



PROCEDURE MANUAL 2023

(Revised July 1, 2023)

Written and Compiled by

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Find us at www.jsl.org

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Team Procedure Manual

(Formerly the “Blue Manual”)
(Revised July 1, 2023)

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JSL Board - 2023

JSL BOARD	NAME	PHONE	PERSONAL EMAIL
PRESIDENT	Jennifer McKeever	(434) 825-0143	jlm2z@yahoo.com
VICE-PRESIDENT	Bo Greenwood	(804) 833-8942	cgg5d@virginia.edu
SECRETARY	Kristin Wray	(434) 466-0757	kristinwray335@comcast.net
TREASURER	Brian Craddock	(434) 817-7980	bac@fplegal.com
PAST PRESIDENT	Paul Breza	(434) 466-3539	pmbreza@gmail.com
CHAMPS COMMITTEE	Christina Meyer	(434) 249-4884	cfmeyer1@gmail.com
DUAL MEET COMMITTEE	VACANT		
ACAC Team Rep	Tina Thompson	(434) 996-7980	tinat@acac.com
BHSC Team Rep	Maia Ritter	(617) 543-7300	maiaritter@yahoo.com
CBST Team Rep	Teresa Altman	(540) 805-0406	tlaltman05@hotmail.com
CGST Team Rep	Jeanie Alexander	(434) 989-7681	jeanie.v.alexander@gmail.com
CITY Team Rep	Ann Tuzson	(434) 409-9383	aet2n@yahoo.com
ELKS Team Rep	Laura Outland	(804) 370-6245	elks389swimteam@gmail.com
FAST Team Rep	Cos DiFazio	(434) 962-1168	cos.difazio@gmail.com
FCC Team Rep	Jennifer Keevil	(804) 263-5419	jpkkevil@gmail.com
FLST Team Rep	Marianna McMurray	(571) 244-3426	Marianna.mcmurray@yahoo.com
FSBC Team Rep	Jenny Ragsdale	(434) 531-2229	jiragsdale@arcantech.com
FV Team Rep	Robin Fisher	(678) 472-6396	rlsolovey@aol.com
GHG Team Rep	Michele Kibler	(757) 209-3957	michele.kibler@gmail.com
GLEN Team Rep	Caroline Hamilton	(434) 466-9328	carolinehamilton820@gmail.com
HM Team Rep	Tara Fontenot	(434) 989-5823	taraefontenot@gmail.com
KWC Team Rep	Claire Chantell	(434) 282-9653	clairechantell@gmail.com
LG Team Rep	April Pekary	(434) 989-3618	aspekary@gmail.com
LMST Team Rep	Colin Provencher	(860) 444-1626	cprov40@yahoo.com
ADVISORS (non voting):			
Advisor to the Board	Bob Garland, Jr	(434) 293-2045	bgarlandjr@gmail.com
BH-JSL Liaison	Gordon Hair	(434) 960-0849	grhair311@gmail.com
Officials Advisor	Locke Boyer	(434) 882-0340	flb4j@comcast.net
Seeding/Registrar Advisor	Locke Boyer	(434) 882-0340	flb4j@comcast.net
Social Media Advisor	VACANT		
Software Advisor	Jessica Simons	(434) 962-0443	jrsimons@comcast.net
Web Page Advisor	Christina Meyer	(434) 249-4884	cfmeyer1@gmail.com
EXECUTIVE COMMITTEE HIGHLIGHTED IN YELLOW			

JSL Head Coaches – 2023

HEAD COACHES	NAME	PHONE	POOL	EMAIL
ACAC Coach	Jeremy Edwards	(804) 592-9351	(434) 978-7529	jeremye@acac.com
BHSC Coach	Noah Hargrove	(434) 906-8528	(434) 972-2237	hargrove2@kenyon.edu
CBST Coach	Matt Morgan	(937) 608-2736	(540) 825-1746	headcoach.culpeperbarracudas@gmail.com
CGST Coach	Tasha Congdon	(434) 960-2878	(434) 205-4380	natasha.congdon@gmail.com
CITY Coach	Andrea Ross	(434) 293-7399	(434) 977-2607	rossa@charlottesville.gov
ELKS Coach	Courtney Duprey	(434) 981-3871	(434) 296-6015	courtneyduprey225@gmail.com
FAST Coach	Michael DiFazio	(434) 962-8516	none	difaziomike99@gmail.com
FCC Coach	Peyton Wray	(434) 249-8880	(434) 245-0695	peytonwray814@gmail.com
FLST Coach	Teddy Cross	(434) 989-0832	(434) 973-0974	flstheadcoach@gmail.com
FSBC Coach	Wesley Kittelberger	(703) 474-1413	(434) 296-4181	coach@fryspring.org
FV Coach	Alissa Hansen	(434) 987-5601	(434) 973-7946	alissahansen98@gmail.com
GHG Coach	Patrick Kibler	(434) 960-1114	(434) 985-7328	pdk8d@virginia.edu
GLEN Coach	Luke Noble	(434) 806-2883	(434) 817-0506	Coachnoble@theclubatglenmore.com
HM Coach	Helen Dixon	(540) 661-6170	(434) 973-9690	hsdixon3@gmail.com
KWC Coach	Blake Lilley	(434) 202-9858	(434) 977-7665	blakelilley2000@gmail.com
LG Coach	Debra Bickley	(540) 760-1464	(540) 967-1085	CoachDebraB@yahoo.com
LMST Coach	Maria Arroyo	(434) 987-9477	(434) 589-3165	mariaarroyo1993@gmail.com
LMST Coach	Stephanie Nardone	(434) 987-1671	(434) 589-3165	fefenardone16@gmail.com

JSL Meet Directors – 2023

MEET DIRECTORS	NAME	FIRST CALL	EMAIL
ACAC Meet Director	Paul Breza	(434) 466-3539	pmbreza@gmail.com
ACAC Meet Director	Caprice Chambers	(434) 981-9783	cdchambers19@gmail.com
BHSC Meet Director	Ryan Ritter	(434) 989-7710	Ryan.ritter@gmail.com
CBST Meet Director	Megan Lucas	(540) 308-0285	megannlucas@gmail.com
CGST Meet Director	Rob Ayres	(434) 906-5428	rayres70@gmail.com
CITY Meet Director	Betsy Roettger	(434) 327-8739	elroettger@gmail.com
ELKS Meet Director	Amy Duprey	(434) 981-9229	amyduprey@hotmail.com
FAST Meet Director	Anna Eubanks	(434) 960-6918	almellies@yahoo.com
FAST Meet Director	Ashley Birkhead	(434) 459-1961	ashleybirkhead@gmail.com
FAST Meet Director	Cosmo DiFazio	(434) 962-5322	cdifazio96@gmail.com
FAST Meet Director	Sherri Eubanks	(434) 960-8171	fancey6@yahoo.com
FAST Meet Director	Tonia Mayhew	(434) 409-2516	toniamayhew@outlook.com
FCC Meet Director	Kristin Kauffman	(434) 249-9942	kauffmangirls@yahoo.com
FLST Meet Director	Abby Binter	(434) 327-2085	abby.binter@gmail.com
FLST Meet Director	Karen Trader	(434) 531-7405	traderkaren5@gmail.com
FSBC Meet Director	Carolyn Gosse	(434) 996-9852	Carolyn@thegosses.com
FSBC Meet Director	Mary Hardy	(434) 531-0680	Hardymaryk@gmail.com
FV Meet Director	Jeff Hansen	(434) 987-2059	jhansen1981@gmail.com
FV Meet Director, Asst.	Darren Lynch	(434) 825-5101	dlynch@lynchroofing.com
GHG Meet Director	Sarah Prater	(434) 531-3787	sprater@ocss-va.org
GLEN Meet Director	Karen Hathaway	(434) 760-0738	kmhathaway@gmail.com
HM Meet Director	Wes Shelley	(434) 964-8635	wesley@wesleys Shelley.com
HM Meet Director	Glenn Forloines	(434) 760-2506	glenn@snyderdesignbuild.com
KWC Meet Director	Alison Baumann	(434) 987-6140	alisonrbaumann@gmail.com
LG Meet Director	Valerie Hobbs	(814) 706-8910	Hobbsve@lcps.k12.va.us
LMST Meet Director	Todd Kalinosky	(571) 243-2971	todd.kalinosky@gmail.com

JSL Computer Operators – 2023

COMPUTER OPERATORS	NAME	CELL NUMBER	EMAIL
ACAC Comp. Oper.	Brian Vanyo	(703) 907-9229	brianvanyo@yahoo.com
BHSC Comp. Oper.	Christie Shaps	(434) 242-4569	cshaps@earthlink.net
BHSC Comp. Oper.	Jessica Simons	(434) 962-0443	jrsimons@comcast.net
BHSC Comp. Oper.	Laura Schundler	(434) 249-6931	Schundler2008@comcast.net
BHSC Comp. Oper.	Mary Rutherford	(434) 249-2820	maryljamison@gmail.com
CBST Comp. Oper.	Emily Royston	(540) 735-6271	Eyroyston@live.com
CBST Comp. Oper.	Teresa Altman	(540) 805-0406	Tlaltman05@hotmail.com
CGST Comp. Oper.	Chelsea Sachno	(804) 855-8841	cdc3d@virginia.edu
CGST Comp. Oper.	Mike Yoensky	(540) 449-1321	mike.yoensky@gmail.com
CITY Comp. Oper.	Sean Shanks	(434) 996-8190	seanshanks@gmail.com
ELKS Comp. Oper.	Amy Duprey	(434) 981-9229	amyduprey@hotmail.com
ELKS Comp. Oper.	Cristy Bodie	(434) 981-5378	cmbodie@gmail.com
ELKS Comp. Oper.	Margaret Sipe	(434) 989-4776	memaw1153@aol.com
FAST Comp. Oper.	Lymari Rodríguez Rosado	(201) 951-2135	lymarirr@yahoo.com
FAST Comp. Oper.	Natasha Gray	(434) 882-5338	natashagray1105@gmail.com
FCC Comp. Oper.	Jennifer Keevil	(804) 263-5419	jpkeevil@gmail.com
FCC Comp. Oper.	Kristin Wray	(434) 466-0757	kristinwray335@comcast.net
FLST Comp. Oper.	Jenna Easton	(434) 465-3332	easton3@outlook.com
FSBC Comp. Oper.	Becky Bryan	(434) 282-6486	Rebecca.a.bryan@gmail.com
FSBC Comp. Oper.	Ernest Keenan	(434) 202-0415	ekeen7@gmail.com
FSBC Comp. Oper.	Scott Wrightson	(202) 369-3764	wrightson@gmail.com
FV Comp. Oper.	Andy Lofton	(434) 409-1784	andy.lofton@gmail.com
GHG Comp. Oper.	Rachel Freid	(434) 960-5150	rachelfreid0710@gmail.com
GLEN Comp. Oper.	Nicole Weiss	(734) 476-3488	nicolemweiss@comcast.net
HM Comp. Oper.	Ben Choo	(434) 806-4096	benjaminchoo@gmail.com
HM Comp. Oper.	Jen Elmore	(703) 409-8962	mrs.elmore@yahoo.com
HM Comp. Oper.	Wendy King	(434) 960-3853	ourthotfulspot@yahoo.com
KWC Comp. Oper.	Dave Jaskot	(301) 461-6691	dwi5z@yahoo.com
LG Comp. Oper.	Debra Bickley	(540) 760-1464	CoachDebraB@yahoo.com
LG Comp. Oper.	Kate Straley	(540) 223-3269	kateems@gmail.com
LMST Comp. Oper.	Maricel Caballero	(434) 996-4616	maricel.caballero@kyndryl.com

Jefferson Swim League Procedure Manual - Revised July 1, 2023

JSL 2023 SCHEDULE

(Revised 6/24/2023)

DIVISION I										
DAY >	DATE >	WED 6/14/23	WED 6/21/23	FRI 6/23/23	SAT 6/24/23	MON 6/26/23	WED 6/28/23	WED 7/5/23	WED 7/12/23	WED 7/19/23
FORMAT >		IM/FR	MR/LF	MR/LF	MR/LF	MR/LF	IM/FR	IM/FR	MR/LF	MR/LF
CGST	1	@ GHG No Scoring	HM SWAM				@ GLEN	FSBC	@ FV	BHSC
BHSC	2	FCC No Scoring		@ FSBC			HM	@ FV	GLEN	@ CGST
FV	3	@ KWC No Scoring	@ GLEN TBD NOT SWUM				FSBC	BHSC	CGST	@ HM
HM	4	FLST No Scoring	@ CGST SWAM				@ BHSC	GLEN	@ FSBC	FV
FSBC	5	@ LMST No Scoring		BHSC			@ FV	@ CGST	HM	GLEN
GLEN	6	CITY No Scoring	FV TBD NOT SWUM				CGST	@ HM	@ BHSC	@ FSBC

DIVISION II										
DAY >	DATE >	WED 6/14/23	WED 6/21/23	FRI 6/23/23	SAT 6/24/23	MON 6/26/23	WED 6/28/23	WED 7/5/23	WED 7/12/23	WED 7/19/23
FORMAT >		IM/FR	MR/LF	MR/LF	MR/LF	MR/LF	IM/FR	IM/FR	MR/LF	MR/LF
FLST	7	@ HM No Scoring	LMST SWAM				@ GHG	FCC	CITY	@ KWC
KWC	8	FV No Scoring	@ FCC SWAM				@ LMST	@ CITY	GHG	FLST
CITY	9	@ GLEN No Scoring				GHG	@ FCC	KWC	@ FLST	LMST
LMST	10	FSBC No Scoring	@ FLST SWAM				KWC	@ GHG	FCC	@ CITY
FCC	11	@ BHSC No Scoring	KWC SWAM				CITY	@ FLST	@ LMST	GHG
GHG	12	CGST No Scoring				@ CITY	FLST	LMST	@ KWC	@ FCC

DIVISION III										
DAY >	DATE >	WED 6/14/23	WED 6/21/23	FRI 6/23/23	SAT 6/24/23	MON 6/26/23	WED 6/28/23	WED 7/5/23	WED 7/12/23	WED 7/19/23
FORMAT >		IM/FR	MR/LF	MR/LF	MR/LF	MR/LF	IM/FR	IM/FR	MR/LF	MR/LF
LG	13	@ ELKS w/ FAST No Scoring			@ ACAC w/ FAST 9AM		CBST w/ ACAC	ACAC w/ ELKS	@ CBST	CBST w/ FAST
CBST	14	@ ACAC SWIM MR/LF No Scoring				@ ELKS	@ LG w/ ACAC	@ FAST Swim at FUMA	LG	@ LG w/ FAST
FAST	15	@ ELKS w/ LG No Scoring			@ ACAC w/ LG 9AM		@ ELKS	CBST Swim at FUMA	@ ACAC w/ ELKS	@ LG w/ CBST
ACAC	16	CBST SWIM MR/LF No Scoring			LG w/ FAST 9AM		@ LG w/ CBST	@ LG w/ ELKS	ELKS w/ FAST	ELKS
ELKS	17	LG w/ FAST No Scoring				CBST	FAST	@ LG w/ ACAC	@ ACAC w/ FAST	@ ACAC

MR/LF (now listed at top of each division) = Swim Medley Relay & Long Free (Omit IM & Free Relay)

IM/FR (now listed at top of each division) = Swim IM & Free Relay (Omit Medley Relay & Long Free)

REVISIONS Highlighted

ALL MEETS WILL BE HELD ON WEDNESDAYS STARTING AT 6PM

(Any meet may start earlier if mutually agreed upon in advance)

CHAMPIONSHIP DATES ARE FRIDAY, JULY 28th AND SATURDAY, JULY 29th

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Team Procedure Manual

(Formerly the “Blue Manual”)
(Revised July 1, 2023)

Section II

SECTION II - JEFFERSON SWIM LEAGUE BYLAWS AND RULES AND REGULATIONS

All permanent changes for current season are highlighted in yellow.

All one-year trials for current season are highlighted in blue.

BYLAWS

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BYLAWS

ARTICLE I: PURPOSE

1. The purpose of this Board is to ensure a summer age group swimming program in the Central Virginia area and to provide a maximum opportunity for the greatest number to participate.
2. The organization is organized exclusively for charitable, religious, educational, and scientific purposes under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. *(Added, 2014)*
3. Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. *(Added, 2014)*

ARTICLE II: BOARD

1. The members of the League Board will consist of five officers, the Chair of the Champs Committee, the Chair of the Dual Meet Committee, appointed consultants Advisors, and one voting representative from each swim team duly selected by that team for a 1-year term beginning on January 1. Any team failing to provide their Representative's name and contact information by that date will incur a \$100 fine. The phrase "all representatives" means the total number of team representatives on the Board. *(Revised, 2023)*
2. A representative cannot have children swimming on another member team. *(Revised, 2004)*
3. A representative or officer cannot be a coach and must be at least 21 years old. *(Revised, 2004)*
4. No representative shall serve more than three consecutive years. *(Revised, 1997)*
5. Each representative will have one vote. The representative is considered to be the official contact for all official JSL communications both to and from the Board. Motions may only be made by a Team Representative. If the Team Representative is not available an alternate must be provided to JSL. *(Revised, 2022)*.
6. A simple majority of all Representatives will constitute a quorum and a simple majority of the quorum will carry such resolutions presented except any changes in the Bylaws will require a 75% approval of all representatives. Bylaw resolutions may not be voted upon after the first reading except in the case of emergency or safety issues. A second reading at the next Board meeting is required prior to a vote being taken.

Changes to the Rules and Regulations may be approved by a simple majority of all representatives after a second reading. Single season trial programs, which may be in conflict with existing Rules and Regulations, may be approved by a simple majority of all representatives after one reading. After a single-season trial, any program in conflict with existing Rules and Regulations may only be continued by a simple majority of all representatives after a second reading. *(Revised, 2020)*

7. Officers or Team Representatives may be removed from the Board by a 75% vote of all Representatives. Grounds for removal may include, but not be limited to, failure to perform the normal assigned duties of the position, failure to regularly attend Board meetings, conviction of a “barrier crime” as defined by the state of Virginia, or any actions which violate the standards of the League. *(Adopted 2012)*
8. Members of the Jefferson Swim League (JSL) Board who also serve on the Board of Directors of the Ben Hair – Just Swim for Life Foundation (BH-JSL) may propose motions, but not vote on any motion which references that organization. *(Adopted 2013)*
9. Teams may be removed from the League or put on probation by a 75% vote of all Representatives. Grounds for probation or removal may include, but not be limited to; failure to maintain a minimum team size of 40 swimmers, failure to provide a safe and adequate pool suitable for hosting meets, or any actions which violate the standards of the League. Teams in violation of any of the above must be given a written notice in September that begins a one-year probation to correct any issues which may cause them to be removed from the League. A vote for removal will be taken at the following September Board Meeting. *(Revised 2017)*
10. Rules and Regulations will be in accordance with current [USA Swimming Rules and Regulations](#) except as noted otherwise. Rules and Regulation changes in conflict with USAS Rules and Regulations require a 75% approval from all Representatives. *(Revised, 2016)*

ARTICLE III: OFFICERS

1. The Board Officers will consist of a President, Vice-President, Secretary, Treasurer, and Immediate Past President. All but the Immediate Past President must be elected in September and all will serve one-year terms beginning on January 1st. The Board Officers, **Chair of the Champs Committee, and Chair of the Dual Meet Committee** will comprise the Executive Committee. The President must have prior JSL Board experience. The Vice-President, Secretary, and Treasurer can be elected from the Board or from other interested individuals. If possible, the Vice-President will be President Elect and will serve as President for the following year. *(Revised, 2023)*
2. No Officer may serve in the same position more than once in three years, nor can any team provide the President more than once in three years, nor can the President and Vice President be from the same team except by 75% majority vote of all representatives. If any officer is unable to serve their full term, he/she must notify the Executive Committee and full Board in writing as soon as possible. A new election may be held, as per Article III to fulfill the remaining term. *(Revised, 2018)*
3. Officers will not have a vote except in the case of a tie, in which case the President or in his/her absence the Vice-President, Secretary, Treasurer, or Immediate Past-President in that order will cast the tie-breaking vote. This same chain of order will also be used for other actions required of the President in his/her absence. *(Revised, 2001)*

4. The Executive Committee will meet on an "as-needed" basis to facilitate the operation of the Board. Its duties may include, but not be limited to, preparing the dual meet schedule, organizing new programs, investigating new business, administering the financial assistance fund, approving major financial transactions, and generally making recommendations to the whole Board for final approval.

The Executive Committee meetings will be considered closed meetings, but may be opened or restricted by a simple majority vote of the Committee.

The Executive Committee is responsible for imposing all individual and team penalties. All monetary fines will be donated to a charity chosen by the Board. Names of swimmers who are penalized will not be made public if possible.

The Executive Committee has the authority to make timely or urgent decisions on behalf of the full Board in matters which only require a majority Board vote if convening the full Board is not practical. Any such decisions made by the Executive Committee and the facts surrounding those decisions must be immediately communicated to the full Board and can be overturned by a simple majority of the full Board. *(Revised, 2020)*

5. The Executive Committee will be responsible for the tentative summer meet schedule for the coming season to be approved by the Board no later than the March meeting. *(Revised, 2004)*
6. The Executive Committee may appoint a ~~Parliamentarian~~ Rules Judge to a one-year term. The ~~Parliamentarian~~ Rules Judge will have sole authority in rules and bylaws interpretation and may not be a voting member of the Board or a member of the Executive Committee. The ~~Parliamentarian~~ Rules Judge rulings may be overturned by a 75% majority of the full Board. *(Revised, 2023)*

RULES AND REGULATIONS

ARTICLE IV: ORGANIZATION

1. Meetings will be held as close to monthly as possible (except August) from February to September, at a time, date, and place to be determined by the Executive Committee. The meeting day and/or time may be changed or additional meetings called by the President provided that adequate notice is given to all Board members and there is no conflict with any other League function. Nothing in this bylaw shall preclude the President from convening emergency meetings or conducting virtual meetings via Internet communications provided the entire Board is notified and all procedures in Article II, #6 are followed. Board meetings are considered to be open meetings, but may be closed or restricted by a simple majority vote of all Representatives. *(Revised, 2020)*
2. The League shall be divided into Divisions by seeding the teams. Each team's seeding for the coming season will be determined by the team's Championship finish position in the just completed season. The first-place team will become team #1; the second-place team will be #2, etc. Ties will be decided by the teams switching relative positions with one another for the coming season. Divisions will be decided by a majority vote of the Board, with the top Division designated as I, the next as II, and so on. Any new team(s) added to the League will be originally seeded by a majority vote of the Board and a Division(s) expanded appropriately.

Division Championships will be determined by the won-loss records of the teams in all scored meets. A second-place finish in a tri-meet will be counted as one-half of a win. *(Revised, 2012)*
3. The League may purchase outright or share ownership of certain equipment (such as, but not limited to computers, software, start systems, watches, etc.) with each team. The League may purchase supplies (such as, but not limited to ribbons, forms, labels, etc.) for use by the teams.

Maintenance and repair of equipment (or replacement if beyond repair) **and replacement of lost or damaged supplies** will be the responsibility of the individual team. Repairs covered by warranty will be facilitated by the League.

If a team withdraws from the League within three years after joint purchase of any equipment, the equipment or replacements shall be returned to the League. Equipment or the replacements and supplies purchased exclusively by the League shall remain as property of the League and shall be returned at the discretion of the Board when a team withdraws. *(Revised, 2023)*
4. Teams wishing to join the league must have an anticipated roster of at least 40 swimmers and a pool available for League meets. The pool must be at least 25 yards long and 5 lanes wide and be suitable for nighttime competition. A request in writing must be submitted to the President no later than January 15th and the team must have a representative present at the League's February & March Board meetings. Acceptance of new teams will require a 75% approval of all representatives. Upon acceptance the new team will be required to deposit \$500 which will be refunded at the end of their second consecutive season of active participation. *(Revised, 2012)*
5. The Board may hire persons on a contract basis to perform duties as determined by the Board. Hiring and pay rate will require a majority vote of the Board. In addition, the Board may appoint unpaid ~~consultants~~ **Advisors** who will be considered as members of the Board, but have no vote and may not serve as the team representative. These ~~consultants~~ **Advisors** may include experienced individuals who have such skills as general knowledge of the operation and needs of the League, computer software, web page design and maintenance, championship seeding and organization, and any other skills deemed to benefit the League. *(Revised, 2023)*

6. The term “coach(es)” refers to all paid or unpaid persons designated by their team as a coach or who serve in a coaching capacity at any League sanctioned event such as swim meets, time trials, etc. The term “deck” means the immediate area surrounding the pool as defined by fencing, barriers, walls, etc. and includes any area where swimmers normally gather in preparation for the meet, such as team areas, clerk-of-course, etc.

Head Coaches must be at least 18 years old and Assistant Coaches must be at least 15 years old by June 1st of the current season. The expectation is that all coaches will be fully JSL certified by the first meet of the season. Coaches not certified to coach by the fourth week of the season may only attend JSL sanctioned events as a spectator unless registered as a swimmer.

Only coaches on deck 18 years old and over prior to June 1st of the current season must have successfully passed a USA Swimming, JSL approved or Virginia State Police criminal background check within the last two years. The background check must be nationwide and include all city, county, state, and federal criminal records and sex offender registries. JSL approved companies are listed in Section III, Appendix W, of the Team Procedure Manual. Teams may apply to the Executive Committee prior to June 1st for a waiver to use other national background checks. No coach who has been convicted of any "Barrier Crime", as defined by the state of Virginia, will be allowed in any area where swimmers are present at a JSL sanctioned event

All coaches on deck during JSL sanctioned events must have a current Safety Training for Swim Coaches (with CPR/AED and First Aid) certification and will have successfully completed a JSL approved Athlete Protection Program within the past two years. A one-time certification in Concussion Protocol Training is required. With approval of the Executive Committee, coaches with a physical disability that prevents in-water training are only required to have the online portion of Safety Training for Swim Coaches certification. At least one coach from each team on deck during JSL sanctioned events must have a current Lifeguarding certification. Assistant Coaches who are 15 years old are required by federal law and JSL to have a lifeguarding certificate.

Approved courses for the above certifications are listed on the USA Swimming web page under *USAS Coaches Safety Requirements*. A copy of certification(s) and successful background check for each coach must be on file with the designated JSL person by 9PM two days prior to the coach being on the deck during a JSL sanctioned event. Birth dates for those coaches under 18 must be provided. Teams that are prohibited from supplying copies of background checks must provide a signed written list of coaches with successful completion dates of background checks from their personnel departments or other authorized person(s). Swimmers who are also coaches, but who are not certified, may be allowed on deck only to swim. Violations will result in a \$250.00 fine to the team per coach per sanctioned event and the offending coach will be prohibited from attending JSL sanctioned events until certified. *(Revised, 2022)*

7. Each team must provide the current thunder and lightning procedure and proof of liability insurance for their home meet facility via a current Certificate of Insurance delivered to the President or Treasurer no later than May 31st at 9PM or on the expiration date of the previous policy. A minimum of \$1,000,000 liability per occurrence and \$2,000,000 aggregate coverage is recommended. A \$50.00 late fee (for one or both) will be charged for teams not meeting these deadlines. A thunder and lightning procedure and current Certificate of Insurance must be on file prior to any JSL sanctioned meet being held at any such facility and the thunder and lightning procedure must be posted on jsl.org. *(Revised, 2015)*

8. At each monthly meeting of the Board, the Treasurer must present the following reports for approval by the Board:
 - a. the financial report which will contain an accounting of all receipts and disbursements since the last report and a photocopy of all JSL bank account statements (with the account number deleted) since the last report
 - b. the team summary report which will contain a list of all teams and their current status as to insurance certificates, membership statements, registered swimmers, fees received and due to the League, and ad sales summaries.
 - c. the championship report which will contain a summary of championship receipts and disbursements
 - d. other reports as requested by the BoardAs soon as possible after the end of each calendar year, the outgoing President and outgoing Treasurer must jointly review all financial records (including each receipt and disbursement) of that year and confirm the accuracy of those records by their signatures on the end-of-year financial statement. This jointly-signed statement must be approved by the Board by a unanimous vote of at least a quorum present no later than the following March meeting. *(Revised, 2007)*
9. For insurance purposes, incidents involving property damage, theft, or personal injury during or as a consequence of a JSL sponsored swim meet must be reported on the Jefferson Swim League incident report form to the President of the League within 48 hours of knowledge of the occurrence. *(Revised, 2015)*
10. Teams whose pools do not meet all of USA Swimming's Facilities Standards (Article 103) must petition the Board for exemption from those individual standards. Approval of exemptions shall require a 75% majority of all Representatives and approved exemptions shall be recorded in Section 4 of the JSL Team Manual. *(Adopted, 2004)*
11. The Board shall maintain a financial assistance fund in the amount of ~~\$500.00~~ **\$1,500** available on a first-come-first-served basis to defray the full cost of the JSL registration fee for up to 10 individual eligible swimmers per team. The team must waive the full team fee or have the full fee sponsored by a third party based only on financial need before JSL will consider waiving the League fee. The waiver request with the eligible swimmer's names(s) must be submitted in writing to the President by June 30th. The Treasurer shall be solely responsible for awarding of financial assistance, but must provide a complete accounting to the full Board in a timely manner. *(Revised 2023)*
12. No one convicted of a "barrier crime", as defined by the state of Virginia, may serve in a volunteer position at any JSL sanctioned event. *(Added, 2020)*

ARTICLE V: ELIGIBILITY

1. The governing day of age for the entire summer season will be the swimmer's age on June 1st. The minimum age is 5 years old. Swimmers who have swum on a college level team are not eligible regardless of age. Swimmers who are 17 and under on June 1st are eligible to swim regardless of high school or college status. Swimmers who are 18 years of age on June 1st may swim the summer swim season provided they are still in or have immediately finished high school. *(Revised, 2008)*
2. Age groups as determined by the swimmer's age on June first are as follows:
 - 8 & Unders (8&U)
 - 9 - 10-year-olds (9-10)
 - 11 - 12-year-olds (11-12)
 - 13 - 14-year-olds (13-14)
 - 15 - 18-year-olds (15-18)

(Revised, 2017)

3. All swimmers will be bona fide members of their respective teams with membership to be regulated by the individual teams. A swimmer may not compete on more than one team in a season. A swimmer may not change teams in one season after competing with their original team. *(Revised, 1996)*
4. Each team must provide their current swim team membership and eligibility requirements for the coming season to the President or Treasurer no later than May 31st at 9PM. This information will be posted on the League's Website ([JSL Teams](#)) in a timely manner. Changes in requirements not reported to the Board by the deadline will carry a \$50.00 late fee. *(Revised, 2016)*
5. There will be a non-refundable charge of \$30.00 per swimmer (including \$1.00 to BH-JSL) from the teams to help meet expenses of the League and its Championship meet. One copy of a COMPLETED JSL Registration Form for each swimmer must be received by the President, Treasurer, or Registrar of the Jefferson Swim League and an accurate Roster file containing a cl2 or hy3 file of all properly registered swimmers must be transmitted or taken to the Registrar by 9PM two days before the team's first scheduled meet. All of the initial team fees must be in the hands of the Treasurer by this same deadline. Failure to submit the initial fees by the deadline will result in a \$100 fine to the team. Teams using Board-approved online registration must collect all of the information required by the League's registration form (including waivers) and do not submit handwritten registration forms.

New swimmers must be added (in the same manner, including updated Roster file) by 9PM two days before the meet in which they are to swim the first time. Swimmers failing to meet the above deadlines may not swim. The swimmer is not an eligible swimmer until all information is received in the manner described above. Corrections made to the Roster file must be brought to the attention of the Registrar via email. The President or Treasurer will forward appropriate materials to the Registrar in a timely manner. Teams are responsible for timely payment of all fees as determined by the Treasurer. The Executive Committee has the authority to refuse additional members of a team for non-payment of fees. *(Revised, 2022)*
6. Swimmers may be entered as official in only three individual events and the scheduled relay(s) except in the first week when swimmers are limited to two individual events and one relay. No swimmer may swim officially in more than 1 age group of the same relay nor can a 5- or 6-year-old swim both the 6-and-under event and the 8-and-under event in the same individual event.

Seeding times must be the fastest official JSL time swum by the swimmer (or relay team) in the entered event during the current JSL season. Otherwise, the swimmer will be entered as "no time" and seeded last. No relay split times (including lead-off splits) are considered to be official times and cannot be used for seeding purposes.

Changes (other than deletions) may not be made without approval of all competing Meet Directors once the entry data has been exchanged among the competing teams. *(Revised, 2015)*
7. Swimmers in relays may move up one or more age groups if not swimming in their own age group relay, however, no swimmer official or exhibition will be allowed to swim up in individual events. *(Revised, 2004)*
8. Official meet results must verify a swimmer's participation in at least two League meets one of which may be JSL Board approved time trial during the current season to be eligible to be entered or compete in the Championship meet. *(Revised, 2017)*

9. Swimmers found to be in violation of the above sections of Article V - Eligibility will be disqualified and deleted from any individual or relay event(s) illegally swum by that swimmer. An additional 25 points per illegal swimmer will be subtracted from the total team score for each meet illegally swum. *(Revised, 2015)*
10. Any team found swimming or attempting to swim a swimmer in place of another swimmer (that is, using the wrong name) will forfeit all of the points (individual and total relay) earned illegally by that swimmer and an additional 100 points per swimmer for each infraction. In addition, the swimmer(s) will be disqualified for the remainder of the meet and the incident brought to the attention of the Board by the Meet Director. *(Adopted, 1996)*
11. Organized **JSL Team** practice with a **JSL** coach present is not allowed in the ~~Aquatic and Fitness Center~~ **YMCA** after the first meet of the season. Teams found in violation will forfeit 100 points at that season's Championship. *(Revised 2023)*
12. A swimmer without a physical disability must be able to swim **25 yards or** meters unassisted to be eligible to swim in a JSL meet. *(Revised 2023)*

ARTICLE VI: CONDUCT OF MEETS

1. The regular season schedule will consist of the "IM/FR" or "MR/LF" formats which list the official events for the meet with each team scheduled as close to an equal number of each format and home and away meets as possible. Additional exhibition events may be added to a meet, or the event order, time, date, or location of a meet may be changed by mutual agreement of the competing teams' JSL Representatives up to one week prior to the first meet of the season. After that date the event order, time, date, or location of a meet may be changed and additional exhibition heats or events may be added by mutual agreement of the Home and Visiting teams' Meet Directors, prior to the deadline for meet entries. *(Revised, 2015)*
2. Points awarded for individual events will be 7-5-4-3-2-1 with no team taking more than 2 scoring places. Points awarded for relay events will be 10-5-3 with no team taking more than 1 scoring place. No points or ribbons will be awarded to a disqualified or unofficial swimmer or relay team. Ribbons will be awarded for 1st through 16th place with heat winners for all individual and relay events. Ribbon distribution will follow the actual order of finish. *(Revised, 2016)*
3. All swimmers must meet the eligibility requirements of Article V. "Official" swimmers are those swimmers who are entered in an event by the meet entry deadline and are eligible for ribbons and points. "Exhibition" swimmers are those swimmers who were not part of their team's allowable number of entries in an event, or who are entered for time only, or who have exceeded their maximum number of allowable event entries, or who missed the meet entry deadline. Exhibition swimmers are not eligible to receive ribbons or points and are designated as "X" (exhibition) on all reports and labels, however, their times are considered official. *(Adopted, 2004)*

4. In all pools there will be a maximum of three heats of official swimmers for all events, except events #P21 and P22 and #21 through 30 (6&U, 8&U, 9-10, 11-12, 13-14, 15-18 short freestyle events) where unlimited official heats are allowed; events 41 and 42 (8&U backstroke) where five official heats are allowed; and relay events where only one official heat is allowed. Each team is only allowed to enter up to the number of official swimmers which equals their fair share of the available lanes in the official heats.

