relays.
9. Team entries include all eligible swimmers in that age group; however only two individual entries per team and 1 relay entry per team may score.
10. A swimmer may swim up one (1) age group to fill a relay in any of the 18 and under events to score the event.
11. Exhibition swimmers are NOT to be entered into the meet entries. They will only swim in open lanes if available the day of the meet.
12. *Swimmers 12 and under must not be a part of or participate with any USA or USSA swim program to be eligible to swim CCAA.*
13. The swimmers will be seeded according to swim times from the splash meet or any current CCAA season meet. The fastest heat will be seeded as the last heat for an event. No team lane assignments will be made for seeding purposes.
14. The host team will provide heat sheets for each team and officials, and timer sheets for all timers.
15. The meet referee must be a CCAA certified official. **All teams are to bring officials to help with the meet.**
16. The meet officials will use DQ slips for any disqualification.
17. The 15 and over age group events should be swum together as much as possible to reduce the number of heats required, however they will be scored according to the regular season age groups.
18. Swim caps must be a team cap or solid color cap according to the NFHS rule.
19. The host team will enter <u>all</u> swimmers times into Meet Manager based on the TM entries received from each team. Where only manual watches are used a **minimum** of two watch times is required. For electronic timing two backup watches are required. ***Both watch times should be entered into MM if used to determine a swimmer's time.***
20. The host team will score the meet to determine the places for the swimmers. Points will be awarded at that time which can be used for determining individual swimmers ranking for team purposes.

Brief Rules Summary For The CCAA 2019 Summer Season

21. **Heat Ribbons** will be given out for all **10&U heats** in the order of finish. All *heats* for the 10&U swimmers will be given heat ribbons for first thru third place, with the exception that *no RELAY heat ribbons will be given*. The top three swim times in each event will get carded ribbons for first thru third and score points.

22. **Carded r*ibbons will only be given to the 14 and under age groups.***

23. *Ribbons for the heat swimmers will be given out based on the MM results and at a ribbon table as soon as possible after an event.*

24. ***Participation ribbons** will be given to the team COACHES to give out all the 10&U swimmers at the meet. The coaches may give participation ribbons to other deserving swimmers as appropriate.*

25. **No ribbons** will be awarded for the 15 and over events.

26. The expectation is that the **carded ribbons** will be available for distribution to the teams at the end of the meet. Coaches or a team representative need to wait at the end of the meet for the carded ribbons to be finished. Typically this should not take more than about 30 minutes. If this is not possible, the host team will mail out the ribbons no later than post marked Monday following the meet or will make arrangements to get the ribbons to the teams by that day.

27. The host team is required to email a **Meet Manager backup file** of the meet following the meet to the League President. This is to be done no later than the Sunday after the meet. The meets results will be checked and final scoring made by the League President. The meet results will be posted for all meets on the CCAA website as soon as they are all available. The team computer person should be available with a MM backup file, timer sheets, and DQ slips after sending the MM backup file for checking in case of corrections.

28. *A list of the meet officials with names and team affiliation that worked the meet is to be sent to the League President along with the MM backup file. The meet referee shall be designated in the list.*

29. The host team will keep a Meet Manager backup file, timers' sheets, and DQ slips from their meet until championship. The host team will then make reference to these items for any corrections or inquires on the results. Any problems will be referred to the League President.

30. Results for the season will be reported for each team as a whole.

31. *Again this year a high point report will be published along with the top times report for the top individual girls and boys for this swimming season. The top points report will be for each age group and not each event and will not include relays.*

Championship

1. All teams will compete against each other. The Championship team placement will be determined by team scores.

2. *The swimming age groups at the championship meet will be the 18 and under age groups.*

3. The meet will be held in two sessions: Morning session 10 and under, afternoon session 11 thru 18.

4. Championship meet information will be sent out before the meet giving details of the meet.

5. The swimming championship will follow the current normal event schedule for the age groups swimming.

6. ***To swim at championship a swimmer must have competed in at least one season meet or the Splash meet.***

7. Seed times for the championship meet are to be based on the current season competition. (DQ events do not count as verified times; however Kick-Off or Splash meet times may be used).

8. If a swimmer has not competed in a particular event during the season, his or her coach MUST record a time for that event and inform the league President of the origin of the time to be used. Entering no-times for an event is not acceptable.

9. A swimmer can be dropped from an individual event to swim on a relay if all the requirements of the CCAA rules are met.

10. If a swimmer misses an event they are out of the remainder of the meet including relays. If a swimmer is not going to swim an event the coach or swimmer should notify the meet referee and *declare a false start before the event starts*.

11. The official entry for the championship will be a copy of the team's Team Manager Entry File for meet entries. This will be considered the official entry. Please check and be sure there are seed times with this file. *This official entry should be emailed to the host team and the league president.*

12. Team entry review sheets will be sent out for checking to each coach who is to verify that their entries are correct.

13. The scoring for championship will be for all age groups scored together as a team. No team awards will be given out.

14. Individual and relay awards will be given out as medals for places 1st thru 3rd, and then ribbons thru 8th place.

Brief Rules Summary For The CCAA 2019 Summer Season

Swimming Computer Programs
Each team should have a copy of the HY-TEK Team Manger program version 5.0 or later. Older versions will have problems with importing meet results correctly and will no longer be supported. Version 5.0 is no longer supported by HY-TEK, however the league can support version 5.0. If your team has TM 6.0 or TM 7.0 they are no longer supported by HY-TEK either. However they will be support by CCAA. Go to the CCAA website to *HY-TEK help*. The latest version of TM is version 8.0. A high-speed internet connection is recommended to obtain updates.

All teams hosting meets should have a copy of the HY-TEK Meet Manager program version 4.0 or later. The older versions of MM 1.4Qe no longer supported and will not export information correctly for TM 4.0 or later. *The meets host teams need to have MM version 4.0 or 5.0 as a minimum.* Any team getting MM this year will be getting MM 7.0.

Remember when ordering HY-TEK software to get the group discount as a member of TAAF.

The League has copies of all versions of the Team Manager and Meet Manager software and can help teams with their version.