After all official entries are made, no further additional heats shall be added to accommodate exhibition swimmers. That is, exhibition swimmers may only occupy vacant lane(s) of a heat containing official swimmers. Exhibition swimmers must be seeded last in each event and designated with an "X" (exhibition) beside their name on all reports and labels. In addition, any coach entering exhibition swimmers must verify that "Exhibition" timing cards are used for these swimmers. Available lanes for exhibition swimmers will be divided equitably between the teams. By mutual agreement of the Home and Visiting Meet Directors, additional heats of exhibition swimmers may be added prior to the start of the meet, or the total number of heats may be decreased at any time before or during the meet. *(Revised, 2017)*

5. All meet entries must be made using the JSL Upload Utility as instructed on the "[Meet Entries Upload Page](#)" of jsl.org no later than 9 PM two days before the scheduled meet. Optional requests by the visiting team's coach for odd or even lanes must be made at this time. In the event of communication difficulty with jsl.org, the President may devise an alternate procedure for meet entries with all teams complying. Uploads received after 9 PM will carry a \$50.00 fine. After 10 PM there will be a \$100 fine. *(Revised, 2016)*

6. At the time computerized entries are made for a meet, the coach should enter any known exhibition swimmers by checking the EXH column in TEAM Manager. The coach should also submit a list of exhibition swimmers in order of preference to the home team computer operator for various events. These exhibition swimmers do not have to be approved by the Meet Directors. They will be added to empty lanes in existing heats divided equitably between the teams up to the 3-heat maximum in each event and will be seeded last. *(Revised, 2012)*

7. Late entries may be made to empty lanes in existing heats up until the start of the meet. These late changes require the approval of the Home and Visiting Meet Directors and the swimmers will be exhibition as outlined in Article VI, #3 & #4. Changes from one event to another are not permitted under any conditions. *(Adopted, 2004)*

8. The home team is responsible for watches, CTS Starting system, and coordinating qualified officials and all volunteer positions with equal participation by each team. There must be three timers assigned to each lane. **Minimum age for timers is 15.** *(Revised, 2023)*

9. Each meet will start at a time approved by the Board with the pool open for practice at least one hour in advance and ending 15 minutes before the scheduled meet start unless different times are agreed upon by the Home and Visiting Meet Directors. Meets which have not begun within one hour of the scheduled start time (unless agreed upon by the Home and Visiting Meet Directors) due to inclement weather will be rescheduled as outlined below in #18.

Once all teams are on the premises, the decision to cancel the meet cannot be made prior to the one-hour delay unless agreed upon by the Home and Visiting Meet Directors. The decision to cancel prior to arrival must be made by the Home Meet Director in conference with the visiting Team Meet Director(s). *(Revised, 2004)*

10. The home team must have qualified lifeguards on duty from the time the pool is opened for the visiting team and continuing for the duration of the meet. There must be sufficient lifeguards for the size of the pool and the expected size of the meet. Coaches on duty may not also function as lifeguards. All teams are encouraged to have qualified lifeguards on duty (who are not functioning as coaches) during all practices. *(Adopted, 2013)*
11. During warm-ups for each team, the team's coach shall designate lap lane(s) in which swimmers must climb (not jump) into the pool feet first and two-way traffic will be allowed with swimmers keeping to the right in the lane. Sprint lane(s) must be designated in which swimmers may dive in at reasonable intervals, swim to the other end, and get out. There will be only one-way traffic in a sprint lane. *(Revised, 2004)*
12. In the interest of fairness, no physical assistance shall be given any swimmer at the start or before the end of any race (e.g., providing towels to cover slippery starting blocks) unless that assistance is offered to every swimmer. *(Revised, 2019)*
13. The Meet Director has the authority to modify the rules for the swimmer with a disability using the guidelines under Article 105 of USA Swimming Rules and Regulations. Additional modifications may not be made unless the swimmer swims as exhibition. *(Revised, 2005)*
14. If a coach has a problem or complaint, he/she must take it to the Referee or, in his or her absence, to the Host Meet Director. Protests against the judgment of decisions of starters, stroke, turn, place, and relay take-off judges can only be considered by the Referee and the Referee's decision shall be final. *(Revised, 2011)*
15. ~~If, in the starter's opinion, a false start has been committed in a 12 and under event (8&U, 9-10, or 11-12), he/she shall give a signal to recall the swimmers. The false start shall be called on the individual and not on the field. Any swimmer charged with two false starts must be disqualified and shall not swim the event. Events for 13 and over swimmers (13-14 and 15-18), shall follow the rules~~ No false starts are allowed in any age group, but the disqualified swimmer(s) will be allowed to swim the event. The Referee shall otherwise follow the rules under Article 101.1.3 of USA Swimming Rules and Regulations. *(Revised, 2023)*
16. Integration of the official times will be used to determine the order of finish provided there are three valid times on every lane. Sweep judges will be used to provide secondary confirmation of the order of finish. In pools where an automatic or semi-automatic timing system is used, the order of finish will be determined using USA Swimming rule 102.24 (USA Swimming Rules and Regulations). *(Revised, 2012)*
17. No dual meet will last past 10PM except in cases of delay caused by inclement weather. Weather delayed meets will not go past 10:30PM. No further event groups (IM, Med Relay, Short Free, Fly, Breast, Back, Long Free, or Free Relay) may be called to the blocks after time has expired. However, events (e.g., 74) which are in the water when time expires may be completed through that event group (e.g., all of Long Free events) if agreed upon prior to the start of the meet and scoring will be through the last completed individual or relay event. By mutual agreement of the Home and Visiting Meet Directors and confirmed by the Referee PRIOR to the beginning of the meet, either or both of the above times may be extended 30 minutes and event groups may be completed after time expires. *(Revised, 2012)*

18. The Host Team Meet Director in conference with the Visiting Team Meet Director(s) shall be responsible for making and implementing all decisions regarding weather issues. Generally accepted electronic lightning and weather monitoring devices must be used to assist in those decisions.

In the event of thunder or lightning (including "heat" lightning) or rain hard enough to obscure the bottom of the pool as observed by lifeguard(s), Referee, or any Meet Director, the Meet Director(s) or Referee shall immediately stop the meet and clear the pool of all swimmers. In the case of thunder or lightning, everyone will also be cleared from the deck and directed to safe shelter until at least 30 minutes have passed since thunder or lightning were last observed. The meet may not be resumed until after this 30-minute period has passed as determined by the Meet Directors. Each team shall have a plan for clearing its pool area which fits its structure and safe shelter availability. The host's team's pool management policy will prevail if stricter than League policy. *(Revised, 2013)*
19. The Home Meet Director in conference with the visiting Team Meet Director(s) will decide when a meet shall be suspended due to inclement weather or other circumstances. After the completion of one-half of the scheduled official events a meet will be considered complete. Tuesday or Wednesday suspended meets will be swum on Thursday of the same week except any meet involving Greene Hills will be swum on Monday of the following week. By mutual agreement of the Home and Visiting Meet Directors, a meet not completing the half-way event may be considered complete or another completion date may be agreed upon. *(Revised, 2019)*
20. For all suspended meets, anything swum will not be re-swum and the score will be carried forward. The remainder of the meet may be re-seeded including the change of swimmers from exhibition to official status and the addition of new swimmers as exhibition who meet the requirements of Article V, #5, and the deletion of swimmers who cannot attend the rescheduled meet.

All changes from exhibition to official status and all additions must be approved and initialed on the timing cards by the Home and Visiting Meet Directors. A swimmer is not allowed to change from one event to another under any circumstances. *(Revised, 2015)*
21. No alcoholic beverages, illicit drugs, or tobacco products are to be consumed by coaches or swimmers during warm-ups or during the course of the meet or by officials (including all deck workers, table workers, & clerks) while on duty during the course of the meet. Violations must be reported to both the home and visiting team(s) Meet Directors at the time of the occurrence. Each violation will carry a \$50.00 team penalty. *(Revised, 2010)*
22. Alcohol may not be served or consumed on the deck during meets. Spectators consuming alcohol must be restricted to outlying areas of the pool. Smoking and use of other tobacco products is prohibited on the pool deck and in all areas used by swimmers during the meet or during warm-up periods prior to the meet. Stricter team regulations may supersede this section. Violations will carry a \$50.00 fine. *(Revised, 2020)*

23. All swimmers, coaches, parents, and officials shall conduct themselves in a sportsman-like manner prior to, during, and immediately following swim meets. Suspected violation(s) should be directed in writing to the Executive Committee in a timely manner through the team's authorized Representative. The suspected violator(s) and appropriate witness(es) may be called before the Executive Committee at its discretion for a hearing at which time guilt and punishment shall be determined by a majority of all Executive Committee members.

Theft, willful destruction of property, or attempted or intentional bodily injury will be punishable by suspension for at least the next two League meets. A written apology as directed by the Executive Committee will be required prior to the individual(s) resuming participation in the League. A 100-point penalty will be assessed against the offender's team for any of these infractions occurring during the course of a League meet. In addition, all points scored by an offending swimmer(s) will be canceled for that meet.

All Executive Committee hearings and decisions must be reported to the full Board in a timely manner. Any decision by the Executive Committee may be appealed to the full Board. A simple majority of all representatives will be required to overrule the Executive Committee. *(Revised, 2020)*

24. Both dual meets and Tri-meets may be included in the schedule and either may be scored or unscored at the discretion of the Board. In all meets ribbon distribution will follow the actual order of finish. Unscored meets will count towards a swimmer's two-meet Championship qualification requirement and all times will be considered official. All other JSL rules and procedures will be in effect.

In the first week of the season each swimmer may be entered as official in only TWO individual events and one relay and coaches have the option to submit the names of those swimmers who are to be seeded in the fastest heat of each event. This information must be submitted by the meet entry deadline.

The Board may schedule time trials open to all swimmers with no times in the scheduled events. The time trials must have a Referee present and use all JSL rules and procedures. One JSL Board approved time trial may count towards the two-meet qualifying standard for Championship entry.

Intra-squad meets may be scheduled by the Board prior to the start of the season, but are not considered to be official JSL meets unless a Referee is present and all JSL Rules and Regulations are followed. *(Revised, 2020)*

25. Both Home and Visiting Team Meet Directors are required to notify the Executive Committee of any rules violations occurring while serving in their official positions at a dual meet. Final scores are submitted as swum and any penalties will be determined by the Executive Committee. *(Revised, 2010)*
26. Diving is not allowed for 8-and-under relays from the non-block end of any pool during a JSL sanctioned event except at the Championship at UVa's Aquatic and Fitness Center. *(Revised, 2015)*

ARTICLE VII CHAMPIONSHIP MEET

1. All rules and regulations listed above shall apply except as listed below.
2. The meet will include all events as listed under the Championship Meet Format. Each team may have up to four official entries in each individual event and one entry into each relay event. Each individual swimmer may officially enter a maximum of four events - three individual events and one relay event or two individual events and two relay events. Swimmers entered in a 6-&-Under event will not be allowed to enter that same event as an 8-&-under. *(Revised, 2018)*
3. All swimmers NOT officially entered in any events (as outlined in #2 above) may be entered as exhibition (X), first in the unlimited heats of short free, then as exhibition (X) in one other event of either butterfly, backstroke, or breaststroke. Swimmers who are official in only one event (as outlined in #2 above) may be entered as exhibition (X) in one more event of either short free, butterfly, backstroke, or breaststroke. Swimmers who are official in two or more events (as outlined in #2 above) may not be entered as exhibition in further events. Entry as an alternate shall not eliminate the swimmer as an exhibition entry into short free or into the one other event. No team may enter an exhibition swimmer who has a faster seed time than any of the team's four official entries in an event. All exhibition swimmers will swim their individual events and be eligible for points and ribbons. *(Revised, 2004)*
4. As many alternates as the coach feels necessary are allowed. However, entry as an alternate shall count as an entry towards the limit of four entries for each swimmer for the meet. No team may enter an alternate who has a faster seed time than any of the team's four official entries in an event. Alternates will be allowed to fill (in order of seed times) open positions in individual events to complete a partial heat until final seedings have been printed. Alternates will also be allowed to fill (in order of overall seed times, not necessarily from team scratched) any lane vacancy created by a swimmer being "scratched" at the seeding meeting. All alternates will be eligible for points and ribbons. No alternates may be added to any individual event after final seeding. *(Revised, 2004)*
5. Each team will be allowed to enter only ONE relay team in each event. Alternates are allowed as substitutes. The entry (seed) time must be the best (fastest) official time actually swum by a relay team during the current season in the JSL. If a swimmer is moved up to an older group in a relay; he/she may not swim the SAME relay with his/her age group. He/she may, however, swim (for example) as an 11-12 in the Medley Relay and as a 13-14 in the Freestyle Relay.

All members of each relay team must report to the Clerk-of-Course as the event is called. Final names and swimming order for relay events will be listed on the relay timer's card prior to the end of the warm-up session for Medley Relay and by the end of the Butterfly events for Free Relay; otherwise, the team will swim as exhibition. Additionally, the Clerk will confirm the identity of each swimmer prior to the event being called to the starting blocks. *(Revised, 2013)*
6. All seeding entry times must be the best (fastest) official times swum by the swimmer in the event during the current season in the JSL. Seeding times will be entered as unconverted yard time (Y), short meter (S), or long meter (L) using the Team Manager Program. The Computerized Meet Manager will convert all times to be consistent with the Championship venue. Alternates will be entered in the same manner on a separate disc as a separate meet and will be chosen based on fastest time(s) and lane availability. *(Revised, 2013)*

7. After the final seedings, "no shows" (sickness, etc.) in individual events will NOT be replaced in the meet. That is, the lane will remain vacant. Coaches should report all "No shows" to the Clerk-of-Course at the start of the meet. If a swimmer present has to drop out of an event, the coach should report this to the Clerk-of-Course prior to the first heat of the event taking the blocks. *(Revised, 1997)*
8. The seeding is to be done by computer no later than the Saturday prior to the Championship Meet. At a deadline time determined by the Executive Committee, Coaches must submit a Commlink file via email attachment which contains all Championship entries to the Seeding Consultant Advisor. A coach (or designated person) must be available by phone until it is successfully entered into the JSL computer.

Any new swimmers added after the meet entry deadline shall swim as exhibition and will not be eligible for points or awards. If a swimmer has no recorded time in a given event, he/she should be listed as "No Time" and will be seeded last. If a swimmer is entered in more than the allowed number of events, he/she will be dropped from the last event(s) entered in error.

No later than Sunday prior to the Meet, all Coaches will be provided with a preliminary heat sheet to proofread during the JSL Board meeting. Errors will be noted and corrections made at the end of the Board meeting. No coach's errors may be corrected without the Seeding Consultant's Advisor's approval. A final copy of the seeding sheet will be made and copies given to all coaches as soon as possible. At this point, changes must be approved by the Referee prior to the start of the Championship meet session. New entries shall be limited to those swimmers inadvertently left off of the original Championship entries and the swimmer entered as Exhibition on a space available basis. Timing sheets and cards will be printed by computer after the final proofread. *(Revised, 2023)*

9. Any team which fails to have Championship Entries in by the designated deadline time will be penalized 100 points for the Championship. *(Adopted, 1996)*
10. If a coach has a problem or complaint, he/she must take it to the Referee.
11. All officials, starters, announcers, table workers, etc. must report promptly as assigned. Absentees must be replaced by the team responsible for that position
Teams failing to fill their assigned Championship positions by 12 Noon on the Friday one week prior to Champs will incur a 25-point penalty per vacant position to be deducted from their final team score. Teams will also incur a 25-point penalty per absentee volunteer or substitute more than 15 minutes late at the Championship. *(Revised, 2020)*
12. Warm-ups will be held at the discretion of the Board with lane assignments, times, and length assigned by the Board. Meet start times and schedules are determined by the Board. *(Revised, 2004)*
13. Refreshments will be provided to officials. A break(s) to change officials will be scheduled at the discretion of the Board. *(Revised, 2004)*
14. FREE heat sheets will be provided as needed for officials and coaches. All other full programs will be sold. *(Revised, 2004)*

15. Awards for all events will follow the actual order of finish. Trophies will be awarded for first place in 6 and under events. Medals will be awarded for first, second and third places in all other events. Ribbons will be awarded from 4th through 36th place in 12-year-old and under events and from 4th through 25th place in all 13 year old and over events. Heat ribbons will be awarded. Jefferson cups will be awarded for each over-all age/sex group winner and runners up.

Team Plates will be awarded to team winner and runner-up in each division as determined by overall raw score. In addition, team plates will be awarded to the regular season champions and runners-up in each division. The JSL Sportsmanship Award will be awarded to the team in each Division with the highest sportsmanship rating. *(Revised, 2015)*

16. Scoring

	<u>Individual</u>	<u>Relay</u>	<u>Relay Individual*</u>
First	= 19.0 points	29.0 points	9.50 points
Second	= 18.0 points	28.0 points	9.00 points
Third	= 17.5 points	27.5 points	8.75 points
Fourth	= 17.0 points	27.0 points	8.50 points
Fifth	= 16.5 points	26.5 points	8.25 points
Sixth	= 16.0 points	26.0 points	8.00 points
Seventh	= 15.5 points	25.5 points	7.75 points
Eighth	= 15.0 points	25.0 points	7.50 points
Ninth	= 14.5 points	24.5 points	7.25 points
Tenth	= 14.0 points	24.0 points	7.00 points
Eleventh	= 13.5 points	23.5 points	6.75 points
Twelfth	= 13.0 points	23.0 points	6.50 points
Thirteenth	= 12.5 points	22.5 points	6.25 points
Fourteenth	= 12.0 points	22.0 points	6.00 points
Fifteenth	= 11.5 points	21.5 points	5.75 points
Sixteenth	= 11.0 points	21.0 points	5.50 points
Seventeenth	= 10.5 points	20.5 points	5.25 points
Eighteenth	= 10.0 points	20.0 points	5.00 points
Nineteenth	= 9.5 points	19.5 points	4.75 points
Twentieth	= 9.0 points	19.0 points	4.50 points
Twenty-first	= 8.5 points	18.5 points	4.25 points
Twenty-second	= 8.0 points	18.0 points	4.00 points
Twenty-third	= 7.5 points	17.5 points	3.75 points
Twenty-fourth	= 7.0 points	17.0 points	3.50 points
Twenty-fifth	= 6.5 points	16.5 points	3.25 points
Twenty-sixth	= 6.0 points	16.0 points	3.00 points
Twenty-seventh	= 5.5 points	15.5 points	2.75 points
Twenty-eighth	= 5.0 points	15.0 points	2.50 points
Twenty-ninth	= 4.5 points	14.5 points	2.25 points
Thirtieth	= 4.0 points	14.0 points	2.00 points
Thirty-first	= 3.5 points	13.5 points	1.75 points
Thirty-second	= 3.0 points	13.0 points	1.50 points
Thirty-third	= 2.5 points	12.5 points	1.25 points
Thirty-fourth	= 2.0 points	12.0 points	1.00 point
Thirty-fifth	= 1.5 points	11.5 points	0.75 point
Thirty-sixth	= 1.0 point	11.0 points	0.50 point

No team will be allowed to score more than TWO places in any individual event. *Relay Individual points will only be awarded to individual swimmers who swim less than three individual events. *(Revised, 2014)*

17. Protests against the judgment of decisions of starters, stroke, turn, place, and relay take-off judges can only be considered by the Referee and the Referee's decision shall be final. *(Adopted, 1997)*
18. The order of finish shall be by integration of official times as determined by following procedures in the current USA Swimming Rules and Regulations, Section 102.24. *(Revised, 2012)*

ARTICLE VIII: JSL ORDER OF EVENTS

1. Championship Format

BOYS EVENTS

GIRLS EVENTS

8&U FREESTYLE RELAY Group Events

** P1 6&U 100yd/m Boys, Girls, &/or Mixed Free Relay (short course only) **

INDIVIDUAL MEDLEY Group Events

(Short Course Only)

3.....	9-10	100yd/m	4
5.....	11-12	100yd/m	6
7.....	13-14	100yd/m	8
9.....	15-18	100yd/m	10

MEDLEY RELAY Group Events

(8&U relay is NOT swum in long course pools)

11.....	8&U	100yd/m	12
13.....	9-10	200yd/m	14
15.....	11-12	200yd/m	16
17.....	13-14	200yd/m	18
19.....	15-18	200yd/m	20

SHORT FREESTYLE Group Events

** P21.....	6&U	25yd/m	P22 **
21.....	8&U	25yd/m	22
23.....	9-10	50yd/m	24
25.....	11-12	50yd/m	26
27.....	13-14	50yd/m	28
29.....	15-18	50yd/m	30

BREASTSTROKE Group Events

31.....	8&U	25yd/m	32
33.....	9-10	50yd/m	34
35.....	11-12	50yd/m	36
37.....	13-14	50yd/m	38
39.....	15-18	50yd/m	40

BACKSTROKE Group Events

** P41.....	6&U	25yd/m	P42 **	thru event P41 is halfway in short course
41.....	8&U	25yd/m	42	
43.....	9-10	50yd/m	44	thru event 43 is halfway in long course
45.....	11-12	50yd/m	46	
47.....	13-14	50yd/m	48	
49.....	15-18	50yd/m	50	

BUTTERFLY Group Events

51.....	8&U	25yd/m	52
53.....	9-10	50yd/m	54
55.....	11-12	50yd/m	56
57.....	13-14	50yd/m	58
59.....	15-18	50yd/m	60

LONG FREESTYLE Group Events

61.....	8&U	50yd/m	62
63.....	9-10	100yd/m	64
65.....	11-12	100yd/m	66
67.....	13-14	100yd/m	68
69.....	15-18	100yd/m	70

FREESTYLE RELAY Group Events

(8&U relay is NOT swum in long course pools)

1.....	8&U	100yd/m	2	(Swum at beginning in dual meets.)
73.....	9-10	200yd/m	74	
75.....	11-12	200yd/m	76	
77.....	13-14	200yd/m	78	
79.....	15-18	200yd/m	80	

** Ribbons only, no points, but records kept **

Total = 83 S.C. or 70 L.C. Events

(Revised, 2017)

2. "IM/FR" Format

BOYS EVENTS

GIRLS EVENTS

8&U FREESTYLE RELAY Group Events

(short course pools only)

** P1.....	<u>6&U</u>	<u>100yd/m</u>	Boys, Girls, &/or Mixed Free Relay	**
1.....	<u>8&U</u>	<u>100yd/m</u>		2

INDIVIDUAL MEDLEY Group Events

(Short Course Only)

3.....	<u>9-10</u>	<u>100yd/m</u>		4
5.....	<u>11-12</u>	<u>100yd/m</u>		6
7.....	<u>13-14</u>	<u>100yd/m</u>		8
9.....	<u>15-18</u>	<u>100yd/m</u>		10

SHORT FREESTYLE Group Events

** P21.....	<u>6&U</u>	<u>25yd/m</u>		P22	**
21.....	<u>8&U</u>	<u>25yd/m</u>		22	
23.....	<u>9-10</u>	<u>50yd/m</u>		24	
25.....	<u>11-12</u>	<u>50yd/m</u>		26	
27.....	<u>13-14</u>	<u>50yd/m</u>		28	
29.....	<u>15-18</u>	<u>50yd/m</u>		30	

BREASTSTROKE Group Events

31.....	<u>8&U</u>	<u>25yd/m</u>		32	
33.....	<u>9-10</u>	<u>50yd/m</u>		34	
35.....	<u>11-12</u>	<u>50yd/m</u>		36	
37.....	<u>13-14</u>	<u>50yd/m</u>		38	
39.....	<u>15-18</u>	<u>50yd/m</u>		40	

thru event 39 is halfway in short course

BACKSTROKE Group Events

** P41.....	<u>6&U</u>	<u>25yd/m</u>		P42	**
41.....	<u>8&U</u>	<u>25yd/m</u>		42	
43.....	<u>9-10</u>	<u>50yd/m</u>		44	
45.....	<u>11-12</u>	<u>50yd/m</u>		46	
47.....	<u>13-14</u>	<u>50yd/m</u>		48	
49.....	<u>15-18</u>	<u>50yd/m</u>		50	

thru event 42 is halfway in long course

BUTTERFLY Group Events

51.....	<u>8&U</u>	<u>25yd/m</u>		52	
53.....	<u>9-10</u>	<u>50yd/m</u>		54	
55.....	<u>11-12</u>	<u>50yd/m</u>		56	
57.....	<u>13-14</u>	<u>50yd/m</u>		58	
59.....	<u>15-18</u>	<u>50yd/m</u>		60	

FREESTYLE RELAY Group Events

73.....	<u>9-10</u>	<u>200yd/m</u>		74	
75.....	<u>11-12</u>	<u>200yd/m</u>		76	
77.....	<u>13-14</u>	<u>200yd/m</u>		78	
79.....	<u>15-18</u>	<u>200yd/m</u>		80	

** Ribbons only, no points, but records kept **

Total = 63 S.C. or 52 L.C. Events

(Revised, 2017)

3. "MR/LF" Format

BOYS EVENTS

GIRLS EVENTS

8&U FREESTYLE RELAY Group Events

(short course pools only)

** P1 **6&U** 100yd/m Boys, Girls, &/or Mixed Free Relay (short course only) **

MEDLEY RELAY Group Events

(8&U relay is NOT swum in long course pools)

11.....	8&U	100yd/m12
13.....	9-10	200yd/m14
15.....	11-12	200yd/m16
17.....	13-14	200yd/m18
19.....	15-18	200yd/m20

SHORT FREESTYLE Group Events

** P21.....	6&U	25yd/m P22 **
21.....	8&U	25yd/m22
23.....	9-10	50yd/m24
25.....	11-12	50yd/m26
27.....	13-14	50yd/m28
29.....	15-18	50yd/m30

BREASTSTROKE Group Events

31.....	8&U	25yd/m32
33.....	9-10	50yd/m34
35.....	11-12	50yd/m36
37.....	13-14	50yd/m38
39.....	15-18	50yd/m40

thru event 40 is halfway in short course

BACKSTROKE Group Events

** P41.....	6&U	25yd/m P42
41.....	8&U	25yd/m42
43.....	9-10	50yd/m44
45.....	11-12	50yd/m46
47.....	13-14	50yd/m48
49.....	15-18	50yd/m50

** thru event P41 is halfway in long course

BUTTERFLY Group Events

51.....	8&U	25yd/m52
53.....	9-10	50yd/m54
55.....	11-12	50yd/m56
57.....	13-14	50yd/m58
59.....	15-18	50yd/m60

LONG FREESTYLE Group Events

61.....	8&U	50yd/m62
63.....	9-10	100yd/m64
65.....	11-12	100yd/m66
67.....	13-14	100yd/m68
69.....	15-18	100yd/m70

** Ribbons only, no points, but records kept **

Total = 65 S.C. or 62 L.C. Events

(Revised, 2017)

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Team Procedure Manual

(Formerly the “Blue Manual”)
(Revised July 1, 2023)

Section III

SECTION III - DUAL SWIM MEET JOB DESCRIPTIONS

(All which have changes for current season are highlighted)

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SWIM MEET JOB DESCRIPTIONS

- A. REFEREE & CHIEF JUDGE** (should wear white shirt and blue shorts)
(See Appendices C, C1, N, N1, P, Q, R, S, T, U, & X for additional Information)

ONLINE TRAINING FOR THIS POSITION MAY BE FOUND AT [Referee](#)

Since the 2006 season, JSL has attempted to have Referees at all dual meets. These persons are selected by the JSL Board's Officials Advisor. USA Swimming, YMCA, or High School certified referees or stroke-and-turn judges will be used whenever possible. JSL volunteers who are interested in becoming a JSL Referee may contact the following to become certified as a Referee or Stroke & Turn Judge with the organizations below:

Virginia Swimming locally - Gordon Hair grhair311@gmail.com
Kevin Hogan hogan.kevin.t@gmail.com
David Strider davidstrider9876@yahoo.com
YMCA - Jessica Simons jrsimons@comcast.net
High School - Locke Boyer flb4j@comcast.net

The Referee must see that all rules are enforced and applied appropriately and decide all questions arising during the course of the meet, the final settlement of which is not otherwise covered by the rules. JSL swim meets operate under [USA Swimming Rules and Regulations](#) and [JSL Bylaws and Rules & Regulations and Procedures](#). The full Referee job description is found in the [USA Swimming Rules and Regulations](#) under Article 102.13. Certain procedures below were taken from that Article.

The Referee has authority over the Chief Judge, Stroke-and-Turn Judges, and the Starter and will be primarily responsible for the deck to include strokes-and-turns and starts. The Meet Director ensures that the meet is running as smoothly and efficiently as possible and is primarily responsible for areas "out of the pool". There may be situations which require consultation between the Meet Director and Referee to resolve certain issues. Good communication and cooperation are essential. In the unexpected absence of a Referee, Locke Boyer (434-882-0340), the Officials Advisor should be contacted to select a suitable Referee replacement. If a Referee is assigned and cannot make the meet, Locke Boyer should be contacted as soon as possible.

The Referee should arrive about 30 minutes before the meet begins to conduct various meetings with Meet Directors, Coaches, and Officials and to make sure the pool is set up properly and safely.

- Surveys the pool area to confirm that the pool area is set up properly and safely. Problems should be directed to the Home Meet Director for correction. Pays particular attention to physical protection of exposed corners as described in Section IV, pages 4-7, of this Team Manual.
- Meets with both Meet Directors prior to the start of the meet to discuss ground rules, breaks, and time limit decisions. Ensures that the meet end time has been agreed upon by both Meet Directors and the official time has been determined.
- Meets with Coaches to lay ground rules, if needed.
- Meet Directors must verify that all coaches on deck have current JSL Coaches Certification. They will refer problems with certifications to the JSL Executive Committee for resolution.
- Meets with Stroke-and-Turn Judges to answer questions, lay ground rules, and determine rotation, if needed. (see head strikes and bumps procedure on next page)
- Supervises deck and ensures that the meet is conducted in accordance with [USA Swimming Rules and Regulations](#) and [JSL Bylaws and Rules & Regulations and Procedures](#).
- Approves use of kinesiology tape by swimmers. Swimmers must have a signed statement from a physician stating the need for wearing tape in competition.

A. REFEREE & CHIEF JUDGE (continued)

- Signals the Starter, before each race, that all officials and timers are in position, the course is clear, and that the heat may start.
- Gives decisions at any point where opinions of judges differ or overrules any judge who is not correctly interpreting the applicable rules.
- Makes an immediate investigation, when automatic or semi-automatic officiating equipment is used and an apparent malfunction occurs, to determine the correct order of finish.
- Prohibits the use of any device that disrupts or interferes with the meet.
- Modifies the rules for any swimmer with a disability, if needed, using Article 105 of the [USA Swimming Rules and Regulations](#) and [JSL Bylaws and Rules & Regulations and Procedures](#) Article VI, #13.
- Assigns Chief Judge responsibilities when available and appropriate.
- Stops the meet in the event of thunder or lightning.
- Refers any swimmer with possible head injury to their Head Coach for evaluation.
- Assists Meet Director(s) with completion of JSL Injury and Incident Report Form if needed. *"When in doubt, fill it out."*

JSL requires that Referees review the following procedure for head strikes or bumps at the pre-meet Stroke and Turn briefing:

- All Stroke and Turn Judges are to watch for head strikes or bumps.
- When a S&T Judge observes a head strike or bump, if the swimmer appears hurt, the observing S&T Judge will get another Judge to immediately cover their position.
- The observing S&T Judge will take the swimmer to the Meet Referee.
- The Meet Referee will ensure that the swimmer is seen by their Coach and the swimmer's parent(s). (ALL JSL Coaches are certified in concussion protocol.)
- The Coach and parent(s) will make a decision about "return to play" or go to the Emergency Room.
- If the decision is to go to the ER or set out a few days, JSL requires a note from the swimmer's physician to return to practice or a meet.
- It is the intent of JSL that, if a swimmer is hurt, we do not want them to continue with the meet and will need documentation from their physician to return to play and at what level.

A **CHIEF JUDGE**, when available, will be assigned to assist the Referee with the conduct of the meet. This individual may assign and supervise the activities of the Stroke-and-Turn Judges. The main responsibilities will be to approve all disqualifications on the turn end of the pool and judging of relay takeoffs. When approving a disqualification the official should be asked what their jurisdiction was, what they saw, and the rule that was violated.

B. MEET DIRECTOR

(See Appendices A, H, N, O, & X for additional information)

ONLINE TRAINING FOR THIS POSITION MAY BE FOUND AT [Meet Director](#)

As outlined below, it is easy to see why the Home Meet Director is one of the most important volunteers for a team. S/he is ultimately responsible for conducting all home meets and serves as the official representative (spokesperson) for the team at away meets. Meet Directors are encouraged to attend ALL JSL pre-season clinics, but are REQUIRED to attend the [Meet Director Orientation Class](#).

As noted in the Referee Job Description, the Referee has authority over the Stroke-and-Turn Judges and the Starter while the Meet Director ensures that the meet is running as smoothly and efficiently as possible. It might be said that the Meet Director is in charge of the areas "out of the pool" and the Referee is in charge of "in the pool". There may be situations which require consultation between the Meet Director and Referee to resolve certain issues. Good communication and cooperation are essential. In the unexpected absence of a Referee, Locke Boyer (434-882-0340), the Officials Advisor should be contacted to select a suitable Referee replacement.

The Meet Director Supervises all home dual/tri meets and ensures that the meets are conducted in accordance with [USA Swimming Rules and Regulations](#) and the [JSL Bylaws and Rules & Regulations and Procedures](#). S/he also assists the Home Meet Director at away meets.

- The Meet Director must ensure that pool area is reserved and arrives well before the meet begins to make sure the pool is set up properly and safely (in accordance with [USA Swimming Rules and Regulations](#) (where appropriate) to include:
 - physical protection of exposed corners as described in Section IV, pages 4-7, of this Team Manual.
 - lane lines
 - starting blocks
 - backstroke flag lines
 - lights (if available)
 - scorer's table and chairs
 - clerk-of-Course tables and chairs
 - sweep judge chairs (2 on each side of pool at finish line)
 - crowd control ropes where needed
 - false start rope
 - proper pool water depth and starting block height
 - qualified Lifeguards on duty at all times when swimmers are present
 - publicity if needed
 - other preparations as needed
- The Meet Director must ensure that adequate supplies are available for the meet to include:
 - all ribbons
 - timers cards
 - sweep judge cards
 - "DQ" slips
 - laptop computer with Meet Manager Program
 - printer with adequate paper and labels
 - heat sheets (several for table, starter, S&T, C-of-C, etc.)
 - CTS Starting System (fully charged) with 2 extra speakers
 - backup CTS Starting System (from visiting team)
 - megaphone or PA system
 - stop watches (3 blue and 3 green per lane if possible)
 - sufficient pencils, paper clips, etc.
 - refreshments (water, lemonade, ice tea, etc.)
 - automatic or semi-automatic timing equipment if available
 - other supplies as needed

B. MEET DIRECTOR (continued)

- The Meet Director is ultimately responsible for ensuring that there are sufficient volunteers to run both home and away meets. Some teams use online signup, but there is a JSL Parent Volunteer Roster (See Appendix A) that can be used by the Meet Director for this purpose. All of the needed positions are listed and there are columns for first and second half volunteers. Note that some positions with an asterisk are the responsibility of the Home team, but the rest of the positions are split as evenly as possible between the two teams.
- Meets with Referee prior to the start of the meet to discuss ground rules, breaks, and time limit decisions. Contacts Officials Advisor, Locke Boyer (434-882-0340) if Referee unavailable.
- Verifies that all coaches on deck are properly certified. Reports violations to the Executive Committee for final resolution.
- Keeps official time for meet to ensure that the meet ends on time in accordance with [JSL Bylaws and Rules & Regulations and Procedures](#).
- Serves as Announcer if separate announcer unavailable.
 - Announces start of meet.
 - Directs swimmers to Clerk-of-Course area well in advance of their event.
 - Makes other announcements as needed.
- Ensures that special needs swimmers are accommodated according to Article 105 of the [USA Swimming Rules and Regulations](#) and JSL Guidelines ([Section III, Appendix H](#)).
- Consults with the Visiting Team Meet Director on all changes occurring during the meet (e.g. changes or additions to events, adding, or deleting heats, etc.) [JSL Bylaws and Rules & Regulations and Procedures](#) require that changes other than deletions require approval of BOTH the Home and Visiting Meet Directors. All changes must be initialed by both to ensure that the Clerk-of-Course is properly notified. It is the responsibility of the coach to get the changes properly approved.
- Refers any swimmer with possible head injury to their Head Coach for evaluation.

Thunder or lightning can pose a grave danger for all participants, especially swimmers, at a swim meet. Extreme caution is needed in all decisions involving thunder or lightning. Every Team is required by JSL to have a thunder and lightning policy. Know your team's policy and procedures. In conference with the Referee and visiting Team Meet Director(s), the Meet Director makes decisions as to starting, stopping, re-starting, and/or rescheduling meets as outlined in the [JSL Bylaws and Rules & Regulations and Procedures](#) Article VI, #18, #19, #20. (N.B. As always, common sense must prevail in all decisions involving the safety of the swimmers, officials, and spectators. It is certainly better to err on the side of safety rather than expose anyone to unnecessary risk.) The Jefferson Swim League suggests the following guidelines for clearing the pool area during thunderstorms.

- Move inside a large building.
- Stay away from pipes, fences, railings, or any metal objects that might carry lightning.
- Avoid using outdoor (landline) telephones.
- Avoid open areas such as picnic shelters, heights, fields, and tall trees.
- Avoid showers.

The Home Meet Director has the authority to remove any participant from the premises who is clearly out of order or presenting a danger to himself or others.

- Examples may include but are not limited to:
 - a loud argument on the verge of escalating to a more serious problem
 - obnoxious, profane, or sexually inappropriate behavior
 - physical violence of any kind such as fighting, hitting with objects, etc.
 - persons who refuse to obey rules such as moving when asked, etc.
 - persons found destroying or committing theft of property
- In the event of emergency, assists all meet personnel in resolving the problem.
 - assists in calling for appropriate emergency personnel
 - assists in coordinating emergency personnel
 - assists meet personnel in resolving emergency
 - directs participants to nearest exit if needed
 - assists in directing participants to return when instructed by meet personnel

B. MEET DIRECTOR (continued)

The Meet Director's responsibilities do not end immediately after the last event.

- Ensures that the following are transmitted to JSL by the Computer Operator
- Meet Backup file uploaded to [JSL Meet Results Upload Page](#) ASAP
 - a. Results uploaded to [JSL Meet Results Upload Page](#) by 9:00PM following day
- Ensures that electronic data results are available to other teams when requested. (Any team requesting immediate data results will provide a thumb drive for copying.)
- Organizes and assists in cleanup after the meet.
- A link to the JSL Sportsmanship Rating Form will be sent to you after every meet. Failure to complete the form in a timely manner will result in points being deducted from your team's Sportsmanship rating. Information may be found online at [Sportsmanship Rating](#) and the form should be completed in a fair and objective manner by rating the opposing teams(s) for sportsmanship. Input should be obtained from your team's coaches, parents, and swimmers as appropriate.
- When at away meets, assists the Home Meet Director as needed or requested.
- Ensures that a JSL Injury and Incident Report Form is completed where needed. (See Appendix X) *"When in doubt, fill it out."*

As mentioned earlier, as your Team's Home Meet Director, you will also serve as the official spokesperson (representative) for your team at away meets. Many [JSL Bylaws and Rules & Regulations and Procedures](#) require that BOTH Home and Visiting Meet Directors consult with each other to make decisions. Cooperation and good communication between Meet Directors are essential to a great Meet.

- Ensure that your team's FULLY CHARGED CTS Start System and Microphone is taken to ALL away meets. It may be left in a car to be used if needed.
- Ensure that your team's watches are taken to away meets. They may be left in your car to be used if needed.
- Check in with the Home Meet Director on arrival.
- Assist the Home Meet Director as needed to ensure a successful meet.
- Assist with cleanup after the meet paying particular attention to the areas occupied by your team.

- C. **STARTER** (should wear white shirt and blue shorts)
(See Appendices C, C1, Q, R, S, & T for additional information)
Online CTS Infinity Start System Manual can be found at [Infinity F849](#)
ONLINE TRAINING FOR THIS POSITION MAY BE FOUND AT [Starter](#)

Under the direction of the Referee, the Starter starts every race. S/he should be equipped with the Colorado Timing Start System and shall be stationed within 10 feet of the starting end where the light flash is clearly visible to the timers and the sound is easily heard by the swimmers. The Starter may also have other duties such as:

- Assisting in announcing if separate announcer unavailable.
 - Serving as dual confirmation relay takeoff judge for starting end of pool on starter's side.
- The Starter position is normally the responsibility of the Home Team.

Jefferson Swim League requires starters to be USAS certified or have attended a JSL clinic for starters within the current calendar year. Information on the current season's JSL Starter Clinic may be found here: [Starter Clinic](#). If you are already certified as a USAS Starter, please provide your certification to the JSL Officials Advisor, Locke Boyer, at flb4j@comcast.net. Starters who have served in that position in the previous season in JSL are not required to repeat any starter clinics except at the discretion of the Officials Advisor.

Since 2015, "dive-over" starts have been used in ALL age groups for 50m and over individual events. The starter must be aware that swimmers will remain in the water, clinging to the lane line at the completion of a heat. The following heat will be started and "dive over" the swimmers remaining in the water from the previous heat.

- Receives swimmers from the Clerk-of-Course. (See Appendices Q, R, & T)
- Consults event sheet to confirm that all swimmers are present and in correct lanes.
- Notifies swimmers of the following:
 - Event number
 - Distance (with pool length clarification; e.g. 1 length)
 - Event name
 - Stroke(s) to be used and order, (if applicable)
 - Relay swimmers are to leave the pool immediately after swimming their leg.
- Referee, if available, BLOWS WHISTLE and commands, "Quiet for the start!" if needed.
- In the unexpected absence of a Referee, contact Locke Boyer (434-882-0340),
- Directs swimmers to, "Take your mark!" and gives sufficient time for swimmers to come to starting position with at least one foot at the front edge of the platform. Backstroke swimmers may be directed to, "Place your feet!" and must have both hands on the gutter or starting grips. Standing in or on the gutter, placing the toes above the lip of the gutter or bending the toes over the lip of the gutter before or after the start is prohibited. At this point it is too late for a swimmer to show for heat or changes to be made in relay teams.
- Gives starting signal (horn and light) when all swimmers are motionless
- Refers any swimmer with possible head injury to their Head Coach for evaluation.

A "False Start" is committed when a swimmer leaves the starting platform before the start signal is sounded. Beginning in 2023, the following false start procedure is used in all age groups. Article 101.1.3 of the [USAS Rules and Regulations](#) will be followed.

- Gives false start signal (multiple horn blasts) if false start is committed by a swimmer entering the water & directs remaining swimmers to, "Stand up!"
- If all swimmers have entered the water at the start, but one or more have false started, the race will continue without recall.
- Allows any swimmer with a false start to swim the event, but issues a disqualification after consulting with the Referee.
- Disqualifies any swimmer with a false start and consults Referee.
- Changes order of events or heats (using discretion) to rest swimmers involved in false starts.

D. CLERK OF COURSE

(See Appendices B, B1, E, E1, F, F1, and F2 for additional information)

ONLINE TRAINING FOR THIS POSITION MAY BE FOUND AT [Clerk of Course](#)

The Clerk-of-Course (“the Clerk”) is responsible for arranging swimmers in the proper order for their events. Both the home and visiting teams must have a Head Clerk and at least one assistant (or more, depending on the size of the team). A good Clerk-of-Course is essential to the smooth, orderly, and efficient operation of every swim meet. This begins with proper training and adherence to JSL procedures and ends with the satisfaction of efficiently run swim meets for the swimmers.

The Clerk uses a PA System or megaphone, or advises the announcer (or starter) to call swimmers to report to the Clerk-of-Course area well in advance of their event being called to the starting blocks. Coaches can be valuable assistants for rounding up swimmers. Once the swimmers from both teams arrive at the Clerk, they are identified, placed on chairs or benches in event, heat, and lane order, and given their correct timing card. The swimmers are then directed or taken to the area behind the starting blocks to wait for their event to begin. Proper timing is essential because too many kids at the Clerk or behind the starting blocks can cause mass confusion, but too few can cause unnecessary delays in the meet.

The Clerk-of-Course should arrive one hour before the start of meet to ensure that a designated area is set up to receive swimmers. The area should be well lit and have two tables, one for each team. A PA system or megaphone is helpful. There should be chairs or benches set in rows with enough seats to accommodate at least four heats of swimmers. The number of seats across in each row must equal the number of lanes in the pool and be designated by lane numbers. Depending on the size of the team, there should be 2 or more Clerks. Additional parent or assistant coach volunteers may help lead the youngest children to the starting blocks. Both home and visiting teams must have sufficient Clerks.

- Arrives one hour before meet begins and obtains completed Meet Program (Appendix B) from Computer Operator and completed timing cards from coach. It is possible that the clerks may have to assist in attaching labels to the timing cards, but this should be done well in advance of the meet. The Meet Manager program should pre-seed the meet using the following guidelines:
 - First heat contains the slowest swimmers.
 - Last heat contains the fastest swimmers. Heats between first and last go from slowest to fastest swimmers.
 - Fastest swimmers are placed in the center lanes and slower swimmers to the outside within each heat.
 - Exhibition swimmers (“X” on all computer printouts and time cards) are seeded in the slowest heats and lanes if available.
 - Stickers are preprinted designating the correct event, lane, and heat for almost all swimmers. Blue timing cards are for boys and pink are for girls. (No sexism intended, it's just easier.)
 - There are special “EXHIBITION” timing cards for all exhibition swimmers, but a regular card may be used if clearly marked.

D. CLERK OF COURSE (continued)

- Make changes if needed
 - Despite pre-meet planning and entry deadlines, last-minute changes may have to be made by the Clerk.
 - EXHIBITION swimmers may be added up until the start of the meet with the approval of BOTH Meet Directors' initials on the timing card. Note that no official swimmers may be added.
 - Swimmers may be deleted at any time by Coaches or the Clerks without the approval of either Meet Director.
 - Heats may be combined (collapsed) in the interest of saving time when there are swimmers missing. Be sure all of those affected (Computer Operator, Referee, Starter, etc.) are comfortable with combining heats.
 - The timing card **MUST** be changed to reflect the correct event, heat, and lane for any changes or additions. (see example)
 - ALL changes made by the Clerk **MUST** be communicated to the Computer Operator, Referee, and Starter.
- Direct or take the swimmers to the starting blocks.
 - Once all of the swimmers are lined up correctly at the Clerk area they can be taken or directed to the area behind the starting blocks to wait for their event. Remember to keep at least one heat ready to swim behind the blocks, but not too many heats that will create confusion.
 - It is best for younger swimmers (8 and under) to join hands by heat and be led by an adult to the starting blocks. Each swimmer should be individually positioned in the correct lane behind the starting block.
 - Older swimmers can simply be told to go to their correct lane behind the starting blocks.
 - It is very important for RELAY TEAMS to be correctly lined up at the Clerk and behind the starting blocks. That is, they must be in the correct order to swim the event. Failure to swim in the correct order may result in the team being disqualified.
 - For 100m or y relays (8 and under), the 1st and 3rd swimmers are at the starting end and the 2nd and 4th swimmers are at the opposite end. It is very important that both sets of swimmers are in the correct lane and order at opposite ends of the pool. An adult must position each set correctly at both ends of the pool. (100m or y relays are only swum in 25m or y pools)
 - For 200m or y relays in a 50m pool, the 1st and 3rd swimmers are also at the starting end and the 2nd and 4th swimmers are at the opposite end. These will be older swimmers and can usually be trusted to find their correct positions without direct supervision.
 - For 200m or y relays in a 25m or y pool, all swimmers are on the starting end of the pool.
- Take care of any problems that arise.
 - Ensure that signatures or recognized initials from BOTH Home and Visiting Meet Directors are on the timing card(s) prior to making any seeding substitutions or additions once the meet has been seeded. Failure to have proper approval can result in penalties against the offending team. (Deletions from an event do NOT require approval.) It is the coach's responsibility to get both of the Meet Directors' initials on timing cards.
 - Accommodate late arrivals (not late entries) if possible up to the time the event is called to the blocks. Late arrivals must not delay the meet in any way.
 - Do not allow changes (other than deletions or combined heats) once the meet has begun.
 - Heats and events may be combined using good judgment so as not to confuse officials or create hardships on swimmers. This should only be done in the interest of shortening the meet due to "no-shows", etc.
 - Report to the Computer Operator, Referee, Starter, and/or Announcer any heat or event combinations or deletions by appropriate communication (written and/or verbal). In computerized meets, it is essential that these officials be advised of any changes.
 - Consult with the Meet Directors to limit heats if meet is running late.

- E. **STROKE AND TURN JUDGE** (should wear white shirt & blue shorts)
(See Appendices C, C1, & Q for additional information)

ONLINE TRAINING FOR THIS POSITION MAY BE FOUND AT [Stroke-&Turn Judge](#)

Jefferson Swim League requires Stroke-and-Turn Judges to be either USAS, high school, or YMCA certified or have attended a USAS, high school, YMCA, or [JSL Clinic for Stroke and Turn Judges](#) within the current calendar year. If you are already certified as a USAS, high school, or YMCA Stroke and Turn Judge, provide your certification to the JSL Officials Advisor, Locke Boyer, at flb4j@comcast.net. JSL-certified Stroke-and-Turn Judges who have served in that capacity for the previous season may go to one of the live clinics OR renew their certification without attending the clinic by taking the online course at strokeandturn.com and successfully passing the final test.

NEW JSL-certified Stroke-and-Turn Judges must successfully complete the strokeandturn.com course AFTER attending the mandatory [JSL Clinic](#). Obtain a prepaid key for strokeandturn.com from Locke Boyer, flb4j@comcast.net. These new judges should “shadow” or “walk” with an experienced judge (trainer) for their first meet if possible and then begin to make calls at a second meet with a trainer.

IT IS THE EXPECTATION OF THE JSL BOARD THAT S & T JUDGES WORK AT LEAST THE EQUIVALENT OF 2 FULL MEETS (4 HALVES TO INCLUDE BOTH 1st & 2nd HALVES) AFTER USING A PREPAID KEY. THE COST OF THE KEYS WILL BE CHARGED BACK TO TEAMS FOR JUDGES NOT MEETING THAT STANDARD.

Stroke and Turn Judges observe all of the swimmers for illegal technique immediately after the start, during the stroke, at the turns, and at the finish. There should be at least two Stroke-and-Turn Judges on each end of the pool and preferably one for every two lanes on each end. Newer Stroke-and-Turn Judges are allowed as extras to obtain experience.

[JSL STRONGLY ENCOURAGES ALL STROKE AND TURN JUDGES TO WORK THE ENTIRE MEET](#)

- Observes swimmers for compliance with [USA Swimming Rules and Regulations](#) for the following:
 - style of swimming designated for the event (i.e. stroke)
 - correctness and completeness of “Turn”
- Judges relay takeoffs at both ends of the pool. More detailed information may be found in the Relay Takeoff Judge Course. The Stroke-and-Turn Judge initiates the disqualification, but it must be confirmed by another judge having jurisdiction over the lane in which the violation occurred. Without dual confirmation, the violation did not occur. Violations called outside of the judge's jurisdiction are not valid. The Starter may serve as a Relay Takeoff Judge at starting end of pool. In the absence of an adequate number of judges, the Referee/Chief Judge can delegate responsibility to another person(s).
 - Records valid take-offs as “O” and early take-offs as “X” on Relay Take-Off Slip.
 - Compares Relay Take-Off Slip with confirming judge at end of relay.
 - Disqualifies any relay team with early take-off confirmed by both judges.
- See head strikes or bumps procedure on next page.

Occasionally swimmers will use an illegal technique immediately after the start, during the stroke, during the turn, or at the finish during an event. The Stroke and Turn Judge must observe this and make the “DQ call”. This ensures that no swimmer gains an unfair advantage.

- Raises one hand with open palm (except early take-offs) when any infraction is observed.
- Reports violations on DQ slip detailing: swimmers name (obtain if possible)
 - event number
 - heat number
 - lane number
 - judge's initials
 - description of infraction
- The Stroke & Turn Judge does not notify any swimmer or coach of the disqualification.
- Gives completed DQ slip to Referee for validation.
- In the unexpected absence of a Referee, Locke Boyer (434-882-0340), the Officials Advisor should be contacted to select a suitable Referee replacement.

JSL requires that Referees review the following procedure for head strikes or bumps at the pre-meet Stroke and Turn briefing:

- All Stroke and Turn Judges are to watch for head strikes or bumps.
- When a S&T Judge observes a head strike or bump, if the swimmer appears hurt, the observing S&T Judge will get another Judge to immediately cover their position.
- The observing S&T Judge will take the swimmer to the Meet Referee.
- The Meet Referee will ensure that the swimmer is seen by their Coach and the swimmer's parent(s). (ALL JSL Coaches are certified in concussion protocol.)
- The Coach and parent(s) will make a decision about "return to play" or go to the Emergency Room.
- If the decision is to go to the ER or set out a few days, JSL requires a note from the swimmer's physician to return to practice or a meet.
- It is the intent of JSL that, if a swimmer is hurt, we do not want them to continue with the meet and will need documentation from their physician to return to play and at what level.

F. RELAY TAKEOFF JUDGE

(See Appendices C, C1, and Q for additional information)

ONLINE TRAINING FOR THIS POSITION MAY BE FOUND AT [Relay Takeoff Judge](#)

Relay Takeoff Judges serve to keep the competition fair and equitable by ensuring that no relay swimmer gains an unfair advantage by taking off before the incoming swimmer touches the wall. Relay takeoffs are normally judged by the Stroke and Turn Judges. However, in the absence of an adequate number of judges, the Referee or Chief Judge may delegate the responsibility for relay takeoffs to another person(s). All Takeoff Judges must position themselves on the side(s) at the end(s) of the pool so as to have a clear view of the touch of the incoming swimmer(s) and the feet of the departing swimmer(s).

- Judges relay takeoffs (not the start) by the following:
 - Marks the Relay Take-Off Slip with the event number, heat number, and initials.
 - Observes feet of every swimmer leaving platform as incoming swimmer touches end of pool and places an "O" in the appropriate lane and swimmer block on the Relay Take-off Judging Slip if take-off was legal.
 - Does NOT raise hand, but places an "X" in the appropriate lane and swimmer block on the Relay Take-off Judging Slip if any swimmer is not in contact with the platform when incoming swimmer touches. (Starting swimmer may be in motion as long as s/he is still in contact with platform.)
 - Upon completion of relay events, compares completed slips with other confirming judge. It is important to note that a violation did NOT occur unless there is dual confirmation (that is, both Relay Takeoff Judging Slips agree) with the other official having jurisdiction over the lane(s) in which the violation(s) occurred. Violations called outside of the judge's jurisdiction are not valid.
- If BOTH Relay Takeoff slips agree that a violation occurred
 - Both Relay Takeoff Slips must be completed with event number, heat number, lane number, and initials.
 - One of the Judges must completely make out a USAS DQ Slip indicating under "Relays" which swimmer had an early takeoff.
 - Both Judges must sign the USAS DQ Slip
- Gives both the completed USAS DQ Slip and Relay Takeoff Judging Slip to Referee for validation.
- The Relay Takeoff Slip is stapled to the DQ Slip at the table.

G. SWEEP JUDGE

(See Appendix D for additional information)

ONLINE TRAINING FOR THIS POSITION MAY BE FOUND AT [Sweep Judge](#)

A total of four Sweep Judges confirm the order of finish in each heat by serving as a backup to the timers. It is a position that should not be taken lightly and requires experience, concentration, and a keen eye. Two Sweep Judges from each team (in dual meets) are stationed on each side of the pool having a clear direct view of the finish line. In tri-meets, at least one of the four Judges should be from the smallest of the three teams. One Sweep Judge card is filled out on each side of the pool for each heat. One Sweep Judge observes and calls out the order of finish, while the other assists and records the order on the Sweep Judge card. Some part of the swimmer's body must touch the wall to be considered a finish.

The sweep judges should arrive at least 15 minutes before the start of the meet and immediately report to the deck to get their position assignments, 2 inches of sweep judge cards, and pencils. Sweep Judges must be provided chairs at the ends of the pool where race finishes will take place. Sweep Judges should expect to get wet so dress appropriately. It is also helpful to have towels.

A close finish involving 2 or 3 swimmers happens with some frequency. You must pay close attention to the finish of every race.

One Sweep Judge Card is completely filled out on both sides of the pool for each heat. As noted previously, one Sweep Judge observes and calls out the order of finish, while the other assists and records the order on the Sweep Judge card. This takes place simultaneously on both sides of the pool at the finish end. Both sets of Sweep Judges must pay close attention to the starter (or announcer) noting which event and heat is in the water.

- Prior to the beginning of the heat, fill out the top of the card with the event and heat number. (event 3, heat 2 in the example) The starter will make this clear.
- Cross out lanes which have no swimmer (7 and 8 in the example).
- At the end of the race one Judge calls out the order of finish by lane number and the other records it. In the example, lane 3 finished first, lane 4 was second, followed by lanes 1, 2, 6, and 5.
- Remember, some part of the swimmer's body must touch the wall to be considered a finish.
- Initial the card and hold it up for the runner to collect.
- Refers any swimmer with possible head injury to their Head Coach for evaluation.

Occasionally questions will arise concerning sweep judging and the order of finish.

- It is NOT up to the Sweep Judge to determine if the swimmer made a legal touch. Sweep Judges only determine the order of finish (who touched in what order).
- If it is not possible to determine the order of finish (e.g. between two swimmers), record each as a "tie". It is far better to record a "tie" than to guess at the finish. (See Appendix D for 1st and 2nd place, lanes 3 and 4.)
- If you missed one or two swimmers, put a question mark beside their finish. (See Appendix D for 5th place, lane 6.) If, for some reason, you miss the entire finish do NOT guess at the order. It is far better to record "Missed finish" across the card than to guess at the finish.
- Record "DNF" to designate any swimmer who "did not finish" the race. This is rare, but happens occasionally. (See Appendix D for 6th place, lane 5.)
- If you run low on cards, have the runner get more for you from the Meet Director. You should start with 2" or more of cards to last for the entire meet.
- No one should ever be in front of the sweep judges. Make them move. You have the best seat in the house!

H. FALSE START ROPE

ONLINE TRAINING FOR THIS POSITION MAY BE FOUND AT [False Start Rope](#)

Occasionally a swimmer will “false start” by leaving the starting blocks before the start signal is given by the Starter. The False Start Rope position is referred to simply as “False Start Rope” and is responsible for stopping a heat upon hearing the false start signal (multiple beeps). Obviously you are not the actual rope, just the person who occupies that position. In JSL, the False Start (Recall) Rope is normally stretched across the midpoint of the pool, about 4 feet above the surface of the water, and secured on each side such that it can be dropped quickly across all lanes. Most false start ropes are tied on one side and then secured on the other side such that the operator can release the rope quickly. This position is normally the responsibility of the Home Team. A chair should be provided for the False Start Rope position.

Swimmers who are 12-and-under are allowed one false start without penalty. In that situation the signal for a false start is given by the starter (multiple beeps on the start system), the False Start Rope is dropped, the swimmers stop and return to the blocks, and the heat is restarted. The offending swimmer is charged with one false start, but allowed a second chance to swim. A second false start will disqualify this swimmer. There may be rare false start signals given in other age groups.

It is NOT the responsibility of the False Start Rope position to determine that a false start has occurred. That is the responsibility of the Starter or Referee. Your responsibility is to quickly drop or release the rope immediately upon hearing the false start signal (multiple beeps).

- Make sure the False Start Rope is secured on both sides of the pool so that it can be dropped or released quickly from one side. A chair is helpful to have on the releasing side.
- PAY ATTENTION and release the rope immediately upon hearing the false start signal (multiple beeps). Because there are so few false starts it can be very easy to become distracted or daydream. Don't blow your big chance by looking at your cell phone or talking with your kids.
- It is not your responsibility to make sure all swimmers stop at the rope. Some younger swimmers will ignore the rope and swim over or under it. If you have quickly and properly dropped the rope, that's all you can do.
- Once the swimmers have (hopefully) stopped at the rope and are returning to the blocks, you may raise and re-secure the rope to be ready for the restart of that heat or the next.

I. TIMER

(See Appendices E, E-I, F, F-I, G, G1, & G2 for additional information)

ONLINE TRAINING FOR THIS POSITION MAY BE FOUND AT [Timer](#)

JSL timers MUST review the [ONLINE TRAINING FOR TIMER](#) prior to serving as a timer. In dual meets there must be 3 timers in each lane in addition to the designated head timer. Valid times from the 3 watches in each lane not only determine the official time for each swimmer, but also the order of finish. Where automatic or semiautomatic timing equipment is used there still must be 3 timers per lane with 1 to 3 also serving as "button pushers". The home team is responsible for obtaining sufficient watches for the meet (3 each of blue and green per lane plus 1 each of blue and green for the head timer(s) plus backups). In addition to serving as a backup timer, the HEAD TIMER organizes timers prior to meet, gives instructions, assigns lanes, and gives out watches ensuring that each timer has one blue watch and one green watch. New timers should be given a copy of Recommended Timing Procedures for Jefferson Swim League (see Appendix G) to study prior to the meet. The HEAD TIMER will review this procedure with all timers prior to the start of the meet. Head Timers must be familiar with all procedures regarding timing.

Beginning in 2007, a new method of timing and recording was developed using TWO watches (one blue and one green) per timer. This method is commonly known as "Dive-Over Starts" and is used in all age groups except 8&U. The timer must be aware that swimmers will remain in the water, clinging to the lane line at the completion of a heat. The following heat will be started and "dive over" the swimmers who are remaining in the water from the previous heat.

The timer starts one watch (e.g. blue) for heat #1 and that watch is stopped, but not cleared, at the end of the heat. The following heat #2 is then started on the other cleared watch (e.g. green). Once that heat #2 is in the water, the times from the previous heat #1 are recorded from the blue watch and that watch is cleared. When the following heat #2 is complete, the green watch is stopped, but not cleared. The next heat #3 is started on the cleared blue watch. Once that heat #3 is in the water, times from heat #2 are recorded from the green watch and that watch is cleared. This process continually repeats itself throughout the meet with the timers not recording times from heats until the following heat is started with another watch. Timers must keep one cleared watch available at all times so as not to delay the start of any heat.

- Takes card from swimmer and verifies name, event, heat, and lane. Initials card upper right-hand corner confirming that this information has been verified.
- Extends arm horizontally over starting block to signal starter that there is no swimmer in the lane.
- Resets watch and is prepared to time at beginning of race when starter signals "Clear watches!"
- Raises hand vertically to signal starter to delay start if not prepared to time when starter asks, "Timers and judges ready?"
- Starts watch from flash of strobe light (not sound)
- Raises hand to signal head timer to take over position if start is missed, watch malfunctions, or watch is stopped prematurely. If a backup watch is not obtained, the time is not recorded
- Stops watch when any part of swimmer touches end of pool or course at end of race (being aware that many races are multi-lap events).
- Reminds swimmers to stay in the water, clinging to lane line, at the end of the heat.
- If the finish time is missed, no time is recorded.
- Reads watch and records all times to hundredths (thousandths are dropped) on timers card, initials box to verify accuracy, and gives completed card to runner.
- Refers any swimmer with possible head injury to their Head Coach for evaluation.

J. **HEAD OF TABLE**

(See Appendices J, K, L, & M for additional information)

ONLINE TRAINING FOR THIS POSITION MAY BE FOUND AT [Head of Table](#)

The “Table” is short for Scoring Table. The Table is where the event results and team scores are determined and awards are labeled. Sorters, Computer Operators, Assistants and Checkers, and Awards positions all work at the “Table”. Runners report to the Table also. The Head of Table position is normally the responsibility of the Home Team. Ideally, the Head will be familiar with all positions at the table, especially Sorter. It is not necessary to be familiar with the operation of the computer.

The Head of the Table has several main responsibilities:

- obtaining sufficient volunteers to operate the table
- setting up equipment and supplies at the table
- Assigning positions using equal number of volunteers from each team (runners are a table position and are normally provided by home team in addition to other table workers)
- answering questions and mediating disputes that may arise at the table
- assisting at any position at the table (but not normally for the Computer Operator)
- ensuring data entry is completed and transmitted to JSL by the Computer Operator
- ensuring that all teams get their ribbons at the end of the meet
- organizing and assisting in cleanup at the end of the meet

Prior to the start of the swim meet, the Head of Table ensures that adequate supplies, a large table, and sufficient chairs are available for all positions from both teams.

- Prepares 3 (or 4) boxes for timing cards, ribbons and DQ slips
 - Timing Card box (timing cards are retained by home team as official records)
 - Home Team ribbons & DQ slips
 - Visiting Team One ribbons & DQ slips
 - Visiting Team Two ribbons & DQ slips (tri-meet only, if needed)
 - Ensures that Laptop Computer with Meet Manager program is available
 - Ensures that printer, paper, and labels are available
- Sets up table using the following format depending on space availability at poolside:

Sorter	Sorter	Computer Assistant	Computer Operator	Backup Check(2)	Awards(2)
(boys)	(girls)				
- Approximately 12 chairs are needed with a table large enough to comfortably accommodate all.
- Two chairs for each position should be available for both teams and placed in this order: Boy and Girl Sorters, Computer Assistants, Computer Operators, Backup Checkers, and Awards.
- Some teams designate one person to hand out Heat Winner ribbons at the finish end of the pool as each heat is completed, so that person will have to be added if your team does it that way.
- A computer must be supplied by each team, but the home team must supply a printer.
- Sufficient table supplies (pens, pencils, rubber bands, paper clips, staples, printer paper, labels, etc.) and ribbons must be available for the full meet. Normally 2 packs of 1st thru 8th and Heat Winner and 1 pack of 9th thru 16th ribbons are plenty. Some teams give out Super Swimmer ribbons at meets also.
- There should be 3 or 4 boxes available for results, timing cards, and awards. One box is labeled for the Meet Results and will contain the timing cards and computer printouts to be retained by the home team as official records. There should be one box for each team to contain their ribbons and DQ Slips.
- During the Meet, the Head of Table may perform the following:
 - Assists at any table position needed
 - Mediates disputes and solves problems arising at table
 - Ensures that all data entry is completed at end of meet and transmitted to the JSL website or given on thumb drive to appropriate people
 - Organizes and assists in clean-up of table and supplies

K. **RUNNER**

ONLINE TRAINING FOR THIS POSITION MAY BE FOUND AT [Runner](#)

One (or preferably two) runner(s) assist in gathering the various cards from timers and judges to take to the scoring table. The Runner(s) help the meet run smoothly and efficiently by gathering timing cards, DQ slips, and other paperwork and taking them to the scoring table (The Table). Runners should wear comfortable shoes and check in with the Head of the Table prior to the start of the meet to get their instructions. Runners perform the following duties after each heat:

- Collects the following after each heat being aware that timer's cards may not be completed until after the beginning of the following heat:
 - "DQ" slips and sweep judge cards from sweep judges
 - Timers cards from timers
 - Takes cards immediately (in heat and sex order) to appropriate boy or girl sorter at table
 - Returns to collect more cards
- With 25 meter or yard events, the Runners may assist getting the Timers cards from the kids at the blocks and taking them to the Timers at the other end of the pool. Be sure to give them out to the timers in the correct lane and heat order. Some teams use Lane Timer's Sheets and this step is not needed. However the Lane Timer's Sheets have to be picked up after every event and taken to the Table.

L1. SORTER (3 timers per lane)

(See Appendices C, D, E, E1, F, F1, F2, G2, & G3 for additional information)

ONLINE TRAINING FOR THIS POSITION MAY BE FOUND AT [Sorter](#)

Sorters report to the Head of the Table prior to the start of the meet. Their job is to sort (organize) the Timing Cards, Sweep Judge Cards, and DQ (disqualification) Slips into event, heat, and lane order then determine the official times for the swimmers. In JSL, the official times determine the order of finish, so the Sorter position is very important. Ideally two Sorters from each team are needed and the work is normally divided into boy Sorters and girl Sorters. Being a Sorter requires a cool head and a thorough knowledge of the procedures outlined below. A general knowledge of swimming and its terms is preferred. The sorter position is much easier when the meet is run with three timers per lane. See Section L2 if there are only 2 timers pre lane.

- After each heat, Runners will bring the Timing Cards, Sweep Judge Cards, and DQ Slips (if any) to the Sorters at the Table. Group all of these cards by the same heat and event.
 - There will be one timing card for each swimmer in every heat.
 - There should be two Sweep Judge Cards for each heat.
 - There may or may not be DQ Slips for the heat. Also, DQ Slips may come in at a later time than the rest of the cards for the heat.
- As noted above, the Runners will be bringing all Timing Cards, Sweep Judge Cards, and DQ Slips (if any) to the Sorter at the Table after each heat. They will be mixed up and first need to be sorted.
 - Put all Timer's Cards from each heat in each event together, along with the two Sweep Judge Cards and any DQ Slips. The illustration at the right shows what this might look like for a boy's event with one DQ Slip. Girl's Timer Cards are pink.
 - Look at the Sweep Judge Cards and confirm that all of the Timer's Cards for that heat are present. The Sweep Judge Card is a record of the order of finish for each lane which had a swimmer. If there were 6 swimmers on the Sweep Judge Card in the heat, you should have 6 timing cards.
 - Note if there are any DQ Slips for that heat and locate the timing card for the offending swimmer. Staple the top (white) copy of the DQ Slip (along with any Relay Takeoff slips) to that swimmer's timing card and circle or mark "DQ" on the Timing Card. Place the bottom (yellow) copy of the DQ Slip into the ribbon or DQ box for that swimmer's team.
 - Make sure all Exhibition (unofficial) Cards are clearly marked.
- The Sorters also determine the official time for the swimmers which ultimately determines where the swimmer placed in the event. Official times are determined for Exhibition swimmers, but not place.
 - Look at the THREE times at the bottom of each swimmer's Timing Card. The official time is the MIDDLE time of those three times. Clearly circle this time with a red pen or suitable marker. Note that the times should be fairly close together. Three Tenths of a second (0.3) or less between times is considered close. If two times agree, circle both as that is the official time.
 - If there are only TWO times, they must be averaged. A calculator should be available.
 - If there is only ONE time, that is the official time.
 - Official times are NOT determined for DQ'd (disqualified) swimmers.
 - If there are large discrepancies in times (0.5 second or more) or only one or two times are available, the Sweep Judge Cards should be consulted. It is particularly helpful if both Sweep Judge Cards agree since that is almost certainly the order of finish and that will help confirm certain times. Mark "Times OK" on the swimmer's card if you checked them against the Sweep Judge Card. Always consult with more experienced sorters in this situation.
- Make sure all Exhibition (unofficial) cards are clearly marked for the Computer Operator.
- Pass the cards in correct lane, heat, and event order to the Computer Assistant and start on the next heat or event.

SORTER (continued)

- Potential problems may be solved as follows:
 - If a timing card is missing from a heat have the Runner or someone go to that lane and see if the timing card can be located. If it is found at a later time, circle the official time and pass it to the Computer Assistant for immediate entry by the Computer Operator.
 - If a Sweep Judge Card is missing from a heat, have the Runner or someone go to the Sweep Judges and see if the card can be located.
 - If a DQ Slip is received after the heat has been passed to the Computer Assistant, separate the copies, place the bottom (yellow) copy into the team's ribbon or DQ box, and pass the top (white) copy to the Computer Assistant for immediate entry. The timing cards from that heat must be located and the DQ Slip stapled to the offending swimmer's timing card.
 - If a DQ Slip is later marked "void" by the Referee, the voided DQ slip is still retained with the timing cards and the bottom (yellow) copy is removed from the team's ribbon or DQ box. Don't forget to determine the official time for that swimmer and have it entered by the Computer Operator as soon as possible.
 - If a tie happens (two identical official times), "TIE" is circled on both swimmers' timing cards.
 - If times from a particular lane are frequently "messed up" or missing, the Meet Director should be consulted to determine if there is a timer or watch issue that needs correcting.
 - Assistance in determining the official time when there are not 3 valid times can be found at [Section III, Appendix G2](#) of the Team Procedure Manual.
 - Always seek another opinion if an official time cannot be easily determined.
 - If it is difficult or impossible to determine the official time for whatever reason, the Referee must be consulted and will assist in determining the official time based on the best available evidence. In this instance "JD" (Judge's Decision) must be circled on the Timing Card.

L2. **SORTER (2 timers per lane)**

(See Appendices C, D, E, E1, F, F1, F2, G2 & G3 for additional information)

THIS PROCEDURE SHOULD NO LONGER BE USED AS USA SWIMMING REQUIRES 3 TIMERS PER LANE. IT IS LEFT IN THE MANUAL FOR REFERENCE ONLY

The sorter position becomes much more complex when the meet is run with only two timers per lane. It requires a thorough knowledge of the procedures below and a cool head. A general knowledge of swimming and its terms is preferred. Ideally two or more sorters from each team are needed and the work is normally divided by gender groups. The sorters organize the timing cards, "DQ" slips, and sweep judge cards as they are delivered to the table by the runners, then determine the order of finish for the swimmers.

1. Receives 2 sweep judge cards (white) from runner for each heat swum
2. Receives 1 timer's card (pink for girls or blue for boys) from runner for each swimmer in heat
3. Sorts (organizes) all cards into individual heats first, and groups heats into event order next
4. Compares timers cards to sweep judge cards to make sure all timers' cards are present in each heat (Note that empty lanes should be "X'ed" out at the top of the card.)
5. Separates all complete "DQ" (yellow) slips and matches with timers cards, circles "DQ" at top of timer's card, staples together with the "DQ" slip behind the swimmer's timing card, but leaves them in correct heat and lane location (does not determine place or compute times for DQ'd swimmers)
 - a. "DQ" slips must be complete with swimmers name, Event #, Heat #, Lane #, Judge's initials, and infraction
 - b. Questionable "DQ" slips should be brought to the attention of the Referee for official ruling. No one at the Scoring Table may rule on the validity of a DQ.
 - c. "DQ" slips, which have been voided by the Referee, should be marked "VOID", reason voided, and retained with valid "DQ" slips.
6. Locates and clearly marks any exhibition timers cards (see Appendix E-I & F-I) but leaves them in correct heat and lane order. If an official timing card was used for an exhibition swimmer, an "X" should be clearly marked at the top of the card. (Exhibition swimmers receive no points or ribbons, but their official time is determined)
7. Compares both sweep judge cards in each heat for order of finish
 - a. IF BOTH SWEEP JUDGE CARDS AGREE, THAT IS THE ORDER OF FINISH FOR THAT HEAT (regardless of official time). If this results in an order of finish which conflicts with the official times, "JD" must be circled on all cards affected and brought to the attention of the Computer Assistant.
 - b. If both sweep judge cards do not agree, a "ballot must be conducted (see #8 below)

L2. **SORTER (2 timers per lane)**
(continued)

THIS PROCEDURE SHOULD NO LONGER BE USED AS USA SWIMMING REQUIRES 3 TIMERS PER LANE. IT IS LEFT IN THE MANUAL FOR REFERENCE ONLY

8. Conducts Ballot within a heat if sweep judges do not agree (See Appendix G3)
 - a. Awards 1 point for 1st place rank by sweep judge (2 points for 2nd, 3 points for 3rd, etc.)
 - b. Awards 1 point for best official time (2 points for 2nd, 3 points for 3rd, etc.)
 - c. Adds together total number of points obtained by each swimmer involved in balloting
 - d. Awards first place to swimmer with the lowest number of points (2nd place to the next lowest, etc.)
 - e. Awards ties if point totals are the same, omitting next place
 - i) Circles two cards first and skips second when there is a tie for first place (3rd and 4th are still awarded)
 - ii) Circles two cards second and skips third when there is a tie for second (1st and 4th are still awarded)
 - iii) Circles two cards third when there is a tie for third (1st and 2nd are still awarded)
 - iv) Circles two cards fourth when there is a tie for fourth (1st, 2nd, and 3rd are still awarded)
 - v) Awards any further ties in the manner described above
 - f. Circles "JD" on all cards involved in balloting
 - g. Circles "Tie" on all cards involved in ties
9. Computes and circles the official time on each swimmer's card (except DQ's) in red ink
 - a. Circles middle time when 3 different times are given (however, if 2 of those times agree, that is the official time)
 - b. Computes and circles average when 2 times are given (thousandths are dropped)
 - c. Puts cards in order by time (in each heat) with the lowest (i.e. fastest) time on top
10. Compares sweep judge cards (if they agree) with the timers cards from each individual heat and puts timers cards in finish order (according to sweep judge cards, if they agree) with first place in each heat on top. Determines heat winners (as in 7 above) and circles "HW" at the top rather than "1", "2", "3", etc.
 - a. Awards multiple ribbons in case of heat ties (do not ballot)
 - b. Awards "HW" only to official, non-DQ'd swimmers who did not place in the event
 - c. Usually awards no heat ribbon in a heat in which any swimmer finishes 1st through 8th in the event (may award heat ribbon in this situation at discretion of table)
 - d. Realizes that sweep judging can NOT be used to compare one heat against another, that times must prevail when the various heats are integrated by the computer into final results.
11. Puts timers' cards back into heat and lane order and passes timing cards for each event (in event, heat and lane number order) to Computer Assistant. e.g. heat 1 lane 3, 4, 5 / heat 2 lane 1, 2, 3, 4, 5, 6, etc. It is important to note that heats can be passed forward as completed without waiting for the entire event to be completed.

M. **COMPUTER ASSISTANT (Reader)**

(See Appendix T and Section 5 for complete computer instructions)

ONLINE TRAINING FOR THIS POSITION MAY BE FOUND AT [Computer Assistant](#)

The Computer Assistant should be a Computer Operator (or other knowledgeable person) from the opposing team and should be familiar with the computer program and operation of the computer and printers. The purpose of this position is to assist in data entry by reading information to the Computer Operator and observing data entry as a double-check. Ideally this person should be qualified to relieve the Computer Operator periodically.

- Receives completed Timing Cards, Sweep Judge Cards, and "DQ" slips from Sorters.
- Verifies Event and Heat Number on cards with Event and Heat Number in computer to confirm that correct heat is being finalized.
- Reads information to Operator one card at a time noting that certain information does not have to be repeated for each card.
 - Reads Event Number.
 - Reads Heat Number.
 - Reads Lane Number.
 - Reads Swimmer's Name (noting if "Exhibition" or "JD").
 - Reads Swimmer's Official Time or "DQ".
- Observes data entry for errors and communicates to Computer Operator.
- Rubber-bands completed heats together and passes to Backup Checker.

You may wish to learn more about your position by consulting the following:

- Sign up for [JSL Software Training](#) for Computer Operators.
- To view or download the [JSL Computer Manual](#)
- To view or download [Hy-Tek User Guides or Demos for Meet Manager or Team Manager](#)
 - Click on User Guide next to the Product Name to download and save the zipped Acrobat PDF file to your hard drive. Then unzip the downloaded zip file and open it with Acrobat Reader to view the User Guide.
 - Click on Lite or Demo next to the Product Name to download and save the file to your Desktop. Then open the Lite/Demo file from your Desktop to install the Lite/Demo software.

If you need help with Hy-Tek software, please contact Jessica Simons, the JSL Computer Advisor at (434) 962-0443 or jrsimons@comcast.net.

N. **COMPUTER OPERATOR**

(See Appendix T and Section 5 for complete computer instructions)

ONLINE TRAINING FOR THIS POSITION MAY BE FOUND AT [Computer Operator](#)

JSL requires Computer Operators to attend an orientation class. If you would like to become certified as a JSL Computer Operator, sign up for classes at: [JSL Software Training](#). Experienced Operators may be excused from the class at the discretion of the Software Advisor.

The Computer Operator enters all official times into the computer one heat at a time. This person MUST be familiar with Hy-Tek Meet Manager program and operation of the computer and printers prior to the start of the meet. The Assistant will read the data as the Operator keys it in. Alternating jobs will minimize fatigue. The Computer Operator and Assistant must not get distracted with discussions going on around them - their job is to enter approved (pre-sorted) data as fast & as accurately as possible, not make decisions regarding the data unless there is an obvious error. Last minute entries, but not deletions, require the initials of BOTH Meet Directors and these entries are ALWAYS entered as Exhibition (unofficial). It is the coach's responsibility to obtain proper authorization from BOTH Meet Directors. No one at the table should attempt to assist in getting this authorization. Detailed instructions for the Meet Manager program may be found in the [JSL Computer Manual](#).

Computer Operators must arrive well before the Meet starts and are often responsible for their team's computer, printer and supplies. They must report to the Head of the Table and ensure that all equipment is setup properly. Last minute meet changes will start coming in very quickly.

- Makes last minute changes as approved by BOTH Meet Directors (deletions do not require approval).
- Enters data as quickly and as accurately as possible (as read by Computer Assistant).
- Prints the running score every 10 events (if possible) for posting and announcement.
- Prints 2 copies of official results as needed.
 - One set of results is posted.
 - The second set is passed to the Backup Checkers along with the timing cards.
- Prints Awards labels as often as possible and passes to awards table.
- Summarizes meet results with reports and saves file on computer.
- Uploads a Meet Backup File to [JSL Meet Results Upload Page](#) ASAP after meet ends.
- Uploads Meet Results to the [JSL Meet Results Upload Page](#) by 9PM the following day.
- Provides any team with a data file of the meet results on request (The requesting team must provide a thumb drive or other storage device.).

A "Computer Operator's Checklist" is found in Appendix T of this manual.

You may wish to learn more about your position by consulting the following:

- Sign up for [JSL Software Training](#) for Computer Operators.
- To view or download the [JSL Computer Manual](#)
- To view or download [Hy-Tek User Guides or Demos for Meet Manager or Team Manager](#)
 - Click on User Guide next to the Product Name to download and save the zipped Acrobat PDF file to your hard drive. Then unzip the downloaded zip file and open it with Acrobat Reader to view the User Guide.
 - Click on Lite or Demo next to the Product Name to download and save the file to your Desktop. Then open the Lite/Demo file from your Desktop to install the Lite/Demo software.

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O. BACKUP CHECKER

ONLINE TRAINING FOR THIS POSITION MAY BE FOUND AT [Backup Checker](#)

Each team should have at least one Backup Checker. The two checkers normally divide the work by gender. The Backup Checker position is responsible for comparing the official times on the timing cards with the final results and reviewing the print-outs for data entry errors, etc., PRIOR to posting or announcing. In addition, there may be other duties as requested by the Computer Operator. The Backup Checker should have a general knowledge of swimming.

- Receives timing cards and corresponding final results printout for each event.
- Places timing cards into finish order, if more convenient for checking.
- Compares the official time on each card to the corresponding time on the final results.
- Brings discrepancies to the attention of the computer operator.
- Notifies computer operator verbally.
- Passes back any timing cards entered in error for correction.
- Removes "DQ" slips from timing cards and places them into appropriate team's ribbon box.
- Places cards and results without errors into the meet record box to be retained by home team. (Cards may be left in finish order.)

P. AWARDS

(See Appendix K for additional information)

ONLINE TRAINING FOR THIS POSITION MAY BE FOUND AT [Awards](#)

The Awards Position is responsible for labeling all of the ribbons given out at a swim meet and should report to the Head of Table prior to the start of the meet. Each team should have one Awards person and the work is normally divided by gender. Most all award labels are now printed by computer, so little writing is done. The Awards position performs the following:

- Receives ribbon labels from Computer Operator.
- Attaches computer generated label on the back of the appropriate ribbon.
- Notes that every member of ribbon-winning relay teams gets a ribbon.
 - There will be four ribbon labels printed for each place.
- Writes heat winner ribbons or arranges for them to be given out after each heat. (N.B. JSL Rules & Regulations require heat winner ribbons).
- Places all ribbons in the ribbon box of appropriate team.

Unfortunately, the Awards Volunteers have to stay for a short time after the meet ends to label the ribbons from the last few events.

- Ensures that someone from each team takes the team's ribbon box.
- Assists in cleanup after the end of meet by putting ribbons back into the correct storage box for use at the next meet.

Q. REFRESHMENTS

ONLINE TRAINING FOR THIS POSITION MAY BE FOUND AT [Refreshments](#)

All of the Swim Meet Volunteers get thirsty during the course of a swim meet and it is the responsibility of the home team to provide refreshments like water, lemonade, iced tea, sports drinks, etc. several times during the meet. The Refreshments server may also be responsible for making sure that refreshments and cups are available, so check with your team. The Refreshments position is normally the responsibility of the Home Team.

Refreshments must be distributed at least twice to all VOLUNTEERS who are working the meet and COACHES who are on duty. On extremely hot evenings refreshments should be distributed more often. Spectators and parents who are not working the meet are not included.

Just to be clear, alcoholic beverages are NOT allowed on the deck at a JSL Swim Meet. Spectators consuming alcohol must be restricted to outlying areas of the pool. There may be a \$50.00 fine against your team for various alcohol-related violations.

R. **MEET MARSHAL**

ONLINE TRAINING FOR THIS POSITION MAY BE FOUND AT [Meet Marshal](#)

The Meet Marshal has the authority to warn and stop any behavior deemed unsafe or inappropriate for a Jefferson Swim League meet. Swim meets are children's sporting events and major trouble would be unexpected. Most infractions are minor and can be stopped with a simple friendly suggestion by the Meet Marshal. Any difficulty with any swimmer, parent, coach, or spectator should be immediately reported to the Home Meet Director. The Meet Director has the authority to remove anyone from the premises who is behaving in an unsafe manner or who is in any way disrupting the meet. The Meet Marshal position is normally the responsibility of the Home Team. In the absence of available or qualified personnel, the Home Meet Director may also serve as the Meet Marshal.

- Monitors all areas for unsafe conditions such as, but not necessarily limited to:
 - excessive horseplay or other actions where injury may occur
 - any problem which might cause physical injury (e.g. broken glass, etc.)
 - any spectators or swimmers who, by their actions, represent a danger to themselves or others
 - the appearance of lightning or sound of thunder
- Monitors all areas for behavior which might result in destruction of property.
 - bathrooms should be checked on a regular basis
 - areas outside of the immediate deck area should be checked
- Keeps area behind blocks free of all but the timers or other officials and swimmers waiting for their events. (Timers have watches, stroke-and-turn judges have "DQ" slips, and swimmers should have timing cards.)
 - A reasonable number of Coaches may be allowed behind the blocks especially to help with younger swimmers.
 - Coaches must not be allowed to disrupt or interfere with the Meet in any way.
- Assists the Clerk-of-Course in keeping that area clear of all but officials and swimmers who are being seeded or are waiting for their event.
- Keeps restricted areas clear (e.g. closed pools or other areas where participants are not allowed).
- Notifies Home Meet Director of any difficulty with any participant which cannot be resolved with a simple warning or suggestion.
- Extremely difficult persons should be reported to the Home Meet Director who has the authority to remove any participant from the premises who is clearly out of order or presenting a danger to himself or others. Examples may include but are not limited to:
 - a loud argument on the verge of escalating to a more serious problem
 - obnoxious, profane, or sexually inappropriate behavior
 - physical violence of any kind such as fighting, hitting with objects, etc.
 - persons who refuse to obey rules such as moving when asked, etc.
 - persons found destroying or committing theft of property
- Refers any swimmer with possible head injury to their Head Coach for evaluation.
- In the event of emergency, assists all meet personnel in resolving the problem.
 - assists in calling for appropriate emergency personnel
 - assists in coordinating emergency personnel
 - assists meet personnel in resolving emergency
 - directs participants to nearest exit if needed
 - assists in directing participants to return when instructed by meet personnel
- Assists Meet Director(s) with completion of JSL Injury and Incident Report Form if needed. (See Appendix X) *"When in doubt, fill it out."*

When viewing online, use “Ctrl + click on link” to open in new tab.



Team Procedure Manual

(Formerly the “Blue Manual”)

(Revised July 1, 2023)

Section III (Appendices)

SECTION III - APPENDICES (All changes for current season are highlighted)

Appendix A	JSL Parent Volunteer Roster (Revised, 2016)
Appendix B	JSL Meet Program Report (Revised, 2001)
Appendix B1	JSL Meet Time Line (Added, 2001)
Appendix B2	How to Save Time in a Swim Meet (Added 2021)
Appendix C	USAS Stroke Disqualification (DQ) Slip (Revised, 2023)
Appendix C1	JSL Relay Take-Off Slip (Added, 2011)
Appendix D	JSL Sweep Judge Card (Revised, 2005)
Appendix E	JSL Boys Event Timers Card (Revised, 2019)
Appendix F	JSL Girls Event Timers Card (Revised, 2019)
Appendix F2	JSL Exhibition Unisex Event Timers Card (Revised, 2023)
Appendix G	JSL Recommended Timing Procedures (Revised, 2014)
Appendix G1	JSL Watches
Appendix G2	Official Time and Order of Finish (Revised, 2015)
Appendix G3	JSL Ballot Form (Revised, 2023)
Appendix H	JSL Guidelines for Special Needs Swimmers (Revised, 2014)
Appendix H1	JSL Procedure for Entering Special Needs Swimmers (Added, 2007)
Appendix I	Helpful Hints for Coaches (Revised, 2022)
Appendix J	JSL Digital Media Policy (Added, 2018)
Appendix K	JSL Ribbon Label (Revised, 2001)
Appendix L	NOAA Radio Information & Guidelines (Added, 2008)
Appendix M	NOAA Radio WX-150 User's Manual (Added, 2008)
Appendix N	USAS Concussion Information Sheet (Added 2018)
Appendix N1	JSL Procedure for Head Strikes or Bumps (Added 2022)
Appendix O	JSL Sportsmanship Rating Form (Revised, 2015)
Appendix P	Tidbits for the Referee (Added, 2006)
Appendix Q	Stroke-and-Turn Judge Guidelines (Added, 2006)
Appendix R	Good Starting Procedure (Added, 2006)
Appendix S	Whistle Starts (Revised, 2008)
Appendix S1	Whistle Start Protocol (Revised, 2008)
Appendix T	Computer Operator Checklist
Appendix U	USA Swimming Changes for Current Year (Revised annually)
Appendix V	Protests (Revised 2023)
Appendix W	Coaches Background Checks (Revised, 2023)
Appendix W1	Coaches Athlete Protection and Concussion Training (Revised 2023)
Appendix X	JSL Injury and Incident Report Form (Revised 2020)
Appendix Y	JSL Registration Form (Revised 2020)
Appendix Y1	JSL Registration Fee Waiver (Added 2021)
Appendix Z	Guidelines for Swimwear, Taping, Braces, etc. (Revised, 2020)

JEFFERSON SWIM LEAGUE PARENT VOLUNTEER ROSTER

(Revised June 1, 2018)

Day of Meet _____ Date of Meet ____/____/____ Starting Time of Meet _____
 Location of Meet _____ Opponent _____ *indicates needed for HOME MEETS ONLY*

<u>POSITION NEEDED</u>	<u>PARENT VOLUNTEER</u>	<u>ARRIVAL TIME</u>
Meet Director	_____	_____
Referee	* _____ *	_____
	(Begin) (Relief)	(Begin) (Relief)
Starter	1) * _____ *	_____
Announcer	1) * _____ *	_____
Head Clerk-of-Course	1) _____	_____
Clerk-of-Course Assts.	1) _____	_____
(Varies with team size)	2) _____	_____
Head Stroke-&-Turn	1) * _____ *	_____
Stroke-&-Turn Judges	1) _____	_____
(minimum 2 on each end)	2) _____	_____
(ideally 1 per 2 lanes on each end)	3) _____	_____
	4) _____	_____
Sweep Judges	1) _____	_____
	2) _____	_____
Head Timer	1) * _____ *	_____
Lane Timers	1) _____	_____
(Number needed varies with number of lanes in pool; total = 3/lane)	2) _____	_____
	3) _____	_____
	4) _____	_____
	5) _____	_____
	6) _____	_____
	7) _____	_____
	8) _____	_____
	9) _____	_____
	10) _____	_____
	11) _____	_____
	12) _____	_____
	13) _____	_____
	14) _____	_____
	15) _____	_____
	16) _____	_____
False Start Rope	1) * _____ *	_____
Meet Marshal	1) * _____ *	_____
Head of Table	1) * _____ *	_____
Sorter	1) _____	_____
(Varies with team Size)	2) _____	_____
Computer Operator	1) _____	_____
Computer Assistant	2) _____	_____
Backup checker	1) _____	_____
(Varies with team Size)	2) _____	_____
Awards	1) _____	_____
(Varies with team Size)	2) _____	_____
Refreshments	1) * _____ *	_____
Runners	1) * _____ *	_____
	2) * _____ *	_____

(Meet Volunteer Roster (GREEN) 2018)

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JEFFERSON SWIM LEAGUE MEET PROGRAM

Jefferson Swim League 1:00 PM 05/28/2001 Page 1

FCC@BHSC - 07/19/2000

Meet Program - Wednesday Evening Event

1P Mixed 6 & Under 100 SC Meter Freestyle Relay

Lane	Team	Relay	Seed Time
Heat 1 Finals			
1	FCC-VA	B	NT
2	BHSC-VA	A	NT
3	FCC-VA	A	2:01.24
4	FCC-VA	C	NT
5	BHSC-VA	B	NT

Event 3 Boys 9-10 100 SC Meter IM

Lane	Name	Age	Team	Seed Time
Heat 1 Finals				
2	Dittmar, Will	10	FCC-VA	NT
3	Tungate, Robert M	9	BHSC-VA	NT
4	Graham, Kyle C	9	BHSC-VA	NT
Heat 2 Finals				
1	Snyder, Jeffrey A	9	FCC-VA	NT
2	Thomasson, Jack	10	FCC-VA	NT
3	Wells, Carter L	10	FCC-VA	1:44.46
4	Cooke, David F	9	FCC-VA	2:02.53
5	Haar, Fred H	9	FCC-VA	NT
Heat 3 Finals				
1	Graff, Simon	9	BHSC-VA	1:41.78
3	Spinosa, Michael D	10	BHSC-VA	1:32.98
4	Timko, Matthew O	9	FCC-VA	1:36.29
5	Luck, William A	10	BHSC-VA	1:40.71
6	Kessler, Kyle D	10	FCC-VA	1:44.40

Event 4 Girls 9-10 100 SC Meter IM

Lane	Name	Age	Team	Seed Time
Heat 1 Finals				
2	Turner, Caroline R	9	BHSC-VA	NT
3	Johnson, Jeanie A	10	BHSC-VA	NT
4	Wright, Alice E	10	FCC-VA	NT
Heat 2 Finals				
2	Graham, Scout C	10	BHSC-VA	NT
3	Wilson, Lauren	10	BHSC-VA	NT
4	Schwartz, Mary F	9	BHSC-VA	NT
5	Blackwell, Brooke A	9	BHSC-VA	NT
Heat 3 Finals				
1	Kennedy, Jamie	10	FCC-VA	NT
2	DeBUTTS, Sunny	10	FCC-VA	1:49.20
3	Little, Liza S	9	FCC-VA	1:40.63
4	Thomas, Brea	9	BHSC-VA	1:45.27
5	Nicholaou, Effie L	9	BHSC-VA	2:03.63
6	Brightwell, Elizabeth K	9	FCC-VA	NT

JEFFERSON SWIM LEAGUE SESSION REPORT

Licensed To: Jefferson Swim League

05/28/2001 Page 1

FCC@BHSC - 07/19/2000**Session Report** Session: 1 Wednesday Evening

Day of Meet: 1 Starts at 05:00 PM Heat Interval: 45 Seconds

Round	Event	Entries	Heats	Starts at	
Finals	1Mixed 6 & Under 100 Freestyle Relay	5	1	05:00 PM	_____
Finals	3 Boys 9-10 100 IM	13	3	05:03 PM	_____
Finals	4 Girls 9-10 100 IM	13	3	05:11 PM	_____
Finals	5 Boys 11-12 100 IM	6	1	05:18 PM	_____
Finals	6 Girls 11-12 100 IM	12	3	05:21 PM	_____
Finals	7 Boys 13-14 100 IM	6	1	05:28 PM	_____
Finals	8 Girls 13-14 100 IM	11	2	05:30 PM	_____
Finals	9 Men 15-18 100 IM	7	2	05:35 PM	_____
Finals	10 Women 15-18 100 IM	2	1	05:40 PM	_____
Finals	11 Boys 8 & Under 100 Medley Relay	4	1	05:42 PM	_____
Finals	12 Girls 8 & Under 100 Medley Relay	4	1	05:44 PM	_____
Finals	13 Boys 9-10 200 Medley Relay	3	1	05:47 PM	_____
Finals	14 Girls 9-10 200 Medley Relay	5	1	05:51 PM	_____
Finals	15 Boys 11-12 200 Medley Relay	2	1	05:55 PM	_____
Finals	16 Girls 11-12 200 Medley Relay	4	1	05:58 PM	_____
Finals	17 Boys 13-14 200 Medley Relay	2	1	06:02 PM	_____
Finals	18 Girls 13-14 200 Medley Relay	2	1	06:06 PM	_____
Finals	19 Men 15-18 200 Medley Relay	3	1	06:10 PM	_____
Finals	20 Women 15-18 200 Medley Relay	2	1	06:13 PM	_____
Finals	21P Boys 6 & Under 25 Freestyle	20	5	06:17 PM	_____
Finals	22P Girls 6 & Under 25 Freestyle	14	4	06:22 PM	_____
Finals	21 Boys 8 & Under 25 Freestyle	19	5	06:27 PM	_____
Finals	22 Girls 8 & Under 25 Freestyle	38	8	06:32 PM	_____
Finals	23 Boys 9-10 50 Freestyle	22	5	06:42 PM	_____
Finals	24 Girls 9-10 50 Freestyle	24	6	06:50 PM	_____
Finals	25 Boys 11-12 50 Freestyle	5	1	06:58 PM	_____
Finals	26 Girls 11-12 50 Freestyle	27	5	07:00 PM	_____
Finals	27 Boys 13-14 50 Freestyle	7	2	07:07 PM	_____
Finals	28 Girls 13-14 50 Freestyle	11	2	07:10 PM	_____
Finals	29 Men 15-18 50 Freestyle	13	3	07:13 PM	_____
Finals	30 Women 15-18 50 Freestyle	4	1	07:17 PM	_____
Finals	31 Boys 8 & Under 25 Butterfly	8	2	07:18 PM	_____
Finals	32 Girls 8 & Under 25 Butterfly	12	2	07:21 PM	_____
Finals	33 Boys 9-10 50 Butterfly	9	2	07:24 PM	_____
Finals	34 Girls 9-10 50 Butterfly	11	2	07:27 PM	_____

How to Save Time in a Swim Meet

- **First of all, SECONDS COUNT!** A big meet may have over 180 heats. For every second wasted in a heat, the meet lasts 3 minutes longer. Waste just 10 seconds per heat and, bingo, the meet is 30 minutes longer. The time interval GOAL for all dual meets should be 20 seconds overall or 18 seconds plus 15 seconds for back. If your team is not very close to this, take a hard look at ways to increase efficiency.
- **Have an experienced, well-trained Starter willing to move the meet. The Starter along with the Referee sets the pace for the meet.** An inefficient starter can lengthen a meet considerably.
- **Make sure all timers have completed the [Timer's Online Course](https://jsl.org) on jsl.org and understand timing of dive-over starts, especially the use of two watches.** Timers who cannot keep up are doing it wrong.
- **Have at least one experienced, well-trained Clerk of Course plus as many helpers (assistants) as needed.** Delays in getting swimmers to the blocks must not happen.
- **Make sure every volunteer takes the [Online Course](https://jsl.org) for their position.**
- **Make Assistant or Junior Coaches responsible for getting kids to the Clerk.**
- **Locate Clerk of Course area near the starting blocks** if possible.
- **Look at the general layout of your pool to see where it is most efficient to locate various areas** such as team areas, clerk-of-course, scoring table, food sales, etc.
- **Have a good loud-speaker system that reaches all areas of the venue** if possible.
- **Ensure that your start system is fully charged** the day before the meet.
- **Ensure that you take your fully charged start system to all away meets.**
- **Have someone in charge behind the blocks** to remind swimmers of dive-over starts, encourage kids to blocks, push timers to the opposite end, collect cards for 25 yard events, keep area clear of swimmers and parents who are not supposed to be there, and generally make sure this area runs efficiently.
- **Be willing to occasionally combine heats** if you have an experienced clerk, starter, computer operator, etc., but proceed cautiously.
- **Group the 25 yard events together** (must be done by meet entry deadline). This could save time by eliminating two "end changes". Suggestion would be for the events to run as follows:
Change ends at short free and swim 21, 22, 21P, 22P, (run "P" events second) followed by breast 31 and 32, then change ends and go through the normal events (rest of free and rest of breast). At the mid-point, change ends again swim back 41, 42, 41P, 42P, followed by fly 51 and 52, then change ends and continue rest of meet (rest of back and fly, etc.) This would save about 5-10 minutes in end changes and possibly get some younger swimmers home earlier (those whose last event was 51 or 52).
- **Improve dive-over starts** by emphasizing that swimmers must remain in the water at the finish until told to get out. Also, Starters should emphasize this to swimmers before the start and at the finish if they start to get out too early.
- **Swimmers must be able to complete 25m in a REASONABLE time.** Currently the Bylaw says that the swimmer has to be able to swim 25m unassisted.
- **Meet Directors can change order of events, etc.** It may help to change order of events to swim events that are not getting swum in previous meets.

THE GOAL IS FOR A MEET TO BE COMPLETED IN 4 HOURS OR LESS

JSL DISQUALIFICATION CARD
(NEW USAS VERSION)

USA SWIMMING DISQUALIFICATION REPORT

EVENT # 31 HEAT 1 LANE 2
SWIMMER B. Asinboy TEAM BHSC

BUTTERFLY START SWIM TURN FINISH
KICK: ALTERNATING (1A) BREAST (1B) SCISSORS (1C)
ARMS: NON-SIMULTANEOUS (1E) UNDERWATER RECOVERY (1F)
TOUCH: ONE HAND (1J) NOT SEPARATED (1H)
NON-SIMULTANEOUS (1L) NO TOUCH (1K)
NOT TOWARD THE BREAST OFF WALL (1M)
HEAD DID NOT BREAK SURFACE BY 15m (1N) RE-SUBMERGED (1R)
OTHER (1T):

BACKSTROKE START SWIM TURN FINISH
NO TOUCH AT TURN (2i) #
PAST VERTICAL AT TURN:
DELAY INITIATING ARM PULL (2s) DELAY INITIATING TURN (2t)
MULTIPLE STROKES (2u)
TOES OVER LIP OF GUTTER AFTER THE START (2p)
HEAD DID NOT BREAK SURFACE BY 15m (2n) RE-SUBMERGED (2r)
NOT ON BACK OFF WALL (2k)
SHOULDERS PAST VERTICAL TOWARDS THE BREAST (2l)
OTHER (2t):

BREASTSTROKE START SWIM TURN FINISH
KICK: ALTERNATING (3a) BUTTERFLY (3c) SCISSORS (3d)
ARMS: PAST HORIZONTAL (3e) NON-SIMULTANEOUS (3f)
TWO STROKES UNDER (3g) NOT IN SAME HORIZONTAL PLANE (3h)
ELBOWS RECOVERED OVER WATER (3i)
TOUCH: ONE HAND (3j) NOT SEPARATED (3n)
NON-SIMULTANEOUS (3l) NO TOUCH (3k)
NOT TOWARD THE BREAST OFF WALL (3m)
CYCLE: KICK BEFORE PULL (3o) HEAD NOT UP (3p)
DOUBLE PULLS/KICKS (3s)
OTHER (3t):

FREESTYLE
NO TOUCH AT TURN (4k) #
HEAD DID NOT BREAK SURFACE BY 15m (4n) RE-SUBMERGED (4c)

INDIVIDUAL MEDLEY
STROKE INFRACTION(S) # OUT OF SEQUENCE (5p)
FOURTH DISTANCE SWIM IN STYLE OF PREVIOUS STROKE

RELAYS
STROKE INFRACTION: (61-64) # SWIMMER #
EARLY TAKE OFF SWIMMER (66-68) #
CHANGED ORDER (6p): SWIMMER STROKE
OTHER (6t):

MISCELLANEOUS
FALSE START (7o) DECLARED FALSE START (7p)
DID NOT FINISH (7q) DELAY OF MEET (7r)
OTHER (7s-2):

JUDGE: B. Smith
(print name clearly)
REFEREE: L. Boyer
(print name clearly)
NOTIFIED: SWIMMER COACH
rev. (7/19)

DESK/REFEREE

Use First

(Two-part form printed on white pressure sensitive paper)

Appendix C1

(Revised, 2011)

JSL RELAY TAKEOFF SLIP

The Relay Take-Off Slip is used by the Relay Takeoff Judges to record relay takeoffs. An "O" is used to record a legal takeoff and an "X" is used to record an early takeoff. The slip below shows that all swimmers had legal takeoffs except swimmer number 3 in lane 5. It is important to note that the Relay Take-Off slip must agree with the slip on the opposing side before a team can be disqualified for an early takeoff.

Jefferson Swim League Relay Take-Off Judging			
Event #	Heat #		
<u>11</u>	<u>1</u>		
	Swimmer Number		
Lane	2	3	4
#1	<u>O</u>	<u>O</u>	<u>O</u>
#2	<u>O</u>	<u>O</u>	<u>O</u>
#3	<u>O</u>	<u>O</u>	<u>O</u>
#4	<u>O</u>	<u>O</u>	<u>O</u>
#5	<u>O</u>	<u>X</u>	<u>O</u>
#6	<u>O</u>	<u>O</u>	<u>O</u>
#7	_____	_____	_____
#8	_____	_____	_____
#9	_____	_____	_____
#10	_____	_____	_____

(Key: O = Legal Takeoff X = Early Takeoff)

Judge RAG, Jr.

Referee FLB

(Printed as White Slip)

Appendix D

(Revised, 2016)

JSL SWEEP JUDGE CARD

The properly completed Sweep Judge Card below on the left for Event #3, Heat #2, shows a **normal uncomplicated finish**. There were NO swimmers in lanes 7 & 8 at the start of the race ("X's" placed over lane numbers 7 & 8 at the top). The order of finish has been recorded as the swimmer in lane 3 finishing first, lane 4 finishing second, lane 1 finishing third, lane 2 finishing fourth, followed by lanes 1, 2, 6, and 5.

The properly completed Sweep Judge Card below on the right for Event #3, Heat #2, and shows what can happen with difficult finishes:

Ties = connect places and lane boxes with brackets and write the word "tie" within the brackets (see below right for lanes 3 and 4)

Didn't see finish = place a question mark "?" in lane box (do NOT guess at finish) (see below right for lane 6)

Swimmer did not finish = write "DNF" beside lane box containing that swimmer's lane position (see below right for lane 5)

JEFFERSON SWIM LEAGUE
SWEEP JUDGE CARD

EVENT NUMBER 3

HEAT NUMBER 2

Place an "X" over the lane number(s) below if NO swimmer:

1 2 3 4 5 6 ~~7~~ ~~8~~

Record lane numbers below in order of finish (place)

PLACE	LANE
1 st	3
2 nd	4
3 rd	1
4 th	2
5 th	6
6 th	5
7 th	
8 th	

INITIALS RAG, Jr

Revised 2015 © 2015 JSL

JEFFERSON SWIM LEAGUE
SWEEP JUDGE CARD

EVENT NUMBER 3

HEAT NUMBER 2

Place an "X" over the lane number(s) below if NO swimmer:

1 2 3 4 5 6 ~~7~~ ~~8~~

Record lane numbers below in order of finish (place)

PLACE	LANE
1 st	3
2 nd	4
3 rd	1
4 th	2
5 th	6
6 th	5
7 th	
8 th	

INITIALS RAG, Jr

Revised 2015 © 2015 JSL

(Printed as 110# White Card)

Appendix E

(Revised, 2019)

JEFFERSON SWIM LEAGUE BOYS EVENT TIMERS CARD

SORTER ONLY - CIRCLE

1st 2nd 3rd 4th 5th 6th 7th 8th 9th
 10th 11th 12th 13th 14th 15th 16th
 HW JD TIE DQ EXHIB
 RIBBON ONLY RIBBON & POINTS

**JEFFERSON SWIM LEAGUE
BOYS EVENT TIMERS CARD**
 (Revised, June 2017©)

EVENT # **HEAT #** **LANE #**

25 50 100 200 M Y

IM MR FREE BREAST BACK FLY FR

6&U 8&U 9-10 11-12 13-14 15-18

SWIMMER _____

TEAM _____

Home M.D. **LATE ENTRY OK EXHIBITION ONLY** **Visiting M.D.**

TIMERS ONLY **MIN : SEC. . Hundredths**

INITIALS _____ : _____ . _____
 _____ : _____ . _____
 _____ : _____ . _____

SORTER ONLY
OFFICIAL TIME _____ : _____ . _____

FOR SORTER USE ONLY

to mark official place or other information by circling appropriately

Note that "EXHIB" is only used if an exhibition card is not available

FOR CLERK-OF-COURSE USE ONLY

if timing sticker is not available or Clerk needs to make a change to event, heat, or lane

FOR COACH USE ONLY IF NO STICKER

The seeding sticker is normally placed over this information, but if sticker is not available, circle appropriate distance, yards or meters, stroke name, and age group. Fill in swimmer's name and team. In 2017 age group names were deleted.

FOR MEET DIRECTORS ONLY

Home and visiting Meet Directors must approve all late entries with their initials in the appropriate box.

FOR TIMERS ONLY

Times from all three timers must be entered as minutes, seconds, and hundredths. The timer making the entries must initial the card.

FOR SORTER ONLY

If three times are available, the sorter may circle the official time above. This section is used to record the average if only two times are available.

(Printed as Blue 110# Card)

JEFFERSON SWIM LEAGUE GIRLS EVENT TIMERS CARD

SORTER ONLY - CIRCLE

1st 2nd 3rd 4th 5th 6th 7th 8th 9th
 10th 11th 12th 13th 14th 15th 16th
 HW JD TIE DQ EXHIB
 RIBBON ONLY RIBBON & POINTS

**JEFFERSON SWIM LEAGUE
GIRLS EVENT TIMERS CARD**
 (Revised, June 2017©)

EVENT # **HEAT #** **LANE #**

25 50 100 200 M Y

IM MR FREE BREAST BACK FLY FR

6&U 8&U 9-10 11-12 13-14 15-18

SWIMMER _____

TEAM _____

Home M.D. **LATE ENTRY OK EXHIBITION ONLY** **Visiting M.D.**

TIMERS ONLY MIN : SEC. . Hundredths

INITIALS _____ : _____ . _____
 _____ : _____ . _____
 _____ : _____ . _____

SORTER ONLY
OFFICIAL TIME _____ : _____ . _____

FOR SORTER USE ONLY

to mark official place or other information by circling appropriately

Note that "EXHIB" is only used if an exhibition card is not available

FOR CLERK-OF-COURSE USE ONLY

if timing sticker is not available or Clerk needs to make a change to event, heat, or lane

FOR COACH USE ONLY IF NO STICKER

The seeding sticker is normally placed over this information, but if sticker is not available, circle appropriate distance, yards or meters, stroke name, and age group. Fill in swimmer's name and team. In 2017 age group names were deleted.

FOR MEET DIRECTORS ONLY

Home and visiting Meet Directors must approve all late entries with their initials in the appropriate box.

FOR TIMERS ONLY

Times from all three timers must be entered as minutes, seconds, and hundredths. The timer making the entries must initial the card.

FOR SORTER ONLY

If three times are available, the sorter may circle the official time above. This section is used to record the average if only two times are available.

(Printed as Cherry 110# Card)

JEFFERSON SWIM LEAGUE UNISEX EXHIBITION TIMERS CARD

EXHIBITION ONLY					
JEFFERSON SWIM LEAGUE <div style="display: flex; justify-content: space-around; font-weight: bold; font-size: 1.2em;"> BOYS EVENT GIRLS </div> <small>(Revised, June 2017©)</small>					
EVENT #	HEAT #	LANE #			
<div style="display: flex; justify-content: space-around; font-weight: bold;"> 25 50 100 200 M Y </div>					
<div style="display: flex; justify-content: space-around; font-weight: bold;"> IM MR FREE BREAST BACK FLY FR </div>					
<div style="display: flex; justify-content: space-around; font-weight: bold;"> 6&U 8&U 9-10 11-12 13-14 15-18 </div>					
SWIMMER _____					
TEAM _____					
Home M.D.	LATE ENTRY OK EXHIBITION ONLY	Visiting M.D.			
TIMERS ONLY					
<div style="display: flex; justify-content: space-between;"> MIN : SEC. . Hundredths </div>					
INITIALS	<div style="display: flex; justify-content: space-between;"> _____ : _____ . _____ </div>				
	<div style="display: flex; justify-content: space-between;"> _____ : _____ . _____ </div>				
	<div style="display: flex; justify-content: space-between;"> _____ : _____ . _____ </div>				
SORTER ONLY					
OFFICIAL TIME _____ : _____ . _____					

FOR EXHIBITION USE ONLY**FOR CLERK-OF-COURSE USE ONLY**

if timing sticker is not available or Clerk needs to make a change to event, heat, or lane

FOR COACH USE ONLY IF NO STICKER

BE SURE TO MARK OUT BOYS OR GIRLS at top so it is clear which sex the card is used for. The seeding sticker is normally placed over the center, but if sticker is not available, circle appropriate distance, yards or meters, stroke name, and age group. Fill in swimmer's name and team.

In 2017 age group names were deleted.

FOR MEET DIRECTORS ONLY

Home and visiting Meet Directors must approve all late entries with their initials in the appropriate box.

FOR TIMERS ONLY

Times from all three timers must be entered as minutes, seconds, and hundredths. The timer making the entries must initial the card.

FOR SORTER ONLY

If three times are available, the sorter may circle the official time above. This section is used to record the average if only two times are available.

**Use previous light orange card first until
supplies are exhausted**

(Printed as Canary Yellow Card)

RECOMMENDED TIMING PROCEDURES FOR JEFFERSON SWIM LEAGUE

In dual meets there **MUST** be three timers in each lane **PLUS** the designated head timer(s) otherwise the event can't be swum. Beginning with the 2005 season, the official times are the primary determination of place (finish position) with sweep judges as secondary. The Head Timer organizes timers prior to the meet, gives out watches, gives instructions, answers questions, assigns lanes, and serves as a backup timer.

Beginning in 2007, a new method of timing and recording was developed using **TWO** watches (ideally two different colors) per timer. This is commonly known as "dive-over starts" and is used in all but the 8&U age groups. The timer starts one watch (e.g. blue) for heat #1 and that watch is stopped, but not cleared, at the end of the heat. The following heat #2 is then started on the other cleared watch (e.g. green). Once that heat #2 is in the water, the times from the previous heat #1 are recorded from the blue watch and that watch is cleared. When the following heat #2 is complete, the green watch is stopped, but not cleared. The next heat #3 is started on the cleared blue watch. Once that heat #3 is in the water, times from heat #2 are recorded from the green watch and that watch is cleared. This process continually repeats itself throughout the meet with the timers not recording times from heats until the following heat is started with another watch. Timers must keep one cleared watch available at all times so as not to delay the start of any heat.

1. One timer in each lane should have a small clipboard and a pencil. This timer takes the timing card from the swimmer and verifies name, event, heat and lane and initials the card in the upper right-hand corner to confirm this information. In addition, this timer will record all times given by each timer at the end of the race and initial the "Initials" box verifying the accuracy of those times.
2. All timers should clear their watches after the time has been recorded and pay attention to the Starter. If you are not prepared to time or cannot see the CTS start system when the Starter asks, "Timers and Judges ready?" you should raise your hand and attract the starter.
3. All timers should concentrate on the strobe light of the CTS starting system and not rely on the sound.
4. Start your watch from the flash of the strobe light (or flash of the gun, if used). As stated above, you should not rely on the sound as a partial second will be lost. If you miss the start or your watch is not running properly, you should call for the head timer to take your place. It is not possible to guess time missed at the start.
5. Stop your watch at the end of the race when any part of your swimmer's body touches the end wall. Keep in mind that many races are multi-lap events – do not stop your watch until the completion of the last lap.
6. Remember that times are not given to the time recorder until **AFTER THE BEGINNING OF THE NEXT HEAT** when using dive-over starts. Do **NOT** clear your watch until all of the times are recorded. Obviously common sense must prevail if a swimmer has finished well before the end of the heat, times may be recorded prior to the start of the next heat.
7. Times should be given to the timer holding the swimmer's card by calling out readings completely (e.g. "2 minutes, 8 seconds, and 34 hundredths. Do not clear your watch until all times are recorded. You may tell a swimmer his/her time, but be certain to say that it is unofficial.
8. The timer holding the swimmer's card must initial the card and give it to the runner.

More details on timing procedures may be found at [Timer's Online Course](#).
Examples of current watches are on the following page.

Official Time and Order of Finish

Jefferson Swim League follows [USA Swimming Rules and Regulations](#) (102.24) regarding how to determine the official time and order of finish. Because the official time normally determines the order of finish, it is critical that 3 timers be assigned to each lane and that those timers are well trained (Appendix G and [Timer's Online Course](#)). The following procedures apply:

3 Valid Watch Times

If there are 3 valid watch times, the official time is the middle of the 3 times. However, if two of those times agree, that is the official time. Ideally all times should be within 0.3 second of one another, but in summer league swimming that may not occur. For example, if one time is several seconds away from the other two, the middle time is still used.

2 Valid Watch Times

If there are only 2 valid watch times, the official time is the average of the 2 times (thousandths are dropped with no rounding). As noted above there should always be three timers on each lane, but occasionally a start or finish is missed resulting in only two valid times. Timers should always be willing to admit when they mess up. If there are only two timers in more than half of the lanes, balloting is used. (see G3)

1 Valid Watch Time

If there is only 1 valid watch time, the official time is that time, provided it's supported by other information (e.g. the Sweep Judges). Hopefully this is a rare occurrence.

No Valid Watch Times

If there is no valid watch time, a coach's time may be used to determine the swimmer's time, but NOT the order of finish. The Sweep Judge cards should be consulted to determine the order of finish. If the Sweep Judge cards agree and the coach's time is consistent with the order of finish, the coach's time is used. If there is no coach's time or it is not consistent with the Sweep Judge cards, then the average time of the two swimmers who finished before and after the "no time" swimmer is used as the official time. If there are no times whatsoever and the sweep judge cards do not agree, the swimmer may be offered a re-swim at a later time during the meet.

Sweep Judge Cards

As noted above, the official times normally determine the order of finish (placement). There are times when the Sweep Judge Cards may be consulted to confirm or clarify the order of finish. However, **the watch times are considered to be primary and Sweep Judge Cards are secondary.**

Automatic and Semi-Automatic Timing Equipment

Consult the current USAS Rule Book ([USA Swimming Rules and Regulations](#)) for full text of Section **102.24 TIMING RULES**

JSL Guidelines for Special Needs Swimmers

The Jefferson Swim League has a long history of accommodating swimmers with special needs. In fairness to these swimmers and the other swimmers who participate, the following guidelines were adopted by the JSL Board at its April 3, 2005 meeting:

Under Article VI of the JSL Rules & Regulations:

14. *The Meet Director has the authority to modify the rules for the swimmer with a disability using the guidelines under Article 105 of [USA Swimming Rules and Regulations](#). Additional modifications may not be made unless the swimmer swims as exhibition. (Revised, 2005)*

The Board confirmed that the following additional modifications beyond those allowed by Article 105 of the [USA Swimming Rules and Regulations](#) will result in the swimmer being classified as exhibition:

- Obtaining physical assistance (e.g., kickboard, flotation device, etc.)
- Obtaining personal assistance (e.g., another swimmer assisting the swimmer in the water during the race)
- Swimming down in a lower age group (e.g., a 9-year old swimming as a 8&U)
- Swimming a shorter distance (e.g., swimming 25m in a 50m race)

Additionally the Executive Committee (via email to the President) must be notified that a child will need to be accommodated and the special needs of that child. That information will be communicated to the full Board. NOTE THAT THE CHILD'S NAME IS NOT PROVIDED TO THE PRESIDENT OR THE BOARD.

Swimmers who have been granted additional modifications beyond those allowed by Article 105 of the [USA Swimming Rules and Regulations](#) are eligible for time improvement or super swimmer ribbons, but not place ribbons or points. The coach is responsible for ensuring that the swimmer is entered as exhibition and that an exhibition timing card is used. These swimmers are also eligible to swim in the Championship provided they have swum in at least two League meets (one of which may be a JSL scheduled time trial). It is important to note that special needs swimmers who are only granted accommodations as described under Article 105 of the [USA Swimming Rules and Regulations](#) are fully eligible for all awards and points and are, of course, eligible to swim the Championship provided they have swum in at least two League meets (one of which may be a JSL scheduled time trial).

Coaches are responsible for notifying the appropriate officials (Referee, Meet Directors, Starter, Head Stroke-&-Turn Judge, etc.) of the name, team, and accommodation of any special needs swimmers prior to the start of the meet. This will prevent unnecessary embarrassment to the swimmer or officials due to inappropriate disqualifications.

Procedure for Entering Special Needs Swimmers

The swimmer must be registered with his/her correct birth date with the JSL.

The President of the JSL must be notified via email of the swimmer's team, and special accommodation prior to the first meet of the season.

The team entering the special needs swimmer(s) must notify the team hosting the meet so that the swimmer(s) can be appropriately placed in the proper event.

The swimmer(s) must be entered by his/her team in an event in the meet so that the swimmer(s) will be on the Meet Entries file submitted to the JSL by the appropriate meet entry deadline.

The entering team must inform the host team which event the swimmer(s) should be entered into and remind the host team to seed the swimmer(s) into an outside lane if desirable. This can be done in a word for windows document that can be submitted at the time of meet entries.

The person who is responsible for the pre-meet work in Meet Manager must do the following:

1. Locate the swimmer(s) in the Meet Manager database.
2. At the top of the screen a section called "entries" can be seen.
3. Select "All entries". This selection will allow the swimmer(s) to be entered in any event regardless of event age.
4. Make sure that the swimmer is removed from the event in which he/she was originally entered.
5. When entering the swimmer in the desired event, make sure that the swimmer is entered as an exhibition swimmer if any accommodations are made which exceed those in Article 105 of the USA Swimming Rules.
6. Exhibition swimmers are always seeded last (in the slowest heat), but the event will have to be adjusted to ensure that the swimmer is seeded into an outside lane if so desired by the entering team.
7. If the swimmer is entered in any event **other than the short free**, that swimmer counts toward the team's total entry for that event. If the swimmer is swimming out of age group or receives any accommodations which exceed those in Article 105 of the USA Swimming Rules, he/she must be entered as exhibition.

It is the coach's responsibility to notify the referee and all appropriate officials of swimmers who are receiving any special accommodations before the start of the meet.

**Please direct any questions to Jessica Simons
at jrsimons@comcast.net or 295-1582**

Appendix I

(Revised June, 2022)

HELPFUL HINTS FOR COACHES

(Please consult the Rules & Regulations for the complete and official rules for JSL.)

Thanks to Jann Balmer and Tommy McFarland for their suggestions for this section.

Deadlines for Registration

- 1) All registrations for new swimmers must be submitted to the JSL by 9 PM two days prior to their first scheduled meet (each week). Swimmers missing this deadline may NOT swim under any conditions.
- 2) Payment for registered swimmers must be submitted to the JSL at the same time as the roster. Teams can elect to pre-pay for registered swimmers to avoid the hassle of multiple checks to JSL.

Meet Entry Requirements

- 1) All meet entries are due by 9 PM two days prior to the scheduled meet.
- 2) Swimmers can be entered as **official** in three (3) individual events and the scheduled relay.
- 3) Coaches must use the fastest official JSL time for the event or relay of the current season.
- 4) No relay split or lead-off times are considered official.
- 5) Coaches can only enter the number of official swimmers/event for their portion of the available lanes (e.g. 3 heats in a 6-lane pool = 18 swimmers or 9 from each team in a dual meet). See 1 & 2 below for exceptions.
- 6) Swimmers can swim up (in age group) for relays but NOT for individual events.
- 7) Any meet entry changes after the entry deadline (other than deletions) must be made before the start of the meet and require the approval of all participating Meet Directors.
- 8) Coaches must use EXHIBITION timing cards for exhibition swimmers entered in the meet and all reports, entries, and cards must clearly identify exhibition swimmers. If Exhibition cards are not available, circle "EXHIB" on regular card.
- 9) Late entries for empty lanes can be added for existing lanes/events with mutual approval of the Meet Directors PRIOR to the start of the meet.
- 10) If a meet is suspended and rescheduled due to inclement weather, coaches may make some changes for the remainder of the meet including changing swimmers from exhibition to official, deleting swimmers, and adding new swimmers. Swimmers may NOT change events under any circumstances.

Swim Meet Procedures

- 1) There is a **maximum** of three (3) heats for all individual events EXCEPT P21, P22, and Events 21-30 – Short Freestyle events where unlimited heats of official swimmers are allowed.
- 2) There is a five (5) heat maximum for official swimmers in events 41 and 42 (8 and under backstroke).
- 3) No heats can be added to accommodate exhibition swimmers.
- 4) Available lanes for exhibition swimmers should be equally divided between the teams.
- 5) Any requests for increases or decreases in the number of heats for an event **must** be negotiated by the Meet Directors PRIOR to the start of the meet.
- 6) Ineligible swimmers will forfeit any awarded points for that event along with a penalty of an additional 25 points.
- 7) If a swimmer swims in place of another swimmer (that is, using the wrong name), all points awarded will be forfeited and a 100 point penalty will be issued per infraction.
- 8) Swimmers cannot be changed from one event to another once the meet entries are submitted.
- 9) Swimming Meets end at 10 PM except when a delay occurs due to weather OR by mutual agreement of the Meet Directors PRIOR to the start of the meet.
- 10) Teams can finish an event if mutually agreed upon by the Meet Directors prior to the start of the meet.
- 11) If a meet is suspended due to inclement weather, the teams cannot re-swim the completed events.

Champs Eligibility

- 1) Swimmers must swim in two (2) regular season meets to be eligible to swim in the JSL Championship meet.
- 2) Participation in a JSL sanctioned time trial counts for 1 of the 2 meet requirement for Champs eligibility.

Exhibition Swimmer is a swimmer who is

- not included as part of the allowable official entries per event
- is entered in an event for time only
- has exceeded their maximum number of allowable official entries, or
- missed the entry deadline (however, they must be a registered swimmer prior to the deadline)

Digital Media Policy for the Jefferson Swim League

Part of the Jefferson Swim League's (JSL) responsibility to safety is ensuring that we protect our swimmers and swimming families in our processes for publishing visual content, whether it is a video for the local news or a photograph on our Facebook page.

The JSL Board has enacted the following policies for the League and its member teams. These policies apply to the use of images and video for social media, including but not limited to Facebook, Twitter, and Instagram. [Hereafter: "League Digital Media"]

POLICY FOR USER-GENERATED CONTENT

1. The JSL accepts photographs, illustrations, and video [hereafter "Image(s)"] of JSL activities and events from Member teams and team families for posting on League digital media, in accordance with the following guidelines.

- (a) Image(s) must be directly related to JSL activities.
- (b) Image(s) reflect a positive "message" that supports the League's Mission Statement.
- (c) Image(s) comply with USA Swimming rules (e.g., no pictures behind the blocks, no images of child getting out of the water).
- (d) Image(s) of children Under 18 requires written approval of all depicted minors.
- (e) Images do not include licensed or trademarked images or statements.
- (f) Video does not include music protected by copyright.*
- (g) You must be or have permission of the photographer/videographer of the image(s).

All submissions must be sent first to the Team's designated digital media representative, who will then forward it to the League's Digital Media Advisor for posting on appropriate League Digital Media.

It is incumbent on the person submitting this image/illustration/video to adhere to these rules. Failure to comply with all of the applicable criteria will result in disapproval of the request to post on social media.

2. The JSL accepts for consideration requests from Member teams to publish/post team-specific content such as flyers for registration, team events, swimmer recognition, et al. The following criteria apply:

- (a) Content must be directly related to JSL activities.
- (b) Content that includes images of children under 18 has the approval of the parents/guardians of all depicted minors.
- (c) There is no personally identifying information of a child (e.g., school, hometown, full name).
- (d) No trademarked or licensed images, logos, slogans, or music.*
- (e) Represent the JSL in an inclusive, positive manner.
- (f) Team has approval of the creator to post this material on social media.

Each submission is reviewed on a case-by-case basis, with a decision for posting rendered by Digital Media Advisor, in coordination with the JSL Board President and Immediate Past President, as needed. Requestors will not receive personal notification for disapproved materials.

**Video may include a sample (5-10 seconds) of copyrighted music. Full songs or song montages are not permitted.*

Appendix J
(continued)

PROCEDURE FOR SUBMITTING DIGITAL MEDIA

Teams that want to use League Digital Media platforms must have a designated digital media representative. The name of the representative should be sent via the JSL Representative to the social media contact by June 1 of each year.

Content must be submitted to the social media contact by the team-designated Representative to be reviewed and considered for posting. Requestors will not receive personal notification for disapproved materials.

RIGHT OF REFUSAL TO USE IMAGES

If a parent or caregiver does NOT want their child(ren)'s image(s) used on JSL social media, they must advise their JSL Representative.

It is the responsibility of each team to ensure that any content submitted to the JSL for posting does not include a photograph or name of any swimmer or child whose parent has opted out of any use of their child's image.

LEAGUE COMMITMENT

The Jefferson Swim League is committed to ensuring that all Teams and members families are aware of League policies and procedures for Digital Media.

- League policies will be published on the Website and provided to Team Representatives on an annual basis for distribution to their teams.
- Additional signage will be posted in multiple locations at the JSL Championship.
- All Team Photographers will receive a copy of the policies and the submission procedures each year.

Appendix J

(continued)

***** SAMPLE TEAM PHOTO CONSENT FORM *****

One of the ways that we celebrate our team and swimmer achievements is via photography and/or video. We [team name] are committed to ensuring that even as we recognize our accomplishments, we also protect your swimmer(s).

[Team name] uses photographs and video (individuals, groups) of swimmers under the age of 18 that may include your child during their membership with our team. All photographs will be taken and published in line with Team policy.

The team requires parental / guardian consent to take and use those images. Parents and guardians have a right to refuse photographing / videographing their child.

I am the parent / guardian of (include First and Last Name for each child):

_____	_____
_____	_____
_____	_____

For the child/children listed above, I give the following permissions

PHOTOGRAPHIC EVENT	CONSENT GIVEN	CONSENT REFUSED
Take photograph video to use on the team's secure website		
Take photograph / video to use on the team's social media [specify]		
Take photograph / video to use on the team notice boards		
Video for training purposes only.		
Submit images / video to the JSL for use on League Digital Media (inclusive of website, Facebook, Instagram, Twitter)		

Signature

Date

Printed Name

Please return this form to : _____

Received by: _____ Date: _____

JEFFERSON SWIM LEAGUE AWARD LABEL

Individual Event Label

Examples

(one for each swimmer 1st – 16th)

Place: 1st Time: 1:29.96
#3 Boys 9-10 100 SC Meter IM
Spinosa, Michael D 10
Boar's Head Swim Team – 07/19/2000
FCC@BHSC

Place: 2nd Time: 1:35.62
#3 Boys 9-10 100 SC Meter IM
Timko, Matthew O 9
Farmington Country Club – 07/19/2000
FCC@BHSC

Place: 3rd Time: 1:37.71
#3 Boys 9-10 100 SC Meter IM
Luck, William A 10
Boar's Head Swim Team – 07/19/2000
FCC@BHSC

Relay Event Label Examples

(1 label for each swimmer, 4 / team)

Place: 1st Time: 1:53.13
#1P Mixed 6 & Under 100 SC Meter Frees
Von Quillfeldt, Anniken H 6
Farmington Country Club – C 07/19/200
FCC@BHSC

Place: 1st Time: 1:53.13
#1P Mixed 6 & Under 100 SC Meter Frees
White, James J 6
Farmington Country Club – C 07/19/200
FCC@BHSC

Place: 1st Time: 1:53.13
#1P Mixed 6 & Under 100 SC Meter Frees
Satterfield, Calvin 6
Farmington Country Club – C 07/19/200
FCC@BHSC

Place: 1st Time: 1:53.13
#1P Mixed 6 & Under 100 SC Meter Frees
Lesemann, Katie 5
Farmington Country Club – C 07/19/200
FCC@BHSC

NOAA RADIO INFORMATION AND GUIDELINES

(adopted by the JSL Board at its June 1, 2008 meeting)

JSL provides all teams with a First Alert WX-150 Radio for use during swim meets. This radio displays National Oceanic and Atmospheric Administration (NOAA) civil and emergency alert text messages on its LCD screen. When an alert is received, a siren sounds and the radio automatically switches to voice broadcast. Messages are identified by one of three color-coded LED lights as follows: "Advisory" (yellow), "Watch" (orange), or "Warning" (red). Meet Directors are expected to be familiar with its operation and have the radio on and fully operational during arrival, warm-ups, swim meet, and the period immediately following the meet. A complete User's Manual ([Model WX-150 User's Manual](#)) has been distributed along with the radios and is also attached as Appendix M. As with other equipment, the radios remain the property of JSL and repair or replacement is the responsibility of the individual team.

The NOAA Radio will be properly programmed and must be tuned to Weather Band Channel 3 (162.450 MHz) to receive NOAA broadcasts for most of the areas where there will be JSL Swim meets. For teams outside of Albemarle County, a different channel may have to be selected if the NOAA Radio is not properly receiving the broadcast. There are also Specific Area Message Encoding (S.A.M.E. or FIPS) codes which enable the radio to receive messages relevant to the specific area for all JSL home meet locations. JSL will preset each team's radio based on the expected needs and location of home meets, however teams may choose to add more "SAME" or "FIPS" codes to cover more of their surrounding areas. A complete list of all Radios and pre-programmed codes is on the following page.

Meet Directors weather-related decisions are still governed by JSL Rules & Regulations under Article VI #18, #19, and #20. The radio is used to supplement, but not replace, the normal common sense clues that there is a weather condition approaching which may be potentially dangerous for swim meet participants. Additionally the radio may be helpful in deciding whether to cancel a meet or wait for a storm to pass over. As always, these decisions should be made with the safety of the swimmers and participants as the main determining factor.

1. The Host Team's NOAA Radio must have working batteries installed (battery warning light off) and plugged into a working power outlet at poolside (specifically the scoring table) where a number of officials would be able to monitor & hear any alert sirens. The radio should always be accessible to the Visiting Team Meet Director and Coach.
2. The Host Team's NOAA Radio must be turned on, have the antenna extended, and be fully operational during arrival, warm-ups, swim meet, and the period immediately following the meet until the participants have generally left the area.
3. The Host Team Meet Director must push the "Listen" button to confirm that a signal is being received and adjust the antenna for maximum signal. (The "listen" button may be pushed again to cut the voice broadcast off during the meet.)
4. Immediately after the sound of any alert siren, the Meet Directors must be notified and listen to any voice alerts.
5. Depending on the nature of an alert or current weather observations, *"The Host Team Meet Director in conference with the Visiting Team Meet Director(s) shall be responsible for making and implementing all decisions regarding weather issues."* (Article VI, #18). These decisions include, but are not necessarily limited to:
 - a. when to stop the meet in the event of thunder or lightning
 - b. how long to stop the meet after the observation of thunder or lightning or rain hard enough to obscure the bottom of the pool (minimum 15 minutes after thunder or lightning)
 - c. where to direct participants when the pool area needs to be cleared
 - d. when to resume the meet after a weather delay

Note that host pools may have stricter policies which must be followed regarding the above.

6. In the event that a meet may not be able to continue, *"The Home Meet Director in conference with the Visiting Team Meet Director(s) will decide when a meet shall be suspended due to inclement weather or other circumstances"* (Article VI, #19).
7. It is expected that the Meet Directors will jointly reach the best decision for the safety of the meet participants based on all available information, not just the NOAA Radio.
8. It is recommended that visiting teams always take their NOAA Radios to away meets to serve as a backup.
9. Although the NOAA Radios have been specifically issued for use at JSL swim meets, the JSL Board does not discourage further use of the radios on the team's premises for other functions such as daily practices, etc.

Appendix L (continued)

(Revised, 2009)

NOAA Radios, Codes & Serial Numbers							
Team	Unit Serial No	Home Meets County / City	Weather Band Channel	SAME - FIPS Code	SAME - FIPS Code 2	SAME - FIPS Code 3	SAME - FIPS Code 4
ACAC	071012558	Albemarle	3	051540	051003	-	-
BHSC	071012559	Albemarle	3	051003	051540	-	-
CGST	071012053	Albemarle	3	051003	051540	051820	-
CITY	071012547	Charlottesville	3	051540	051003	-	-
ELKS	071012629	Albemarle	3	051003	051540	-	-
FAST	071012584	Louisa	3	051109	051003	051065	051029
FCC	071012565	Albemarle	3	051003	051540	-	-
FLST	070709885	Albemarle	3	051003	051540	-	-
FSBC	071012552	Charlottesville	3	051540	051003	-	-
FV	071012587	Albemarle	3	051003	051540	-	-
GCC	071012350	Albemarle	3	051003	051540	051065	051029
GHG	070709880	Greene	3	051079	051003	051137	051540
HM	071012588	Albemarle	3	051003	051540	-	-
KWC	071012551	Albemarle	3	051003	051540	051109	-
LG	071012349	Louisa	3	051109	051003	051137	051540
LMST	071012361	Fluvanna	3	051065	051003	051029	051540
F.I.P.S./ S.A.M.E. Codes				FREQUENCY			
		Albemarle	051003		162.450		
		Augusta	051015		162.450	162.400	
		Buckingham	051029		162.450	162.550	
		Charlottesville	051540		162.450		
		Fluvanna	051065		162.450	162.475	
		Greene	051079		162.450		
		Louisa	051109		162.450	162.475	
		Orange	051137		162.450	162.550	
		Staunton	051790		162.450	162.400	
		Waynesboro	051820		162.450	162.400	
Weather Band Channel 3:							
Covesville - Frequency 162.450 MHz				Richmond - Frequency 162.475			

Originally Prepared By
Farid Jazouli

FIRST ALERT WX-150 NOAA RADIO USER'S MANUAL

A full PDF version of this manual should be in your Team's JSL Computer as a separate file labeled as:
"WX-150 User Manual for JSL"

A complete online version may be found here:

[Model WX-150 User's Manual](#)





CONCUSSION INFORMATION SHEET

FOR JSL PARENTS, SWIMMERS, COACHES AND OFFICIALS

(Developed by USA Swimming)



Dear Parent/Guardian and Athletes,

This information sheet is provided to assist you and your child in recognizing the signs and symptoms of a concussion. Every athlete is different and responds to a brain injury differently, so seek medical attention if you suspect your child has a concussion. Once a concussion occurs, it is very important your athlete returns to normal activities slowly, so he/she does not do more damage to his/her brain.

What is a Concussion?

A concussion is an injury to the brain that may be caused by a blow, bump, or jolt to the head. Concussions may also happen after a fall or hit that jars the brain. A blow elsewhere on the body can cause a concussion even if an athlete does not hit his/her head directly. Concussions can range from mild to severe.

Signs and Symptoms of a Concussion

Athletes do not have to be “knocked out” to have a concussion. In fact, less than 1 out of 10 concussions result in loss of consciousness. Concussion symptoms can develop right away or up to 48 hours after the injury. Ignoring any signs or symptoms of a concussion puts your child’s health at risk!

Signs Observed by Coaches, Officials, Parents or Guardians Appears dazed, stunned or confused

- Unsure about event, location or name of meet Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes – irritability, sadness, nervousness, emotional Can’t recall events before or after incident

Symptoms Reported by Athlete

- Any headache or “pressure” in head - how badly it hurts does not matter Nausea or vomiting
- Balance problems or dizziness Double or blurry vision Sensitivity to light and/or noise
- Feeling sluggish, hazy, foggy or groggy Concentration or memory problems Confusion
- Does not “feel right” Trouble falling asleep
- Sleeping more or less than usual

Be Honest

Encourage your athlete to be honest with you, his/her coach and your health care provider about his/her symptoms. Many young athletes get caught up in the moment and/or feel pressured to return to sports before they are ready. It is better to miss practice or meets than the entire season... or risk permanent damage!

Seek Medical Attention Right Away

Seeking medical attention on the day of the event is an important first step if you suspect or are told your swimmer has a concussion. A qualified health care professional will be able to determine how serious the concussion is and when it is safe for your child to return to sports and other daily activities:

- No athlete should return to activity on the same day he/she gets a concussion
- No athlete may return to training, regardless of sport, until he/she is cleared by a health care professional with a note specifying clearance. Athletes should NEVER return to the pool if they still have ANY symptoms..... in case an athlete returns with a note and then during the practice complains of a headache or other symptoms
- Parents and coaches should never pressure any athlete to return to play

The Dangers of Returning Too Soon

Returning to the pool too early may cause Second Impact Syndrome (SIS) or Post-Concussion Syndrome (PCS). SIS occurs when a second blow to the head happens before an athlete has completely recovered from a concussion. This second impact causes the brain to swell, possibly resulting in brain damage, paralysis, and even death. PCS can occur after a second impact. PCS can result in permanent, long-term concussion symptoms. The risk of SIS and PCS is the reason why no athlete should be allowed to participate in any physical activity before they are cleared by a qualified health care professional.

(CONTINUED ON BACK)

Recovery

A concussion can affect school, work, and sports. Along with coaches and teachers, the school nurse, athletic trainer, employer, and other school administrators should be aware of the athlete's injury and their roles in helping the child recover. During the recovery time after a concussion, physical and mental rest is required. A concussion upsets the way the brain normally works and causes it to work longer and harder to complete even simple tasks. Activities that require concentration and focus may make symptoms worse and cause the brain to heal slower. Studies show that children's brains take several weeks to heal following a concussion.

Returning to Daily Activities

1. Be sure your child gets plenty of rest and enough sleep at night – no late nights. Keep the same bedtime on weekdays and weekends.
2. Encourage daytime naps or rest breaks when your child feels tired or worn-out.
3. Limit your child's activities that require a lot of thinking or concentration (including social activities, homework, video games, texting, computer, driving, job-related activities, movies, parties). These activities can slow the brain's recovery.
4. Limit your child's physical activity, especially those activities where another injury or blow to the head may occur.
5. Have your qualified health care professional check your child's symptoms at different times to help guide recovery.

Returning to School

1. Your athlete may need to initially return to school on a limited basis, for example for only half-days, at first. This should be done under the supervision of a qualified health care professional.
2. Inform teacher(s), school counselor or administrator(s) about the injury and symptoms. School personnel should be instructed to watch for:
 - a. Increased problems paying attention.
 - b. Increased problems remembering or learning new information.
 - c. Longer time needed to complete tasks or assignments.
 - d. Greater irritability and decreased ability to cope with stress.
 - e. Symptoms worsen (headache, tiredness) when doing schoolwork.
3. Be sure your child takes multiple breaks during study time and watch for worsening of symptoms.
4. If your child is still having concussion symptoms, he/she may need extra help with school-related activities. As the symptoms decrease during recovery, the extra help can be removed gradually.

Returning to the Pool

1. Returning to the pool is specific for each person. As an example, California law requires written permission from a health care provider before an athlete can return to play. Follow instructions and guidance provided by a health care professional. It is important that you, your child and your child's coach follow these instructions carefully.
2. Your child should NEVER be on deck, practice, or participate in competition if he/she still has ANY symptoms. (Be sure that your child does not have any symptoms at rest and while doing any physical activity and/or activities that require a lot of thinking or concentration).
3. Be sure that the athletic trainer, coach and physical education teacher are aware of your child's injury and symptoms.
4. Your athlete should complete a step-by-step exercise-based progression, under the direction of a qualified healthcare professional.

Resources:

Insurance - USA Swimming provides an excess accident medical insurance policy for USA Swimming members while participating or volunteering in a USA Swimming sponsored or sanctioned event. Details of the insurance coverage are on the USA Swimming website under Insurance and Risk Management.

Centers for Disease Control and Prevention - <https://www.cdc.gov/headsup/index.html>

Zurich Concussion Conference (2012) - <http://bjsm.bmj.com/content/47/5/250.full>

Consensus statement on concussion in sport: the 4th International Conference on Concussion in Sport held in Zurich, November 2012.

There are very useful Heads Up apps available from Google Play

<https://play.google.com/store/apps/details?id=gov.cdc.headsup&hl=en>

or from the Apple App Store

<https://apps.apple.com/us/app/cdc-heads-up-concussion-helmet/id999504040>

JSL PROCEDURE FOR HEAD STRIKES OR BUMPS

JSL requires that Referees review the following head strikes and bumps procedure at the pre-meet Stroke and Turn briefing:

- All Stroke and Turn Judges are to watch for head strikes or bumps.
- When a S&T Judge observes a head strike or bump, if the swimmer appears hurt, the observing S&T Judge will get another Judge to immediately cover their position.
- The observing S&T Judge will take the swimmer to the Meet Referee.
- The Meet Referee will ensure that the swimmer is seen by their Coach and the swimmer's parent(s). (ALL JSL Coaches are certified in concussion protocol.)
- The Coach and parent(s) will make a decision about "return to play" or go to the Emergency Room.
- If the decision is to go to the ER or set out a few days, JSL requires a note from the swimmer's physician to return to practice or a meet.
- It is the intent of JSL that, if a swimmer is hurt, we do not want them to continue with the meet and will need documentation from their physician to return to play and at what level.

CDC Concussion Training

JSL requires all coaches to complete the online CDC Heads Up concussion training for coaches every two years. JSL Referees are required to complete this course or have an equivalent USAS certification. Training takes approximately 45 minutes. Instructions for completing this certification are below:

Go to the Training Site at:

<https://www.cdc.gov/headsup/youthsports/training/index.html> .

Create a new account if you are a first time user.

A link for accessing the course will be sent to the email address you provided.

Select the link to access the course.

Select "Launch Training".

Select "Youth Sports Coach" in the Pre-test.

At the end, enter your name as it should appear on your certificate.

Download either the full or wallet size certificate.

Send the .pdf of the certificate as an attachment to bgarlandjr@gmail.com.

There are very useful Heads Up apps available from Google Play

<https://play.google.com/store/apps/details?id=gov.cdc.headsup&hl=en>

or from the Apple App Store

<https://apps.apple.com/us/app/cdc-heads-up-concussion-helmet/id999504040>

JSL Online Sportsmanship Survey

(Revised June 15, 2016)

Appendix O

(Revised, 2016)

Meet Directors and Head Coaches will get a link to the Survey every Tuesday night. Contact bgarlandjr@gmail.com if not received. There is basic information collected about the meet including location, date, timeline, ending time, weather delays, etc. but only the following questions are part of the sportsmanship rating. Failure to complete a survey for each meet will result in points deducted from a team's final sportsmanship rating.

The following seven questions are answered by both Meet Directors and Coaches:

- * 4. The opposing team's COACHES displayed good sportsmanship throughout the meet.

Strongly Agree (5) Somewhat Agree (4) Neutral (3) Somewhat Disagree (2) Strongly Disagree (1)

☐ ☐ ☐ ☐ ☐

- * 5. The opposing team's SWIMMERS displayed good sportsmanship throughout the meet.

Strongly Agree (5) Somewhat Agree (4) Neutral (3) Somewhat Disagree (2) Strongly Disagree (1)

☐ ☐ ☐ ☐ ☐

- * 6. The opposing team's VOLUNTEER WORKERS displayed good sportsmanship throughout the meet.

Strongly Agree (5) Somewhat Agree (4) Neutral (3) Somewhat Disagree (2) Strongly Disagree (1)

☐ ☐ ☐ ☐ ☐

- * 7. The opposing team adhered to JSL BYLAWS & RULES AND REGULATIONS and PROCEDURES without stretching boundaries to gain an unfair advantage.

Strongly Agree (5) Somewhat Agree (4) Neutral (3) Somewhat Disagree (4) Strongly Disagree (5)

☐ ☐ ☐ ☐ ☐

- * 8. The opposing team provided a SAFE AND HEALTHY experience for our swimmers.

Strongly Agree (5) Somewhat Agree (4) Neutral (3) Somewhat Disagree (2) Strongly Disagree (1)

☐ ☐ ☐ ☐ ☐

- * 9. The opposing team treated our team FAIRLY and RESPECTFULLY.

Strongly Agree (5) Somewhat Agree (4) Neutral (3) Somewhat Disagree (2) Strongly Disagree (1)

☐ ☐ ☐ ☐ ☐

- * 10. The opposing team was GRACIOUS in winning/losing.

Strongly Agree (5) Somewhat Agree (4) Neutral (3) Somewhat Disagree (2) Strongly Disagree (1)

☐ ☐ ☐ ☐ ☐
The last three questions are answered by Meet Directors only.

- * 12. The opposing team provided their fair share of all VOLUNTEER POSITIONS.

Strongly Agree (5) Somewhat Agree (4) Neutral (3) Somewhat Disagree (2) Strongly Disagree (1)

☐ ☐ ☐ ☐ ☐

- * 13. The opposing team treated all volunteers with COURTESY and RESPECT.

Strongly Agree (5) Somewhat Agree (4) Neutral (3) Somewhat Disagree (2) Strongly Disagree (1)

☐ ☐ ☐ ☐ ☐

- * 14. The opposing team left their TEAM AREA clean and neat at the end of the meet.

Strongly Agree (5) Somewhat Agree (4) Neutral (3) Somewhat Disagree (2) Strongly Disagree (1)

☐ ☐ ☐ ☐ ☐
Below every sportsmanship question is a comment box:

If you "Strongly Disagree (1)" briefly describe why.

At the end of the survey is a free form comment box:

28. Please use this space for anything you want to tell the JSL Executive Committee about this meet that has not already been said. It can be a suggestion, a problem, something good or bad, a compliment, a criticism, or a praise, etc.

Tidbits for the Referee

(Contributed by Kevin Hogan)

Appendix P

(Added, 2006)

1. Know the rules, know the interpretations, know them cold.
If you are unsure of what something means, find out before you need to know.
2. Coaches aren't stupid.
But coaches don't always know the rules either. See #1 above. Knowledge is power.
3. Referees aren't god (god on deck).
Power is tempered with responsibility.
4. Questions of S&T Judges should be in the context of the "three questions."
What was your jurisdiction?
What did you see?
What rule was violated?
5. Use rule-specific descriptions and not "short-hand" to describe a violation.
It is illegal to finish the backstroke leg of the IM on stomach; it is not illegal to perform a flip turn at the back-to-breast transition. Saying that someone was disqualified for performing a flip turn under such circumstances is wrong, they should be disqualified for not finishing the backstroke leg on their back.
6. Almost illegal IS legal.
Let it go. Pushing the limits of the rules is okay as long as the action is within the rules.
7. Coaches are paid to be advocates for their athletes.
Expect and allow coaches to be passionate advocates. Passion should not, however, translate into tirades, abuse, or other disrespectful behavior.
8. Listen, repeat, explain.
Listen and focus on what the coach is saying.
Repeat back the gist of what was said.
Explain your ruling in the context of the rules.
Do NOT be dismissive.
9. Treat every discussion with a coach as a unique encounter.
Some argue less, some argue more, but each problem should be handled in the context of its own merits.
10. If you make a mistake, admit it, fix the problem, and move on.
Wrong and stubborn doesn't make you a better Referee.
If you learn from your mistakes you'll grow as an official.
11. Be proactive, not reactive.
A problem prevented is an issue that doesn't have to be fixed later.
12. If it isn't prohibited by the rules it is legal.
Unless the rules specifically prohibit something that is new, novel, different, unexpected, etc., it is legal. See also #5 above.

Stroke-and Turn Judge Guidelines

(Contributed by Kevin Hogan)

Appendix Q

(Added, 2006)

Philosophy of Officiating

- The rules “are designed to provide fair and equitable conditions of competition and promote uniformity in the sport so that no swimmer shall obtain unfair advantage over another.”
 - Judging should be consistent among different officials at a meet
 - Judging should be consistent at different meets
 - All of the rules are enforced, we don't individually choose to enforce some rules and ignore others
 - The rules are enforced across all age groups and levels of ability
 - Officials should be neutral in their enforcement of the rules; don't favor your team over teams, don't favor your child over other children
- The benefit of the doubt always goes to the swimmer
 - Rule infractions don't result in a loss of yardage, foul shots, time in a penalty box, time penalties, etc.; they result in disqualification
- Call what you see, not what you don't see
- Ugly ain't (necessarily) illegal
- If it isn't specifically prohibited by the rules, it is legal
- Know the rules; review the rules before meets

Dress

- White shirt/blouse
- Blue shorts/pants/skirt
- White socks and shoes, or sandals

Placement, Jurisdiction and Rotation

- Will be determined by the Referee or Chief Judge at meet
- Stroke and Turn Judge jurisdiction is from end of pool to middle of pool.
 - Cover 2-4 lanes as assigned.
 - Stand at the middle of the lanes being covered.
- Rotation is determined by the Referee or Chief Judge, but generally occurs after each girls event and in a clockwise direction
- Equal time should be spent observing each of the swimmers within your jurisdiction
 - If one or more lanes are empty, an equal amount of time should be spent on the empty lane(s)
 - Observe similar aspects of the swim
- When working, your full attention should be on the swimmers when they are within your jurisdiction
- Don't wonder off when you're supposed to be working

Disqualifications

- Most disqualifications will be for violations of the technical rules governing the basic strokes, although additional DQs include the following:
 - Not starting and finishing in the same lane (otherwise any portion of the swim may be completed in a different lane)
 - Obstructing another swimmer by swimming across or interfering with them
 - Grasping the lane dividers to assist forward motion
 - Standing on the bottom is prohibited in any race except freestyle, and the swimmer may not walk or spring from the bottom

Stroke-and Turn Judge Guidelines

Appendix Q

(continued)

- Raise hand overhead on observing a violation of the rules that occurs within your jurisdiction
 - If you're hesitant in raising your hand, the call was probably too close to make, the benefit of the doubt goes to the swimmer, therefore no call
 - If you raise your hand and then decide that it was not an infraction, you do not have to make the call
 - Serves to notify the Referee and coaches that a call has been made
- After signaling a DQ, continue to observe all swimmers until they are no longer within your jurisdiction as additional violations by the same or a different swimmer may be observed
- Fill out DQ slip and note swimmers name (if at all possible), event #, heat #, lane #, infraction, and your name
- Confirm the name of the swimmer with the seed card (if possible)
 - Do not have to explain DQ to swimmer
- At meets without a Referee the DQ slips should be left with the timer or a runner
- At meets with a Referee all potential disqualifications must be reported to the Referee who will either accept or deny the disqualification
 - Be prepared to report: (1) your jurisdiction; (2) what you saw; and (3) what rule was violated
 - If your call is questioned by the Referee, please remember that it is not personal; the Referee is doing his/her job

- If your call is overturned, take it as a learning experience
- Disagreements over calls
 - Coaches should dispute a call, not parents
 - When it does not interfere with your ability to judge swimmers within your jurisdiction, you may explain the rule and your call to anyone who is being reasonable
 - Anything other than a simple inquiry should be directed to the Referee or the Host Meet Director (meet without a Referee) who have the authority to uphold or overturn disqualifications
 - Listen, you might learn something
 - Don't be afraid to withdraw a disqualification if you made a mistake, but don't feel the need to back down from a call that you believe was made correctly

Relay Takeoff Judging

- Dual confirmation is used in which two officials, preferably from different vantage points, observe the relays for early takeoffs
- When the toes of the outgoing swimmer leave the blocks, look down to determine if the incoming swimmer has touched the wall
- If you observe an early takeoff, mark the corresponding swimmer and lane number
- At the end of the race, compare your observations with the observations of the other official covering the same lanes
- If both officials agree that the same swimmer took off early, it is a disqualification, if only one official observed an early take off, it is not a disqualification
- When dual confirmation is being used to judge takeoffs, the hand is not raised on observing an early takeoff

Good Starting Procedure

(Contributed by Kevin Hogan)

Appendix R

(Added, 2006)

- Work with the Referee and Clerk of Course to ensure a steady flow of swimmers
- Speak in a conversational tone (“take your mark” should be said with the same emphasis as “shut the door”)
- Invite the swimmers to swim, do not command them
- For the forward start, the feet can be anywhere on the block prior to “take your mark”, but at least one foot must be at the front of the block after the “take your mark” command has been given
- The forward start may be from the block, the deck, or in the water (for the latter start at least one hand must be in contact with the wall or starting platform)
- For the backstroke start, the hands must be placed on the gutter or on the starting grips
- For the backstroke start the toes must not be over the lip of the gutter before or after the start
- Before the start, the starter is responsible for toes not being over the lip of the gutter, after the start the turn judge is responsible for toes over the gutter
- When the swimmers are stationary, give the starting signal (note: “stationary” not “motionless”)
- Do not attempt to “catch” swimmers on their starts
- A swimmer accidentally falling off the blocks prior to the “take your mark” command should not be penalized with a false start
- If one or more swimmers are slow to take their mark, or are otherwise unstable, say “stand” (forward starts) or “relax” (backstroke starts) and allow the swimmers to regroup.
 - If the heat is stood up again for the same problem, issue a generic warning, for example “please respond promptly to my command and remain motionless for the start”
 - If the heat is stood up a third time for the same problem, warn the individual swimmer if it is the same person, for example “lane 3, please....”
 - Additional problems with the same swimmer may result in a delay of meet disqualification
- If a swimmer leaves their mark early and the starting signal is subsequently given, the heat must be recalled by activating the recall horn (note that the Referee may also initiate a recall by blowing his/her whistle)
- If a heat is recalled for a false start:
 - Determine if there is a dual confirmation; if not, no false start has occurred
 - Swimmers 13-&-over are DQ’d after one false start. If it is a 12-&-Under swimmer’s second false start, the swimmer is DQ’d and may not swim.
 - Step the swimmers back up/in and if there was a false start announce “false start, lane #”, and restart as usual
- If a swimmer leaves their mark prior to the sounding of the starting signal
 - Stand the heat
 - Determine if there is dual confirmation that a false start has occurred (slipping off the block, for example, is not a false start)
 - Swimmers 13-&-over are DQ’d after one false start. If it is a 12-&-Under swimmer’s second false start, the swimmer is DQ’d and may not swim.
 - step the offending swimmer back up/in if it is their first false start (or not a false start), announce “false start, lane #”, and restart as usual
- If a swimmer leaves their mark early in reaction to the movement of another swimmer, or in reaction to the “stand” or “relax” command, that swimmer may be relieved of a false start
- False starts are called on the individual swimmer, not on the field
- If a swimmer is charged with two false starts in the same heat, the swimmer is disqualified and may not swim in the race
- A swimmer who deliberately enters the water early (for example, before the “take your mark” command is completed) may be disqualified for delay of meet (this is NOT a false start and only has to occur once for a DQ)

Whistle Starts

(Contributed by Kevin Hogan)

Appendix S

(Revised, 2008)

General

The Referee should stand next to the Starter, with the Starter given first preference as to where he/she is positioned. The Referee controls the flow of the meet and is responsible for getting the swimmers onto the blocks. The Starter is responsible for ensuring that all swimmers get a fair start.

Verbiage

With the exception of making needed meet announcements (for example, events to report to Clerk of Course), the Starter should try to limit any verbiage to that given below. Routine use of "step up" for example generally results in swimmers ignoring the whistle commands.

The announcement of event #, gender, distance, and stroke should immediately follow the 4-5 whistle chirps. Use the singular for distance (yard, not yards; meter, not meters). Use the complete event name, not an abbreviation (Individual Medley, not IM; Freestyle, not Free; Breaststroke, not Breast; Backstroke, not Back; Butterfly, not Fly or Butter).

Closing the Heat

When all the swimmers in a heat have stepped onto the blocks/into the water, the Referee fully extends his/her arm (the one closest to the Starter) towards the Starter which then gives control of the heat to the Starter. It is then the Starter's responsibility to ensure a fair start for all the swimmers.

Once the Referee's arm has been fully extended towards the Starter the heat is said to be closed. Swimmers stepping onto the blocks/into the pool after this point can be disqualified for a delay of meet. For this reason it is extremely important that the Referee not rush this procedure if all the expected swimmers are not immediately on the blocks/in the water. Waiting a reasonable amount of time is all it usually takes for the missing swimmer to show up. In practice, unless a swimmer arrives after the Starter has begun saying "take your mark", it is best to keep moving. Also, we don't penalize swimmers for mistakes made by officials. If a swimmer is told the wrong heat number by a timer, blocked in their ability to get to the block (three large adult timers, exiting swimmers, runners, etc. can all be intimidating roadblocks for a six year old) etc., the swimmer should be allowed to swim, even if it means swimming them in a different or extra heat.

Common sense should prevail, particularly as we implement this new starting procedure. Everyone would prefer that the swimmers swim rather than miss their heat. The bottom line is that unless a swimmer is willfully ignoring the starting signals or is otherwise involved in extracurricular activities behind the blocks, it is best to let them swim. If a delay of meet disqualification is made (or not made), however, it is important that any similar circumstances be treated the same way throughout the meet.

False Starts

False starts should be recalled, and the recall can be initiated by either the Referee or Starter. Dual confirmation by both the Referee and Starter is required to charge a swimmer with a false start. The Referee and Starter should independently mark their heat sheets as to the lane(s) false starting and a false start should be called only if there is agreement between the two officials. The Starter initiates the call by asking the Referee if s/he observed a false start. No discussion should take place, there is either agreement or there isn't.

A 12-& Under swimmer must false start twice to be disqualified for a false start. Swimmers who are 13-&-Over are DQ'd after one false start. False starts are charged to the individual swimmer and not to the field, thus more than one recall could occur without a swimmer being disqualified for a false start.

Delay of Meet vs. False Start

A swimmer who delays the start by entering the water "just for the fun of it" (for example, purposely dives in before the Starter finishes saying "Take your mark") can be disqualified for "delay of meet." This is not the same as a false start and does not require two instances for it to be a disqualification. The Referee must be certain that this was a case of "hot dogging" and not a legitimate false start.

Whistle Start Protocol
(Contributed by Kevin Hogan)

Appendix S1
(Revised, 2008)

<i>For the first heat of an event:</i>	
Referee:	4-5 whistle chirps (modulate volume as needed and appropriate). <i>The whistle blasts signify that it is time for the next heat to get ready to step onto the blocks or into the water. These should generally occur about the time the slowest swimmer in the water is crossing under the backstroke flags at the start end of the pool. If the last heat of an event is swimming the blasts can come a little earlier so that the Starter has more time to announce the event number, gender, distance, stroke and heat number.</i>
Starter:	"Event (<i>number</i>), (<i>gender</i>), (<i>distance</i>), (<i>stroke</i>). Heat 1."
Referee:	1 long whistle (modulate volume as needed but must be loud enough to be heard). <i>This is the signal for the swimmers to step onto the blocks or into the water. This whistle should occur when the slowest swimmer in the water finishes.</i> Additional long whistle if backstroke or medley relay. <i>This is the signal for the swimmers to return to the wall and to position their feet. You shouldn't wait until all the swimmers are at the wall; it doesn't mean place your feet, it means get to the wall and get ready to swim.</i> When all the swimmers are on the blocks/at the wall, fully extend your arm towards the Starter. <i>This signals that the heat is closed and the swimmers are now under the control of the Starter.</i>
Starter:	"Take your mark." When all the swimmers become stationary, sound the starting signal "BEEP".
	Swimmers swim...

<i>For subsequent heats of the same event number (note that italicized comments above apply to the corresponding signals below):</i>	
Referee:	4-5 whistle chirps.
Starter:	"Heat (<i>number</i>)." <i>Starting with heat 2, only the heat # is announced. Do not announce gender, distance, or stroke.</i>
Referee:	1 long whistle. Additional long whistle if backstroke or medley relay. When all the swimmers are on the blocks/at the wall, fully extend your arm towards the Starter.
Starter:	"Take your mark." Starting signal.
	<i>Swimmers swim....</i>
<p><i>Continue in this pattern until all heats of this event have been swum.</i></p> <p><i>After all heats of a given event have been swum, recycle back to the instructions for the first heat of the next event.</i></p>	

MEET COMPUTER CHECKLIST

APPENDIX T

(Added, 2019)

Thanks to Terry Doherty (GCC) for writing this guide and Jessica Simons (BHSC) for editing.

BEFORE ALL MEETS

1. In **TEAM Manager**, create a “meet” for the current week. It is always good to have the date [sample: FSBC @ GCC Jun 1] To avoid confusion, it is known as CURRENT MEET in the rest of this document.
2. Confirm the meet format for the week [Medley Relay/Long Free or IM/Free Relay]
 - a. Go to Meet>Set-up to copy a meet event file that matches the correct format AND the correct pool length [SCY, SCM, LCM]
 - b. Copy the events only from the old meet into the Current Meet you are preparing for.
 - c. Make sure that the meet reflects that breaststroke events are “30s” and butterfly events “50s.”
3. Enter swimmers in events for the Current Meet.
 - a. Go to Meets > Highlight the appropriate week [i.e., Current Meet].
 - i. Week 1 - Each swimmer is limited to 2 individual events and 1 relay.
 - ii. Weeks 2 to 6 - Each swimmer is limited to 3 individual events and 1 relay for scoring.
 - b. Go to “Entries” to add swimmers to events
 - i. OPTION 1: Entries > By Event - to get an event-order list of events.
 - ii. OPTION 2: Entries > by Name - to get an alphabetical list of swimmers & eligible events.
 - c. If using “Enter swimmers by Name,” you cannot enter them in Relays. Go to “Entries > By Event” to do that.
 - d. Exhibition - Swimmers can swim Exhibition for additional events, at the Head Coach’s discretion, and with the approval of both Meet Directors.
 - e. Relays may be entered using Option 1 under b, i. Choose relays by checking the “bra box”.
4. Once all swimmers are added to events, create an Entry Report.
 - a. Go to Reports > Entry Report.
 - b. Select “Males” and “Create Report.”
 - c. Select “Females” and “Create Report.”
5. Review the Entry Report for anomalies or errors, including but not limited to
 - a. swimmer entered but not swimming
 - b. swimmer not entered but swimming
 - c. swimmer entered in too few events
 - d. swimmer entered in too many events (i.e., for scoring, not Exhibition).
 - e. eligible swimmers entered in a relay, as appropriate.
6. Once you are satisfied with the entries, export the meet entry file and export to the JSL file Upload.
 - a. File > Export > Entries to export an **entry file** with the team’s entries for the Current Week.
 - b. File > Export > Athletes to export a **roster file** of the eligible swimmers.
7. Open **MEET Manager** to select the pre-formatted meet file for the CURRENT MEET. [NOTE: All Meet Setup Files are prepared and downloaded from www.jsl.org] They should be “pre-loaded” into MM at the beginning of the season by Computer Operator and will be listed at the bottom of the “File” menu.]
 - a. From the left sidebar to go Computers > [Meet Format Files](#).
 - b. File > bottom of that menu list > select the correct file.
 - c. Confirm that the file is open by checking the top of your screen. It should have the title of the Current Meet listed on the very top line.

APPENDIX T

(continued)

8. Upload the Entries for your team
 - a. File > Import > Meet Entries
 - b. Find the file [.zip] you saved and highlight it for Import.
 - c. Select “your team name” from the team dropdown for the file.
 - d. If there are no errors ...
9. Download the official Meet Entries file: File > Export > Meet Entries.
10. Once the Meet Entries file is downloaded, go to www.jsl.org
 - a. From the left sidebar go to Meets > Meet Entries > [Meet Entries Upload Page](#).
 - b. Select the correct meet from the dropdown list and click “Submit Query.”
 - c. Repeat to upload the current roster file at this time, too.

BEFORE HOME MEETS

1. Confirm with Meet Director Visiting team’s lane preference and any swimmer accommodations.
2. The Day before the meet, go to www.jsl.org to obtain the visiting team’s entry file.
 - a. From the left sidebar go to Meets > Meet Entries > [Meet Entries Upload Page](#).
 - b. Select the correct meet from the dropdown menu and click “Submit Query.” Both team’s (home and visiting) files should be listed there.
3. Right-click the **visiting team file** to “save link as.” This downloads the file to the team computer.
4. Open **MEET Manager** to import the opposing team’s entries.
 - a. File > Import > Entries and select the .zip file for the visiting team.
 - b. On the Import Entries Screen select (a) Match on Event Numbers; (b) Include NT entries. [all else blank]
5. Go to Set-Up > Seeding Preferences to seed the meet.
 - a. Click “Dual Meets” tab and set Lane Assignments, as discussed with Meet Director.
 - b. DO NOT select “strict odd/even seeding” because that adds extra heats. Use lane assignment above as the seeding option.
 - c. Click “OK” to finish setup.
6. Go to Seeding > Seeding the Meet.
 - a. Click “Select All” so that all events turn yellow.
 - b. Click “Start Seeding.”
 - c. Click “OK”.
7. Review the Meet Program to verify lane assignments and correct seeding (e.g., fastest swimmers in middle of the pool). [There are times when a meet has to be re-seeded.]
 - a. Reports > Meet Program.
 - b. View Male, Female, or All - Coach’s choice.
 - c. Click “Create Report” to view and print report for quality control review.
8. As appropriate / necessary, make adjustments for swimmers with special needs.
 - a. Go to Athletes to find the swimmer. Highlight their name.
 - b. In “Entries” box select “All Events.”
 - c. Select event you want for swimmer. MAKE SURE that “Exh” has a checkmark!
 - d. Remove the swimmer from event originally entered in and carry the entered time to the new event
 - e. REVIEW heat sheet to determine heat and lane for this swimmer. Adjust the event so that swimmer
 - i. is in the slowest heat
 - ii. Seeded in an outside lane.
 - f. Go to “Seeding the Meet” and highlight the event.
 - g. Select “Preview” so that you can see the event and swimmers.
 - h. Select “Team” and then “Eligible swimmers” to find that swimmer.
 - i. Add Swimmer and/or adjust lanes for the slowest heat.

APPENDIX T

(continued)

9. Print Heat Sheets for workers.
 - a. Go to Reports > Meet Program. Select All (events turn yellow).
 - b. Click "Include in Meet Program Tab.
 - i. Meet Director / Referee / Starter get a heat sheet with Event timeline.
 - ii. Everyone else gets a heat sheet without the Event timeline.
 - c. Click "Create Report" to print each of the two reports.
10. "Print" one heat sheet as a PDF. [Printer is called Microsoft Print to PDF; save to computer.]
 - a. Send that file to Meet Director for distribution to home team and the visiting team's Meet Director prior to start of the meet.
 - b. This is optional.
11. Go to Labels > Entry Cards/Labels to print event labels for swimmers.
 - a. Select Team and gender to run entry labels that are pre-sorted for Clerk of Course. There will be 5 sets: Mixed, Home-Girls, Home-Boys, Visitor-Girls, Visitor-Boys
 - b. Before printing, check "Sort by Event Number" and label format [3x10].
 - c. Select All Events > Create Labels to view the label report.
 - d. Load printer with label sheets and print.
12. Print Entry Reports for coaches. There are four reports: Visiting Male, Visiting Female, Home Male, and Home Female.
 - a. Go to Reports > Entry Lists
 - b. In Gender box select Male or Female
 - c. In Filters box select Team.
 - d. In Sort box select "Alphabetical"
 - e. In Options Box select "Athletes + Relays"
 - f. In "Include in Report" tab uncheck "Show Check-in Req"
 - g. Click "Create Report."
 - h. This is optional.

AFTER ALL MEETS

Computer operators exchange Boy/Girl merge meet results file of same meet to create a complete record of the meet. They will then create a meet backup and a meet result file for export.

To ensure that you don't lose files, there should be a copy in two places: c: / and a thumb drive.

1. From **MEET Manager**
 - a. Export the backup file and Meet Results file (both zip) to your team's Thumb Drive AND the C:/ drive.
 - b. Be sure that there is a Meet Results file "for SWIMS ..." format.
2. In **TEAM Manager**
 - a. Check the title line to ensure it is the most recent meet.
 - b. Import > Meet Results.
 - c. Select "Match on Swim ID" - because some swimmers' nicknames appear on the cards, but their official names are in the Registration.

AFTER HOME MEETS

1. Get backup file and Meet Results file (both zip). These are "exported" from **MEET Manager**.
2. Upload the zip files (one at a time) to the [JSL Meet Results Upload Page](http://www.jsl.org) on www.jsl.org
 - a. From the left sidebar to go Meets > Meet Results > [Meet Results Upload Page](#)
 - b. The Meet Results file [looks like this: Meet Results-FCC @ GCC 2011-16Jun2010-004.zip]
 - c. The Backup file [looks like this: Swmm2BkupGCC @ CGST 2011-01.zip]

APPENDIX T

(continued)

3. Send an email version of the Meet Results to the Daily Progress.
 - a. Go to Reports > Results.
 - b. Top of the screen: The following items should already be selected: All, All Rounds, and Indiv + Relay. Ignore Age Range and LSC
 - c. Bottom of screen.
 - i. Columns/Format Tab: AP News and Results by Heat should be already checked. Also make sure that "Top How Many" is empty and "Relay Names" is 4.
 - ii. On Include in Results Tab: "Combined" should be checked. All else left blank.
 - iii. Ignore Splits / Sort Order / Selected Teams Tab. Should already be checked as None, Event # Order, and All Teams.
 - d. At top, hit "Select All."
 - e. Click "Create Report" and "Save in" to identify location for file named results.txt.
 - f. Create email to sports@dailyprogress.com and sportsdailyprogress@gmail.com. Include team names and final scores in the email and ATTACH the results.txt file.

TIME IMPROVEMENT LABELS

1. Open **TEAM Manager** and confirm that the most recent meet results are in the system.
2. Go to Labels > Improvement Labels to print Time Improvement ribbons. Review the boxes.
 - a. Check only "Time Standards"
 - b. Check "conversions" - this ensures best time across pool sizes (LCM, SCY, SCM) i. Head Coach's Call: Check (or uncheck) "First Time Swim."
 - c. Make sure that "Best" is the selected option.
 - d. Check print format (3 x 10 is what you want).
3. Click "Create labels" to get a preview of the labels. Click >| to see how many pages of labels are needed, and put them in the printer.
4. Print.

Notes for printing time improvement labels:

- For the first two meets of the year, you will need to "play with" [check or uncheck] the "Use Since Date" (06/01/current year). Reason: sometimes the system wants to pull improvements from the previous season.
- You may also need to "play with" the conversion box. It is helpful to have a Meet Results report with actual times for swimmers before printing labels. It is a good check / balance for actual improvements.

IMPORTANT

The instructions above are meant only as a guide and checklist. More detailed information may be found in the [JSL Computer Manual](#) which may be viewed and downloaded.

There are also Up to date manuals available from

[Hy-Tek User Guides or Demos for Meet Manager or Team Manager](#)

USA Swimming Rules & Regulations

Appendix U

Changes and Interpretations for Current Year (Revised May, 2023)

Per JSL Bylaws under Article II:

10. Rules and Regulations will be in accordance with current [USA Swimming Rules and Regulations](#) except as noted otherwise. Rules and Regulation changes in conflict with USAS Rules and Regulations require a 75% approval from all Representatives. (Revised, 2016)

There are three USA Swimming Rule Changes for 2023

1. Added to the Backstroke Finish

"Additionally, once some part of the head of the swimmer has passed the 5 meter mark (long course and short course meters) or 5 yard mark (short course yards) immediately prior to reaching the finish, the swimmer may be completely submerged prior to the touch."

2. The Breaststroke Stroke (eliminated *"in the same horizontal plane"*)

For the Breaststroke Stroke, under 101.2.2 previously stated, that *"All movements of the arms shall be simultaneous and in the same horizontal plane without alternating movement."* The new language states *"All movements of the arms shall be simultaneous without alternating movement."*

3. The Breaststroke Kick (eliminated *"in the same horizontal plane"*)

For the Breaststroke Kick, under 101.2.3 previously stated, *"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 new language states *"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 without alternating movement."*

4. Starter's Command (slight verbiage change)

"Take your mark" has been changed to "Take your marks".

PROTESTS

In swimming, as with any sport, there may occasionally be differences of opinion concerning official's calls and rulings as well as rulings by the JSL Board, its Officers, or the Rules Judge. JSL defers to USA Swimming Rules regarding protests which may occur at a swim meet if the situation is not otherwise covered by JSL Rules & Regulations. The USA Swimming rules for protests are outlined in Section 102.23 in the current copy of the USA Swimming Rulebook ([USA Swimming Rules and Regulations](#)). What follows below is an attempt to apply the various paragraphs in that section to JSL rules and procedures.

It must be noted that it is never appropriate, and may be considered as unsportsmanlike conduct, for a parent or swimmer to question a ruling directly with any official. Rather, questions regarding rulings should be directed to the swimmer's coach who may then ask for a clarification or possibly file a protest with the referee.

102.23 PROTESTS

.1 Protests against the judgment decisions of starters, stroke, turn, place and relay take-off judges can only be considered by the Referee and the Referee's decision shall be final.

This means that a protest against a JUDGMENT decision can only be taken to the Referee and the Referee will make the final decision. This decision cannot be appealed to anyone including the JSL Board, its officers, or the Rules Judge. Examples of "judgment" decisions include disqualifications based on observing the swimmer's technique, etc. by any of the above named officials. JSL Rules & Regulations contain this exact same wording for regular season swim meets as well as for the Championship.

.2 For consideration of all other protests lodged at the meet, the Referee may appoint a meet jury. The jury shall consist of not fewer than three (3) and not more than five (5) persons, at least one of whom shall be a coach and one an athlete.

A meet jury is rarely used in JSL as the Bylaws designate the Rules Judge to have "...sole authority in rules and Bylaw interpretations...". However, if the Referee or Rules Judge prefer to have a meet jury decide on a protest at the Championship (not a dual meet), one may be appointed by either or both using the USAS guidelines above. It is strongly recommended that 3 or 5 persons be appointed, not 4; that in addition to a coach and an athlete, a Stroke & Turn official be appointed; and that none of the persons be from the team(s) involved in the protest. The meet jury will serve for an individual session of the Championship and their decision shall be final.

.3 Protests made prior to the race contesting the eligibility of a swimmer to compete or to represent an organization shall be made to the Referee in writing. If a protest is not resolved, the Referee or the meet jury shall allow the swimmer to compete under protest and it shall be so announced before the race.

Ideally, this situation should be resolved well before the meet begins and the President of the League in conjunction with the Registrar should be able to determine eligibility. However, if the situation occurs at the meet, the previous procedure under ".2" should be followed realizing that there are potential penalties for swimming a non-eligible swimmer.

PROTESTS (continued)

.4 All other competition-related protests, including protests concerning eligibility and representation, must be made to the Referee and submitted in writing within 30 minutes after the race in which the alleged infraction occurred.

The above procedure should be followed and email is considered “in writing”. Copies should also be sent to the JSL President and JSL Rules Judge. In this example, the Referee’s ruling could be appealed to and confirmed or overturned by the Rules Judge. The Rules Judge’s ruling could be further appealed and “...overturned by a 75% majority of the full Board”.

.5 Except as provided in 102.23.1, the Referee’s or the meet jury’s ruling may be appealed as follows:

A Protests concerning interpretation of the rules in Part One and Part Seven of the [USA Swimming Rules and Regulations](#) shall be submitted in writing within ten (10) days to the Chairman of the USA Swimming Rules & Regulations Committee who shall issue a ruling within five (5) days from the date of the receipt of such protest. This ruling shall be final and binding on all parties.

B All other protests, together with the Referee’s or the jury’s written decision, shall be submitted to the General Chairman, or designee, of the sanctioning LSC or, in the case of a National Championship or trials class meet, to the National Board of Review, in accordance with Part 4 of the [USA Swimming Rules and Regulations](#).

As noted previously, JSL Bylaws designate the Rules Judge as having “...sole authority in rules and Bylaw interpretations...” so any appeals go first to the Rules Judge. Decisions by the Rules Judge may be appealed to the JSL Board and “...may be overturned by a 75% majority of the full Board”.

.6 The official results of any protested race shall not be announced, the affected awards shall not be given, and points scored shall not be allocated until the protest is resolved or is withdrawn in writing.

JSL follows this procedure on its web page by not posting the meet results or by noting that the results are under protest. Because of normal time constraints, it is possible that results may be posted before it is realized that a protest has been filed.

All participants in JSL must realize that JSL is a summer swim league and its meets are administered and run by non-paid volunteers doing the best they can under sometimes difficult situations. No one in JSL wants to see anyone treated unfairly, but enforcement of applicable rules is necessary for success and enjoyment of the sport. As noted in the first sentence, we realize that there may be occasional differences of opinion, but all of those involved are expected to resolve any issues in a polite and respectful manner.

(Approved by the JSL Board, May, 2011 and Revised in 2017, 2020, and 2023.)

Jefferson Swim League Background Check Directions

Per JSL Rules and Regulations, "...coaches on deck 18 years old and over prior to June 1st of the current season must have successfully passed a USA Swimming, JSL approved, or Virginia State Police criminal background check within the last two years..."

Current JSL Approved Background Checks include Checkr, IntelliCorp, PayCom, Pre-employ, Sterling, Virginia State Police, and Verifications. The background check must be nationwide and include all city, county, state, and federal criminal records and sex offender registries. Teams may apply to the Executive Committee prior to June 1st for a waiver to use other national background checks. No coach who has been convicted of any "Barrier Crime", as defined by the state of Virginia, will be allowed in any area where swimmers are present at a JSL sanctioned event.

For those Coaches whose teams do not conduct background checks, JSL is pleased to offer a new, cheaper, and easier background check through IntelliCorp. The charge is **\$38.80 for an INITIAL** background check and **\$23.00 for a RENEWAL** (Your previous background check has expired or will expire before the end of the season.). However, JSL does NOT pay either fee. Coaches who have ever lived in the New York City area may incur an additional \$95.00 fee charged by that area.

PLEASE ALLOW 7 TO 10 DAYS (sometimes longer) FOR YOUR BACKGROUND CHECK

Follow these directions carefully:

1. **Request a password** for the JSL Background Check from your JSL Rep, Head Coach, or bgarlandjr@gmail.com. You should receive a reply within 12 hours or less, but if not, you may call Bob Garland at (434) 293-2045 between the hours of 9AM to 9PM.
2. **Have a credit card ready.**
3. **On a DESKTOP or LAPTOP computer (there is no phone or tablet app)**
Log on to <https://jslinitial.volunteerportal.net> **if this is your FIRST time or**
Log on to <https://jslrenewal.volunteerportal.net> **if this a RENEWAL of a previous**
 IntelliCorp background check. **BE SURE TO SELECT THE CORRECT PORTAL.**
4. **Review text on the Welcome Page;** make sure you are on the correct "INITIAL" or "RENEWAL" portal, enter the password provided, and click **"Agree and Consent"**.
5. **Enter Personal Information.** (Address is your current mailing address.)
6. **All fields marked with a "★" are required.**
7. **Select Virginia** as "State/Province of Work".
8. **Select Your Team Name** as "Reference".
9. **Click "Next".**
10. **Carefully review all information** to ensure its accuracy before proceeding.
 If you submit inaccurate information you will have to pay for a second check.
11. **If you need to make any corrections** you can click on the **"Edit"** link or the **"Previous"** button to return to the Personal Information page.
12. **Click "Next" or "Complete"** to process your search.
13. **Enter payment information** on pop-up screen.
14. **Click "Submit".**
15. **You MUST select "Request a Copy of Your Report"** to get a copy emailed to you for your records or to send to your team.
16. **Fill out information form** to receive your copy which you will send to your team if they request it.
17. **It is NOT necessary to send a copy to JSL.** We are directly notified by IntelliCorp.

FAQ's

- **What if I couldn't finish my background check?**
If you "quit" or "save" in the middle, a pop-up window will appear with a code to be used to resume your search at a later time.
- **What if I'm not sure my background check went through after submitting?**
Do NOT resubmit; call IntelliCorp at (888) 946-8355 for assistance.
- **Will I get a receipt for payment?**
Yes, a receipt will be emailed to you, but this is only proof of payment, not a successful check.
- **What if I forgot to select "Request a Copy of Your Report"?**
Select this link <https://consumer.intellicorp.net/> and "Submit Request".
- **What if there is an error in my background check?**
Select this link <https://www.intellicorp.net/marketing/applicantinquiries.aspx>, scroll down, and follow directions for disputing a background check report.
- **Why does JSL NOT need a copy of my background check?**
JSL can view your background check online in a secure portal as soon as it is complete. Only the last four digits of your Social Security number are visible on your background check.

JSL Coaches Athlete Protection and Concussion Training Directions

Per JSL Rules and Regulations, "...will have successfully completed a JSL approved Athlete Protection Program within the past two years..."

INSTRUCTIONS FOR ATHLETE PROTECTION CERTIFICATION

Athlete Protection Training (sexual harassment prevention), now provided by "SafeSport", is required for all coaches every year on a 4-year cycle. USAS certified coaches have met this requirement. Other JSL Coaches, whose certification has expired, must take the first year "Core Course" which takes about 90 minutes. Subsequent "Refresher Courses", which take 30-45 minutes, must be taken annually over the next three years following the first year "Core Course", then the cycle repeats itself. If a year is skipped, the cycle must be restarted from the beginning "Core Course". JSL pays for this certification for bonafide JSL Coaches, but you must have an enrollment key obtained from bgarlandjr@gmail.com.

**YOU MUST BE REGISTERED IN JSL BY YOUR HEAD COACH OR TEAM REPRESENTATIVE
TO OBTAIN AN ENROLLMENT KEY!**

ENROLL IN COURSE

1. Obtain the enrollment key from bgarlandjr@gmail.com.
2. New learners go to <https://safesporttrained.org/#/signup-form>.
3. Complete the signup window (see #4 below) which appears and select "Sign Up".
4. In the sign up window, under "Organization Member ID", enter your team abbreviation.
5. If you have an account, simply login using your email address and password.
6. In your dashboard enter the enrollment key code obtained from bgarlandjr@gmail.com.
7. From your Home Page, go to "My Courses" and select the correct course.
8. All Coaches taking for the first time must start with the "SafeSport Trained Core" course.
9. Select "Start" to begin training. You may pause and resume as needed to complete the course.
10. If you are under 18, your parent will need to send a permission email to bgarlandjr@gmail.com stating your name, team, a brief permission statement, and parent's name.
11. From the menu in the top right, select "Transcript", then select the "Download" button at the top right of the completed course to download and save the completion certificate as a PDF.
12. Send the certificate PDF via email attachment to bgarlandjr@gmail.com.

IMPORTANT NOTES

- JSL is charged as soon as you enter your enrollment key code. Failure to complete the course or failure to coach will result in a charge-back to your team. JSL only pays for bonafide JSL Coaches who coach at JSL meets.
- USAS certified swim coaches have this certification and do NOT take this course through JSL. If a USAS certified coach takes the course through JSL, your team will be charged.
- If you need help from SafeSport, contact their [HELP PORTAL](#).
- If you have JSL Questions, contact bgarlandjr@gmail.com.

Per JSL Rules and Regulations, "A one-time certification in Concussion Protocol Training is required."

INSTRUCTIONS FOR CONCUSSION CERTIFICATION

JSL requires all coaches to complete the online CDC Heads Up concussion training for coaches one time. There is no expiration date. JSL Referees are required to complete this course or have an equivalent USAS certification. There is no charge. Training takes approximately 45 minutes and instructions for completing this certification are below:

1. Go to the Training Site at <https://www.cdc.gov/headsup/youthsports/coach.html>
2. Create a new account if you are a first time user.
3. A link for accessing the course will be sent to the email address you provided.
4. Select the link to access the course.
5. Select "Launch Training".
6. Select "Youth Sports Coach" in the Pre-test.
7. At the end, enter your name as it should appear on your certificate.
8. Download either the full or wallet size certificate.
9. Send the .pdf of the certificate as an attachment to bgarlandjr@gmail.com.

There are very useful Heads Up apps available from Google Play

<https://play.google.com/store/apps/details?id=gov.cdc.headsup&hl=en>

or from the Apple App Store

<https://apps.apple.com/us/app/cdc-heads-up-concussion-helmet/id999504040>

Appendix X

(Revised 2020)

The JSL Injury and Incident Form is used to report injuries and/or incidents to the President of the League. Any responsible official, volunteer, coach, or lifeguard may complete the form, but it is the Meet Director's responsibility to ensure that it gets completed and a copy sent via email to the President of the League within 48 hours of the occurrence. Some judgment is required in determining what injuries and incidents are reported. However, *"When in doubt, fill it out"*.

**JSL Injury and Incident Report Form**

(Please Print Clearly)

Submit Original to JSL President
Make and Retain a Copy at Facility

Injury Report (First Two Pages)**INJURED PERSON**

First Name Last Name (legal) _____

Home Address _____

City _____ State _____ Zip _____

Contact Phone Including Area Code (____) _____

E-mail Address _____

Gender _____ Date of Birth / / Age _____
mm / dd / yyyy

Is injured covered by health insurance? _____ Policy ID _____

Name of Insurance _____

ACCIDENT DETAILSDate & Time of Accident / / Injured's Team Affiliation _____
mm / dd / yyyy hr:min AM/PM

Was injured person a swimmer, coach, lifeguard, volunteer, spectator, or other?

Please circle above and explain if "other" _____

Location of Accident (Pool Name if at Pool) _____

Street Address _____

City _____ State VA Zip _____

Facility Phone Including Area Code (____) _____

Facility Contact Person _____

Where did accident occur? _____
(Examples = in water, deck, blocks, locker room, bathroom, bleachers, hallway, stairs, etc.)What was the injured doing? _____
(Examples = swimming, walking, running, jumping, climbing, fighting, sitting, etc.)

Description of Accident _____

[JSL Injury and Incident Report Form] © 2015

Appendix X (continued)

(Revised 2020)

Affected Body Part of Injured (including side of body) _____
(Examples = left side of head, left arm, right wrist, left thumb, right leg, right knee, left ankle, stomach, etc.)

Description of Injury _____

FIRST AID INFORMATION

Was on-site care given? _____ **Was care refused by injured?** _____

Parent / Guardian Notified? _____ **Taken to Hospital / Clinic?** _____

Comments _____

CONTACT INFORMATION FOR TWO WITNESSES

Witness 1

First Name Last Name (legal) _____

Home Address _____

City _____ **State** _____ **Zip** _____

Contact Phone Including Area Code (____) _____

E-mail Address _____

Witness 2

First Name Last Name (legal) _____

Home Address _____

City _____ **State** _____ **Zip** _____

Contact Phone Including Area Code (____) _____

E-mail Address _____

INJURY REPORT SUBMITTED BY

Position _____ **Date** / /
Mm / dd / yyyy

First Name Last Name (legal) _____

Home Address _____

City _____ **State** _____ **Zip** _____

Contact Phone Including Area Code (____) _____

E-mail Address _____

Signature _____

[JSL Injury and Incident Report Form] © 2015

Appendix X (continued)

(Revised 2020)

INCIDENT REPORT**LOCATION OF INCIDENT**

Facility Name or Location _____

Address _____

City _____ State VA Zip _____

Location Phone Including Area Code (____) _____

E-mail Address (if available) _____

INCIDENT DETAILSDate & Time of Incident ____/____/____ Location Team Name _____
mm / dd / yyyy hr:min AM/PMWhere did incident occur? _____
(Examples = in water, deck, blocks, locker room, bathroom, bleachers, hallway, stairs, etc.)Description of incident including pertinent names, property damage, loss, etc.:

_____Was anyone injured as a result of this incident? _____
If answer is YES, fill out injury details on first two pages.**INCIDENT REPORT SUBMITTED BY**Position _____ Date ____/____/____
Mm / dd / yyyy

First Name Last Name (legal) _____

Home Address _____

City _____ State ____ Zip _____

Contact Phone Including Area Code (____) _____

E-mail Address _____

Signature _____

[JSL Injury and Incident Report Form] © 2015

Guidelines for Swimwear, Taping, Braces, etc.

(Approved by the JSL Board July 10, 2016)

Frequent questions arise regarding allowable swimwear, various types of taping, or the wearing of various types of braces or supports for JSL competition. The following modified USAS guidelines apply:

Swimwear

- Swimwear may only include 1 swimsuit, not more than 2 caps, and 1 pair of goggles.
- Swimwear may only display the logo and insignia of the swimmer's JSL team or normal manufacturing logos and insignias.
- The swimsuit may NOT be a "Tech Suit" for all 12 and under swimmers. FINA suits bearing a green checkmark next to the FINA logo are allowed. More information is available at [USAS NEWS](#).
- For boys, the swimsuit shall not extend above the navel or below the knees.
- For girls, the swimsuit shall not cover the neck, extend past the shoulder, nor extend below the knees.
- Exemptions may only be granted by the Referee for conflicts due to the swimmer's verified religious beliefs, medical conditions, or other reasons deemed appropriate by the Referee PRIOR to the start of the meet.
- No exemption will be granted for a swimsuit that will give the swimmer a competitive advantage unless that swimmer is swimming as Exhibition.
- No swimmer is permitted to wear or use any device to help his/her speed, pace, buoyancy, or endurance unless that swimmer is swimming as Exhibition.

Taping, Devices, Braces, and Supports

- Incidental wound taping, Band-Aids, adhesive tape over gauze, etc. are allowed to cover non-bleeding cuts, scrapes, etc.
- Any kind of tape, device, brace, or support on the body is not permitted unless approved by the Referee PRIOR to the start of the meet.

Medical Exceptions for Devices, Braces and Supports

- Approval may only be granted by the Referee if the swimmer or Coach presents a signed statement on a prescription or letterhead stationary from a duly licensed medical professional. This must be submitted to the Referee PRIOR to the start of the meet and state the reason for and location of the tape, device, brace, or support. If the signed statement is submitted by a non-medical professional the letter must also include the name of the referring medical professional.
- Medically necessary equipment such as continuous glucose monitors (CGM), insulin pumps, and similar equipment are exempt.
- No tape, device, brace, or support shall be allowed, regardless of medical reason, which may give the swimmer a competitive advantage (e.g. taping all fingers together) unless that swimmer is swimming as Exhibition.

Appeal

- The decision of the Referee shall be final.

When viewing online, use “Ctrl + click on link” to open in new tab.



Team Procedure Manual

(Formerly the “Blue Manual”)
(Revised July 1, 2023)

Section IV

SECTION IV	POOL INFORMATION (All changes for current season are highlighted)
Page 1	Suggestions for Use of Directions and Maps & Pool Descriptions
Page 2	Shallow Water Racing Dives (added, 2012)
Page 3	Exemptions to USA Swimming Facilities Standards
Page 4-8	Corner Protection for NON-Rectangular JSL Pools
Page 9	General Rules of Conduct for All Pools
Page 10	Team Abbreviations and Locations of All Pools
Page 11	Directions to ACAC
Page 12	Directions to BHSC
Page 13	Directions to CBST
Page 14	Directions to CGST
Page 15	Directions to CITY
Page 16	Directions to ELKS
Page 17	Directions to FCC
Page 18	Directions to FLST
Page 19	Directions to FSBC
Page 20	Directions to FUMA Pool (Occasionally used for Champs)
Page 21	Directions to FV
Page 22	Directions to GHG
Page 23	Directions to GLEN
Page 24	Directions to HM
Page 25	Directions to KWC
Page 26	Directions to LG
Page 27	Directions to LMST
Page 28	Directions to Spring Creek Pool (Not Currently Used)
Page 29	Directions to UVa Aquatic and Fitness Center (Not Currently Used)
Page 30	Directions to Brooks Family YMCA (Champs Only)

SUGGESTIONS FOR USE OF DIRECTIONS AND MAPS

The following pages have been provided to describe all pools and assist in giving directions to away meets to coaches, swimmers, and parents. It must be realized that everyone may have their own idea of the "best way to go". These directions were selected for ease of following and safety of travel, as well as time and distance. Selecting the pool address on each page will display a Goggle map and an opportunity to select Directions. A quick glance at the team's current year's schedule will indicate which meets will require directions as there are normally no more than three away meets each season. Corrections and suggestions should be directed to Bob Garland at (434) 293-2045 or bgarlandjr@gmail.com.

Exemptions to USA Swimming Facilities Standards for All Pools have been included on page 3. These are the only exemptions to facilities standards granted by the JSL Board.

PLEASE NOTE: Event P1 (5-6y.o. 100 FR), Events 3-10 (all ages IM) and Events 11-12 (8 & Under MR) are NOT swum in the long course pools at ACAC and FSBC. Additionally at those pools, all 25m events are swum to a rope in the middle of the pool. Please prepare accordingly.

General Rules of Conduct for All Pools have been included on page 4. In addition to these rules there may be specific rules at the end of the direction page for each club. It may be wise to include the Rules of Conduct in handouts with directions. **Team Abbreviations** have been included on page 5.

IMPORTANT NOTE ON POOL DEPTHS: The following pool depths & block heights have been provided by the home team to ensure that each complies with USA Swimming's Facilities Standards. Making a racing dive into shallow water requires skill & training & should only be attempted by a swimmer who has been properly trained by his/her coach. SEE "SHALLOW WATER RACING DIVES" ON PAGE 2. Every swimmer's first entry into a strange pool during practice should be a cautious feet-first JUMP rather than a dive to determine the depth.

Pool depths which have been designated as NO DIVING ALLOWED AT ANY TIME by the JSL or the pool are noted as "NDA". Effective with the 2013 season, 8 & Under 100m(y) Relay swimmers must START FROM WITHIN THE WATER AT THE NON-BLOCKS END OF ALL JSL POOLS EXCEPT THE UVA AQUATIC AND FITNESS CENTER. Note that the 8 & Under 100m(y) Relay events are NOT swum in long-course pools (ACAC & FSBC).

It is important that pool depths be maintained during a meet.

The following pool descriptions are provided for your convenience (fraction inches dropped):

TEAM	LENGTH	LANES	SHAPE	POOL DEPTHS AT ENDS		BLOCKS	BLOCK HEIGHT	PAGE
				SHALLOW	DEEP			
ACAC.....	50m (L).....	8.....	rectangular	4'0".....	12'0".....	12'0".....	32".....	10
BHSC.....	25m (S).....	6.....	rectangular	4'4" NDA	5'4".....	5'4".....	20".....	11
CBST	25m (S).....	6.....	cross	3'6" NDA	3'6" NDA	3'6" NDA	none ..	12
CGST	25m (S).....	8.....	rectangular	3'0" NDA	7'0".....	7'0".....	18".....	13
CITY	25m (S).....	8.....	rectangular	3'6" >4' NDA	4'6"-6'6".....	4'6".....	24".....	14
ELKS	25m (S).....	6.....	L - shaped	3'0" NDA	5'0".....	5'0".....	27".....	15
FAST.....	No Home Pool							
FCC	25m (S).....	8.....	Z - shaped	3'6" NDA	4'6".....	4'6".....	17".....	16
FLST	25m (S).....	6.....	L - shaped	3'6" NDA	4'6".....	4'6".....	30".....	17
FSBC	50m (L).....	7.....	trapezoid	4'1".....	>6'.....	4'1".....	22".....	18
FUMA POOL.....	25m (S).....	8.....	rectangular	4'0" NDA	12'0".....	12'0".....	30".....	19 Occasional Champs
FV	25m+ (S)	6.....	L - shaped	3'6" NDA	5'4".....	5'4".....	29".....	20
GHG	25m (S).....	6.....	L - shaped	3'6" NDA	4'6".....	4'6".....	28".....	22
GLEN	25m (S).....	6.....	L - shaped	3'6" NDA	4'8".....	4'8".....	27".....	21
HM	25m (S).....	6.....	L - shaped	3'6" NDA	4'6".....	4'6".....	30".....	23
KWC	25y (Y).....	5.....	L - shaped	3'6" NDA	4'8".....	4'8".....	27".....	24
LG.....	25y (Y).....	6.....	rectangular	4'0" NDA	6'0".....	6'0".....	14".....	25
LMST	25m (S).....	6.....	L - shaped	4'1" NDA	5'4".....	5'4".....	27".....	26
Sprg Crk Pool	25m (S).....	6.....	L - shaped	3'7" NDA	4'7".....	4'7".....	30".....	27 NOT USED
UVa A & F.....	25y (S).....	10.....	rectangular	7'0".....	14'.....	7'-14'.....	30".....	28 Champs
YMCA.....	25y (S).....	10.....	rectangular					29 Champs

ALL pools highlighted in red above are required by JSL to have an adequate physical barrier (lane lines or divider ropes) configured as illustrated on pages 4-8 to absolutely prevent the possibility of a swimmer inadvertently colliding with an exposed corner.

Shallow Water Racing Dives

(Approved by the JSL Board, March 4, 2012)

1. It is EVERY COACH'S responsibility to properly instruct all swimmers on how to successfully perform a shallow water racing dive. No swimmer should be allowed to dive from the blocks or deck during a JSL swim meet, until s/he is CONSISTENTLY able to perform a shallow water racing dive. Coaches will note USA Swimming (Article 103.2.2) requires a minimum depth of 6 feet to TEACH racing starts.
2. Swimmers who cannot consistently perform a shallow water racing dive must NEVER be allowed to dive into water of an unsafe depth. With the exception of ACAC and LMST, ALL JSL member pools (including some lanes at UVa) are considered unsafe at the deep (blocks) end as well as the shallow end for any diving other than a shallow water racing dive. At least seven JSL pools are 5 feet or less at the DEEP (blocks) end. This is absolutely an unsafe depth for anything other than a shallow water racing dive.
3. At NO time should a swimmer be allowed, encouraged, cajoled, forced, or in any way made to think that they have to dive into water of an unsafe depth from the blocks or the deck. Those swimmers MUST start in the water or carefully jump into the water feet first.
4. Any parent may prohibit their children from diving into any depth, in any pool, for any reason, at any time, without fear of repercussion. JSL has always permitted swimmers to start in the water or jump into the water feet first from the starting blocks or deck.
5. All coaches are expected to be very familiar with Section IV, Page 1, of the Team (blue) Manual which gives a full description of all pools and the diving rules for each.
6. As a matter of safety, all pools should have "NO DIVING ALLOWED" signs posted where the water depth is unsafe for recreational diving. Although these signs are helpful, Coaches have an obligation to educate their swimmers on the dangers of diving into unknown depths at any time.

Failure to observe these minimum rules for diving safety could have catastrophic consequences.

**CLARIFICATIONS AND EXEMPTIONS TO USA SWIMMING FACILITIES STANDARDS
(Revised February 18, 2015)**

In 2003 USA Swimming increased the minimum depth requirement for racing starts from 3'6" to 4'0". This caused JSL to disallow diving in water depths less than 4 feet (see chart on page 1 of this section). Effective with the 2013 season, JSL disallowed diving for 8-and-under relays at the non-blocks end of all member pools (except UVa AFC). The JSL Board clarifications of the USA swimming facilities standards for member pools are found below. Swimmers and parents can be assured that safety has not been compromised by the Board in granting some exemptions. A current USA Swimming Rule book should be consulted for complete standards.

The following clarifications and exceptions for the USA Swimming Standards are identified by the paragraph number used in the current USA Swimming Rulebook ([USA Swimming Rules and Regulations](#)):

103.2 /M/ WATER DEPTH - All pools will be considered to meet the requirements provided they meet the depth requirements of 103.2.3

103.3 /M/ RACING COURSE DIMENSIONS

.1 **Length** - Pools measuring within + or - 12" of the stated length on page 1, Section IV will be exempt.

.2 **Width** - Pools not meeting the minimum lane width requirement of 7' will be exempt.

103.4 /M/ RACING COURSE WALLS

.1 **Permanent Course Walls** - All properly constructed walls will be considered to meet the requirements.

103.5 POOL AND BULKHEAD MARKINGS

.1 **Pool bottom lane markers** - All bottom lane markers will be considered to meet the requirements.

.2 **End wall targets**: All end wall targets will be considered to meet the requirements.

103.6 /M/ OVERFLOW RECIRCULATION SYSTEM - All pools will be considered to meet the requirements.

103.7 WATER AND AIR TEMPERATURE - All pools will be considered to meet the requirements.

103.8 /M/ LADDERS - Pools without removable ladders will be considered to meet the requirements.

103.9 /M/ OTHER DECK EQUIPMENT - All pools will be considered to meet the requirements.

103.10 /M/ LIGHTING - All pools will be considered to meet the requirements.

103.11 /M/ TOBACCO PRODUCTS - Smoking and use of other tobacco products is prohibited in all areas of the venue. Exceptions to this provision may be made only with the approval of the JSL Board.

103.12 /M/ ALCOHOLIC BEVERAGES - Alcoholic beverages are prohibited in all areas of the venue. Exceptions to this provision may be made only with the approval of the JSL Board.

103.13 /M/ STARTING PLATFORMS - All pools having a block height equal to or less than 30 inches from the surface of the water will be considered to meet the requirements provided the water depth at that end of the pool is at least 4' as defined by paragraph 103.2. The blocks must be secure.

103.14 /M/ BACKSTROKE LEDGE - All pools will be considered to meet the requirements.

103.15 /M/ FLOATING LANE DIVIDERS - All pools will be considered to meet the requirements, however lane dividers must be used.

103.16 /M/ BACKSTROKE FLAGS & LINES - All pools will be considered to meet the requirements, however backstroke lines must be used.

103.17 /M/ LOUDSPEAKER START SYSTEM - All pools will be considered to meet the requirements provided that a JSL approved device is used.

103.18 /M/ RECALL DEVICE - All pools will be considered to meet the requirements provided that an appropriate device is used.

103.19 /M/ PACE CLOCKS - All pools will be considered to meet the requirements (Pace clocks are not required in JSL).

103.20 AUTOMATIC OFFICIATING EQUIPMENT - All pools using this equipment will be considered to meet the requirements provided the equipment is functioning safely and properly.

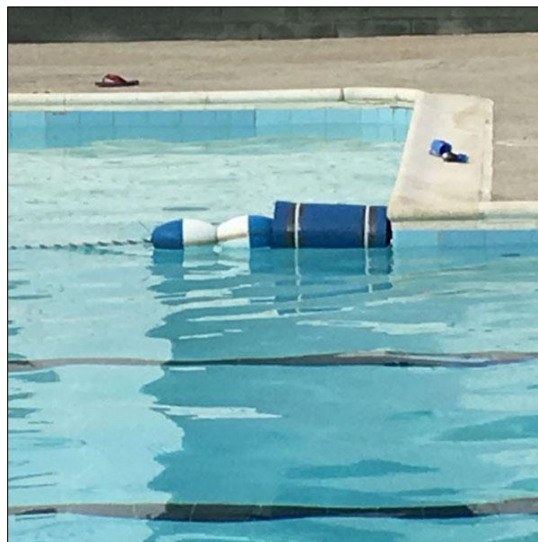
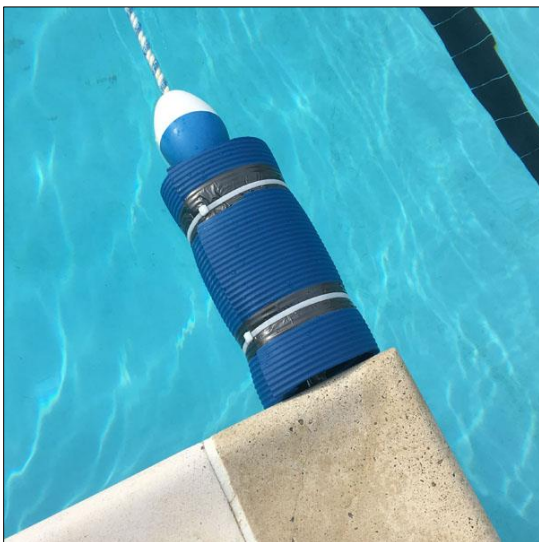
103.21 ELECTRICAL SAFETY - All permanent or temporary electrical connections to the electronic loudspeaker start system, automatic officiating equipment, and other electrical or electronic devices operating online voltages in the vicinity of the racing course shall be made only from a ground-fault circuit interrupter (GFCI) protected convenience receptacles or circuits.

In addition, the following pools are exempted from the USA Swimming Standards identified by the paragraph number used in the current USA Swimming Rulebook ([USA Swimming Rules and Regulations](#)):

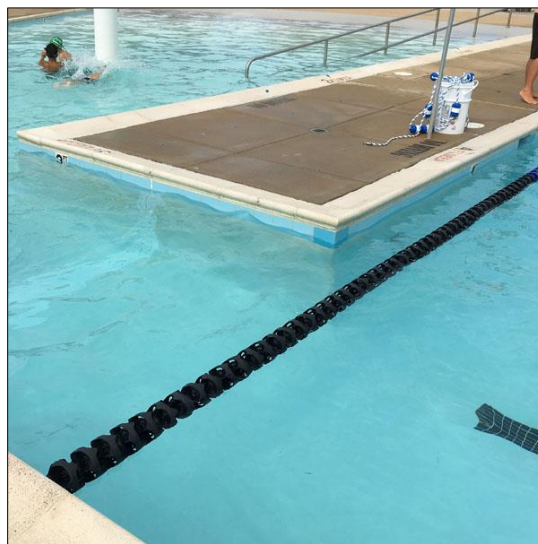
ACAC:

103.13 /M/ STARTING PLATFORMS - Starting blocks are 32" from the surface of the water, but depth at that end is 12' providing an adequate margin of safety.

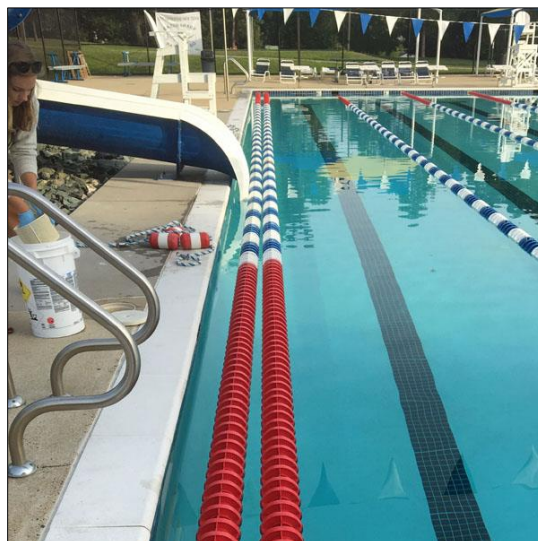
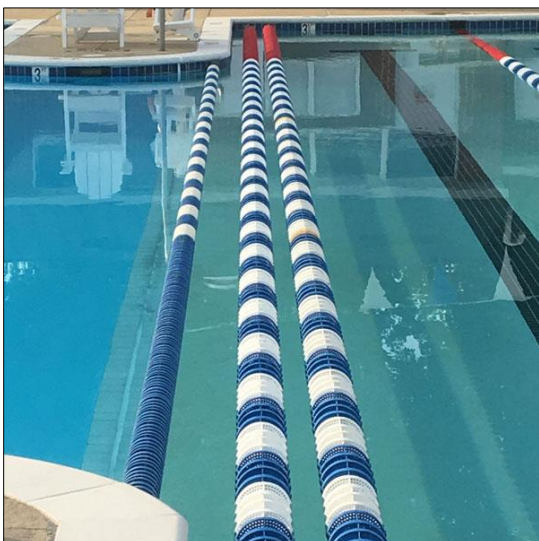
CORNER PROTECTION FOR NON-RECTANGULAR JSL POOLS



CBST All four corners are protected as above.

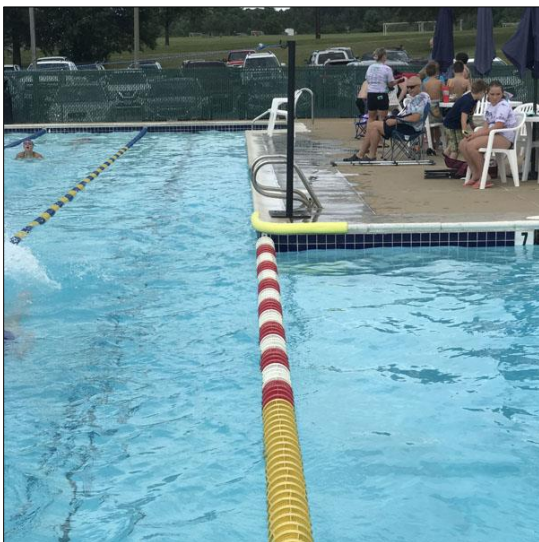


CGST Lane lines protect steps and entry corners.



CITY All points of entry are protected by lane lines.

CORNER PROTECTION FOR NON-RECTANGULAR JSL POOLS (continued)



ELKS Lane line at edge of corner and pad protects diving well corner.



ELKS steps corner and corner.



FCC Lane lines on both sides protect corners.

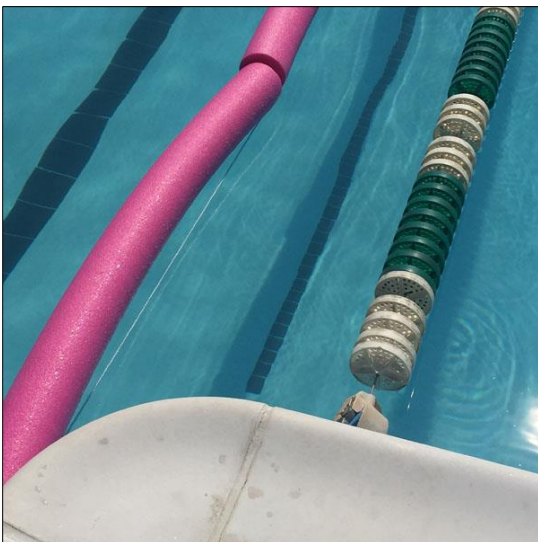
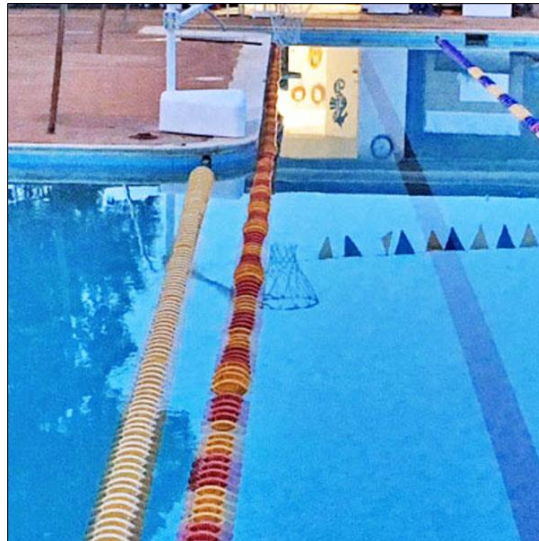
CORNER PROTECTION FOR NON-RECTANGULAR JSL POOLS (continued)



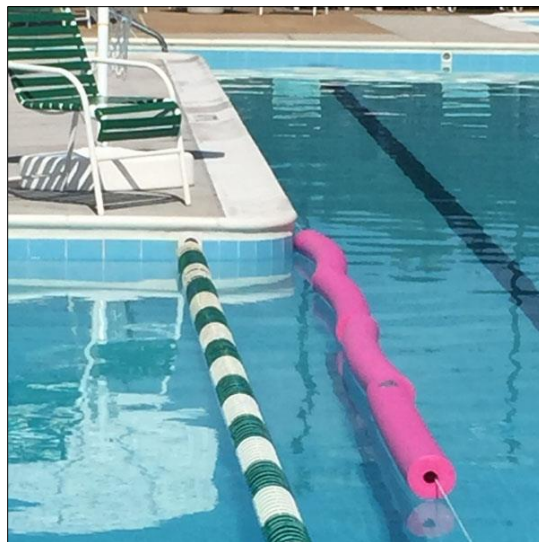
FLST Lane line protects diving well corner.



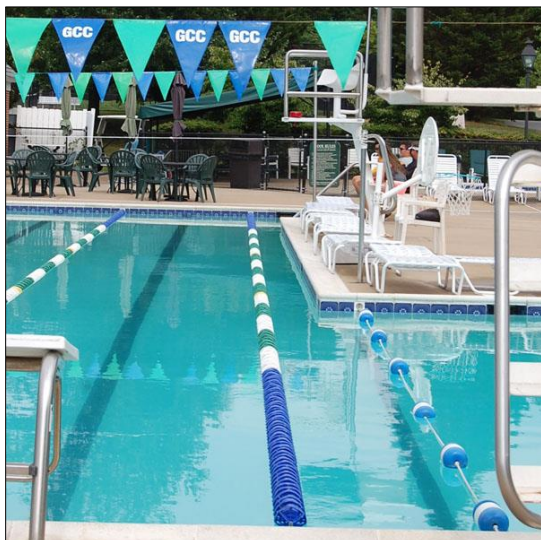
FSBC Lane line protects irregular edge. **FV** Lane line protects diving well corner.



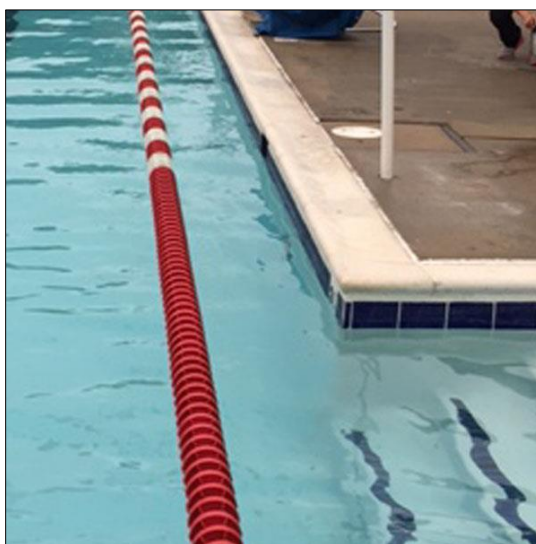
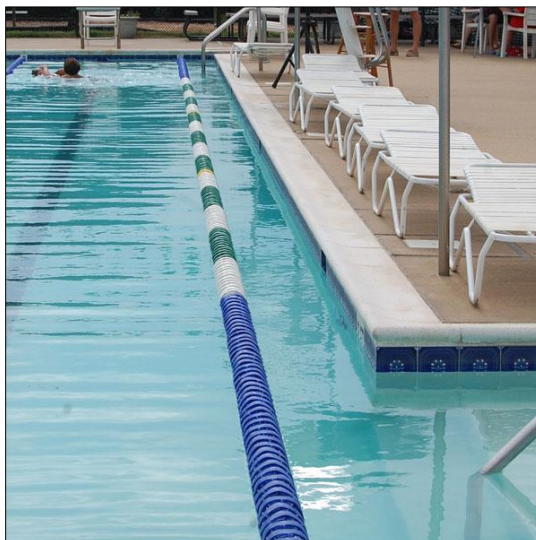
GHG Cable covered with noodles protects diving well corner.



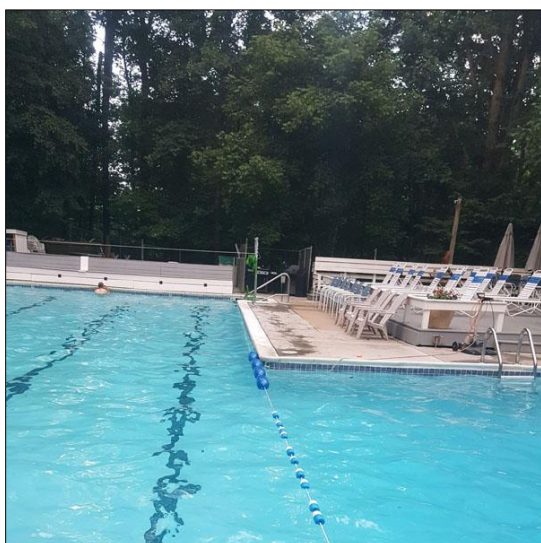
CORNER PROTECTION FOR NON-RECTANGULAR JSL POOLS (continued)



GLEN Lane lines protect corners beside lanes 1 (diving well) and 6 (steps).

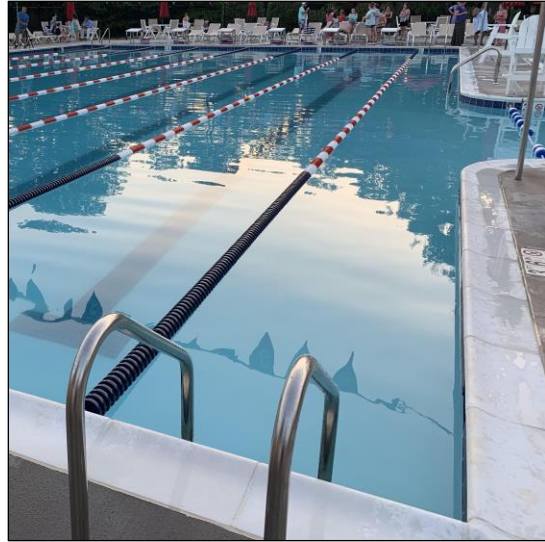


HM Lane line protects diving well and step corners beside lane 6.



KWC Rope divider with floats protects corner of diving well.

CORNER PROTECTION FOR NON-RECTANGULAR JSL POOLS (continued)



LMST Outside lane dividers on both sides of racing pool.

GENERAL RULES OF CONDUCT FOR ALL POOLS

It must be emphasized that visiting teams must behave as guests and be treated as guests during League swim meets. Many clubs have rules unique to their facility as noted on the direction sheets. However, the general rules below apply to all coaches, swimmers, parents, and spectators at all pools. **FAILURE TO ABIDE BY THESE RULES MAY RESULT IN PENALTY SANCTIONS AGAINST A TEAM AND THE OFFENDING SWIMMER BEING REMOVED FROM THE MEET.**

- Always conduct yourself in a courteous sportsman-like manner prior to, during, and immediately following swim meets. (this is a JSL Bylaw)
- Do not smoke, drink alcoholic beverages, or use illicit drugs in the pool area. (this is a JSL Bylaw which applies during swim meets)
- Park in designated areas only and observe all speed limits.
- Do NOT park, idle, or unload in a designated handicapped space unless you have a valid handicap parking permit.
- Do not run, push, wrestle, etc. in the pool area nor climb or hang on objects which are not designed for play.
- Do not hang or sit on lane lines.
- Do not enter or swim in other pools unless directed to do so by the host team.
- Do not enter or use other facilities (golf courses, restaurants, recreation or play areas, etc.) unless directed to do so by the host team. Do not use, borrow, or play on equipment (golf carts, maintenance equipment, etc.) unless directed to do so by the host team.
- Do not bring glass containers into the pool area.
- Always wear proper swimming attire (a bathing suit) if swimming.
- Do not bring flotation devices into the pool, unless approved.
- Do not enter the pool with open wounds, infections, etc.
- Be aware of shallow diving areas in all pools.
- Do not bring animals to the pool area unless directed to do so by the host team.
- Do not allow small children to run free where they may be a danger to themselves or others.
- Throw all trash into trash cans.
- Help with the clean-up of your area at the end of the meet - try to leave the host team's pool area as neat as you found it.
- Pool Facility Managers or Head Lifeguards will always have responsibility for closing pools due to inclement weather. As noted in JSL Rules & Regulations, Meet Directors would only enforce the JSL policy if it is **STRICTER** than the prevailing club's policy.
- Obey all posted rules at every member club.

JSL TEAM ABBREVIATIONS and LOCATIONS

ACAC - The **A**TLANTIC **C**OAST **A**THLETIC **C**LUB'S **50 meter 8-lane** home pool is located in the Four Seasons sub-division between Hydraulic Road and Rt. 29 North. The pool is behind the clubhouse. (page 10)

BHSC - The **B**OARS **H**EAD **S**PORTS **C**LUB is located off of Rt. 250 on the west side of Charlottesville. The entrance is marked as the Boars Head Resort and Sports Club. The Sports Club complex and **25 meter 6-lane** pool are behind the Hotel. (page 11)

CBST - The **C**ULPEPER **B**ARRACUDAS **S**WIM **T**EAM'S **25 meter 6-lane** home pool is located on Country Club Road off of Business Route 29 in Culpeper. (page 12)

CGST - The **C**ROZET **G**ATORS **S**WIM **T**EAM'S **25 meter 8-lane** home pool is located in Claudius Crozet Park in Crozet. (page 13)

CITY - The **C**ITY SWIM TEAM'S **25 meter 8-lane** home pool is located in Washington Park at the corner of Preston Ave. and 10th St. in Charlottesville. (page 14)

ELKS - The **E**LKS LODGE is located off Rt. 20 north on the east side of Charlottesville. The entrance is marked on the left and the **25 meter 6-lane** pool is to the left of the main building. (page 15)

FAST - The **F**LUVANNA **A**QUATIC **S**PORTS **T**EAM is located in Fluvanna County, but does not have a home pool at the present time and swims all meets away.

FCC - The **F**ARMINGTON **C**OUNTRY **C**LUB is located off of Rt. 250 on the west side of Charlottesville. The entrance is marked as Farmington Country Club. The **25 meter 8-lane** pool is to the left of the main building. (page 16)

FLST - The **F**OREST **L**AKES **S**WIM **T**EAM'S **25 meter 6-lane** home pool is located off Rt. 29 north of Charlottesville in the Forest Lakes SOUTH sub-division. (page 17)

FSBC - The **F**RY'S **S**PRING **B**EACH **C**LUB is located off Jefferson Park Ave. in the southern part of Charlottesville. The entrance is marked as Fry's Spring Beach Club and the **50 meter 7-lane** pool is behind the main building. (page 18)

FV - The **F**AIRVIEW SWIM & TENNIS CLUB is located off highway #651 on the north side of Charlottesville. The **25 meter 6-lane** pool can be seen from the road on the left. (page 20)

GHG - The **G**REENE **H**ILLS **G**ATOR'S CLUB is located off of Rt. 230 on the north side of Stanardsville. The **25 meter 6-lane** pool is to the left of the main building. (page 22)

GLEN - The **G**LENMORE SWIM TEAM is located off of Rt. 250 east of Charlottesville. The **25 meter 6-lane** pool is to the right of the main clubhouse. (page 21)

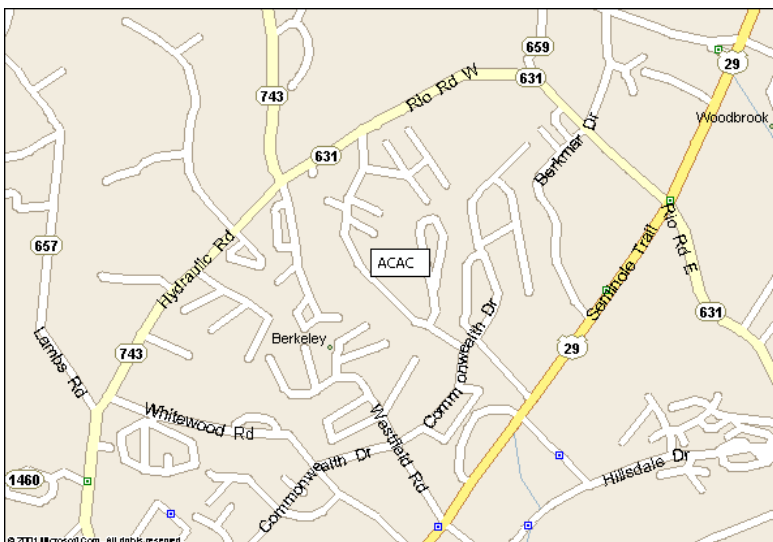
HM - The **H**OLLYMEAD home pool is located in the Hollymead subdivision off of Rt. 29 north of Charlottesville. The **25 meter 6-lane** pool is next to the parking lot in front of the Silver Thatch Inn. (page 23)

KWC - The **K**EY **W**EST **C**LUB **25 yard** pool is located in the Key West subdivision off of Rt. 20 north on the east side of Charlottesville. (page 24)

LG - The **L**OUISA **G**ATORS use the Louisa County pool which is located at the Betty Queen Intergenerational Center on Industrial Drive in Louisa County. The entrance is marked with a sign and the **25 yard 6-lane** pool is at the back of the building. (page 25)

LMST - The **L**AKE **M**ONTICELLO **S**WIM **T**EAM **25 meter 6-lane** pool is located at Lake Monticello approximately 45 minutes to the east of Charlottesville. (page 26)

DIRECTIONS TO ATLANTIC COAST ATHLETIC CLUB (ACAC)



Enter into your GPS
200 Four Seasons Drive
Charlottesville, VA 22901

**8&U relays are
NOT swum at
ACAC**

[ACAC on jsl.org](http://ACAC.on.jsl.org)

ACAC requests that all swimmers shower before entering pool.

Parking is allowed on the pool side of the street from the dam to the pool entrance. Parking is NOT allowed on the dam, blocking the emergency entrance or in the Four Seasons lot across the street. Cars parked in these locations will be subject to towing.

From North of Charlottesville, follow Rt. 29 South to the intersection with Rio Rd (Fashion Square Mall is just beyond on the left). Turn right onto Rio Rd. and continue through one stop light. Turn left at the second light onto Four Seasons Drive and follow this until there is a sign for ACAC on the left. Turn left into the parking lot and the pool entrance is on the right before the clubhouse entrance.

From South of Charlottesville follow 29 north to the intersection at Hydraulic Road (K-mart is on right). Turn left onto Hydraulic road and go approximately 2 miles. You will go through 4 traffic lights, the final one being at Summer's Market. The next light after Summer's Market is at Four Seasons Drive. Turn right. Follow this until there is a sign for ACAC on your left. Turn left into the parking lot and the pool entrance is on the right before the clubhouse entrance.

From East of Charlottesville follow the Rt. 250 Bypass West until it intersects with Rt. 29 North. Take Rt. 29 north to the intersection at Hydraulic Road (K-mart is on right). Turn left onto Hydraulic road and go approximately 2 miles. You will go through 4 traffic lights, the final one being at Summer's Market. The next light after the Rock Store is at Four Seasons Drive. Turn right. Follow this until there is a sign for ACAC on your left. Turn left into the parking lot and the pool entrance is on the right before the clubhouse entrance.

From West of Charlottesville follow the Rt. 250 Bypass East (or Interstate 64 East) until it intersects with Rt. 29 North (or Rt. 29 North Bypass). Take Rt. 29 north to the intersection at Hydraulic Road (K-mart is on right). Turn left onto Hydraulic road and go approximately 2 miles. You will go through 4 traffic lights, the final one being at Summer's Market. Just past the Rock Store is a sign for Four Seasons Sub-division on the right. The next light after Summer's Market is at Four Seasons Drive. Turn right. Follow this until there is a sign for ACAC on your left. Turn left into the parking lot and the pool entrance is on the right before the clubhouse entrance.

DIRECTIONS TO BOARS HEAD SPORTS CLUB (BHSC)



Enter into your GPS

200 Wellington Drive.

Charlottesville, VA 22901

**Diving
NOT ALLOWED
at shallow end**

[BHSC on jsl.org](http://BHSC.on.jsl.org)

There is NO PARKING ALLOWED ON ANY STREET within the club area. Please park in designated areas only.

Round Pools are reserved for BHSC members during swim meets and cannot be used by swim meet participants (including BHSC swimmers).

BHSC is a smoke-free facility, smoking is not allowed on the property.

If the deck must be cleared during adverse weather, follow directions to enter the club building.

From North of Charlottesville follow Rt. 29 South to the Rt. 29 South-250 West Bypass which is a right hand ramp. Follow signs to Rt. 250 West and go out of town. Watch for signs to the Boars Head Resort. The Boars Head Resort will be on the left on Rt. 250 West. Enter here and take another left onto Boars Head Dr. just in front of the Resort. Follow this road, turn right onto Wellington Dr., and there will be parking on the right. Additional parking may be found by continuing straight on Boars Head Dr., going past all tennis courts, and taking a right.

From South of Charlottesville follow Rt. 29 North to the Rt. 250 West intersection which is a right hand ramp. At the top of the ramp, Take Rt.250 West (left) and watch for signs to the Boars Head Resort. The Boars Head Resort will be on the left on Rt. 250 West. Enter here and take another left onto Boars Head Dr. just in front of the Resort. Follow this road, turn right onto Wellington Dr., and there will be parking on the right. Additional parking may be found by continuing straight on Boars Head Dr., going past all tennis courts, and taking a right.

From East of Charlottesville follow Rt. 250 West Bypass through town until you are on the west side of Charlottesville. Watch for signs to the Boars Head Resort. The Boars Head Resort will be on the left on Rt. 250 West. Enter here and take another left onto Boars Head Dr. just in front of the Resort. Follow this road, turn right onto Wellington Dr., and there will be parking on the right. Additional parking may be found by continuing straight on Boars Head Dr., going past all tennis courts, and taking a right.

From West of Charlottesville follow Rt. 250 East and watch for signs to the Boars Head Resort before entering Charlottesville. The Boars Head Resort will be on the right on Rt. 250 East. Enter here and take a left onto Boars Head Dr. just in front of the Resort. Follow this road, turn right onto Wellington Dr., and there will be parking on the right. Additional parking may be found by continuing straight on Boars Head Dr., going past all tennis courts, and taking a right.

From West of Charlottesville Using Interstate 64 East get off at the Rt. 29 North exit. Follow 29 North Bypass to Rt. 250 West (right hand ramp). At the top of the ramp, Take Rt.250 West (left) and watch for signs to the Boars Head Resort. The Boars Head Resort will be on the left on Rt. 250 West. Enter here and take another left onto Boars Head Dr. just in front of the Resort. Follow this road, turn right onto Wellington Dr., and there will be parking on the right. Additional parking may be found by continuing straight on Boars Head Dr., going past all tennis courts, and taking a right.

DIRECTIONS TO COUNTRY CLUB OF CULPEPER POOL (CBST)

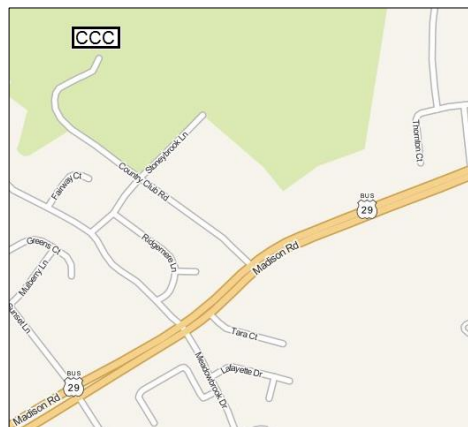
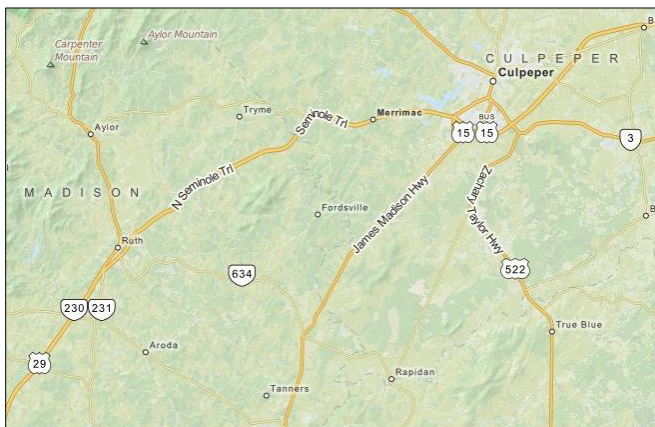
Enter into your GPS

2100 Country Club Rd. (use GPS link, not address)

Culpeper, VA 22710

[CBST on jsl.org](https://www.jsl.org)

**Diving
NOT ALLOWED
at EITHER end**



All swimmers must stay clear of the golfing greens and tee areas. During meets - the following are closed to ALL swimmers - shallow end of pool, diving well, baby pool and playground (adjacent to the pool). The playground is locked and we place all of the ladders for the pool into the baby pool to deter kids from getting in it - the baby pool area is where we have our concessions in order to maximize seating space for swimmers and families - so we can't lock that gate. There is ample parking, but there may be reserved parking spaces that cannot be used.

Smoking is only allowed completely outside of the gates to the pool.

From Charlottesville proceed onto Route 29 North for approximately 40 miles and merge right onto Route 29 North Business Route (Madison Rd) toward Culpeper (1st Culpeper Exit – Route 29 Business, Culpeper). Continue for 1.2 miles, (do not turn at Golf Dr) and then turn left onto Country Club Road (just past Powell Wellness Center). Continue 0.4 miles straight ahead into the parking area for CBST.

From Gordonsville at the roundabout, take the exit onto Route 15 North (James Madison Highway), and continue 8.5 miles. In Orange, turn right onto South Madison Rd (Route 15 North) and continue to follow Route 15 for 16.5 miles. Turn left onto Madison Rd and continue for 1.9 miles (do not turn at Golf Dr). Turn left onto Country Club Rd (just past Powell Wellness Center). Continue 0.4 miles straight ahead into the parking area for CBST

From Louisa proceed onto Louisa Ave (US Route 522 and VA-208). Continue to follow Route 522 for 34 miles. Turn left onto Germanna Hwy (US Route 522 North and VA 3 West). Continue to follow US Route 522 North for 1.8 miles. Turn left onto Madison Rd (Route 29 Business Route South) and go 0.6 miles. Turn right onto Country Club Rd (just up a slight hill past the Church & Shopping Center) and continue 0.4 miles straight ahead into the parking area for CBST.

DIRECTIONS TO CLAUDIUS CROZET PARK POOL (CGST)



Enter into your GPS
[1075 Claudius Crozet Park](#)
Crozet, VA 22932

Diving
NOT ALLOWED
at shallow end

[CGST on jsl.org](#)

No alcoholic beverages allowed in Park.

From North of Charlottesville follow Rt. 29 South to the Rt. 29 South - 250 West Bypass which is a right hand ramp. Follow signs to Rt. 250 West and go out of town (follow signs to Staunton). Go about 10 miles to the stop light at Rt. 240. Turn right onto Crozet Ave. (Rt. 240) and follow this about 1.2 miles. Turn right onto Tabor St. (Rt. 691) and another right onto High St. Follow High St. about 0.4 miles and turn left onto Park Rd. You will see Claudius Crozet Park on your left. The pool is in the park on the right.

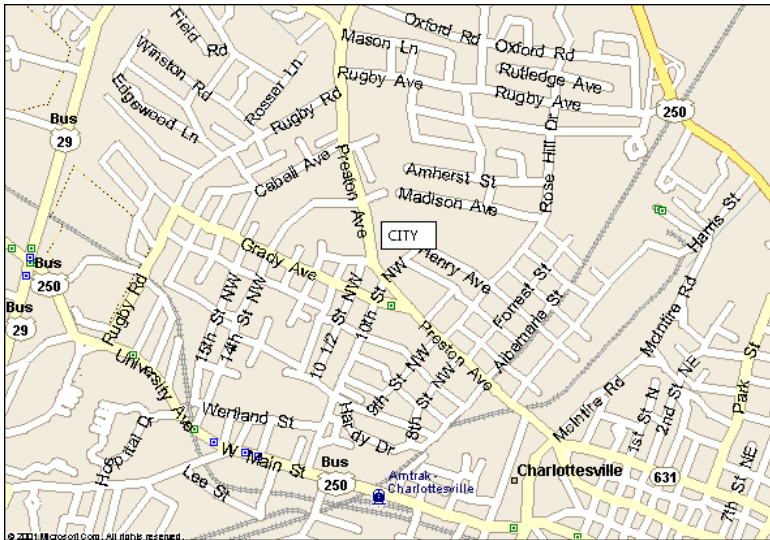
From South of Charlottesville follow Rt. 29 North to the Rt. 250 West intersection which is a right hand ramp. At the top of the ramp, Take Rt.250 West (left) and go out of town (follow signs to Staunton). Go about 10 miles to the stop light at Rt. 240. Turn right onto Crozet Ave. (Rt. 240) and follow this about 1.2 miles. Turn right onto Tabor St. (Rt. 691) and another right onto High St. Follow High St. about 0.4 miles and turn left onto Park Rd. You will see Claudius Crozet Park on your left. The pool is in the park on the right.

From East of Charlottesville follow Rt. 250 West Bypass through town until you are on the west side of Charlottesville (follow signs to Staunton). Go about 10 miles to the stop light at Rt. 240. Turn right onto Crozet Ave. (Rt. 240) and follow this about 1.2 miles. Turn right onto Tabor St. (Rt. 691) and another right onto High St. Follow High St. about 0.4 miles and turn left onto Park Rd. You will see Claudius Crozet Park on your left. The pool is in the park on the right.

From East of Crozet using Interstate 64 West take Crozet Exit #107, turn right onto Rt. 250 East, and go about 1.5 miles to the stop light at Rt. 240. Turn left onto Crozet Ave. (Rt. 240) and follow this about 1.2 miles. Turn right onto Tabor St. (Rt. 691) and another right onto High St. Follow High St. about 0.4 miles and turn left onto Park Rd. You will see Claudius Crozet Park on your left. The pool is in the park on the right.

From West of Crozet using Interstate 64 East take Crozet Exit #107, turn left onto Rt. 250 East, and go about 1.5 miles to the stop light at Rt. 240. Turn left onto Crozet Ave. (Rt. 240) and follow this about 1.2 miles. Turn right onto Tabor St. (Rt. 691) and another right onto High St. Follow High St. about 0.4 miles and turn left onto Park Rd. You will see Claudius Crozet Park on your left. The pool is in the park on the right.

DIRECTIONS TO WASHINGTON PARK POOL (CITY)



Enter into your GPS

1001 Preston Avenue

Charlottesville, VA 22903

**Diving
NOT ALLOWED
at shallow end**

CITY on jsf.org

There is additional parking behind Burley Middle School on Rosehill Drive and also on the lower level of Washington Park near the baseball fields.

There is NO swimming allowed in the walk-in ("beach" or wading) area. The slides and "mushroom" are also closed during swim meets.

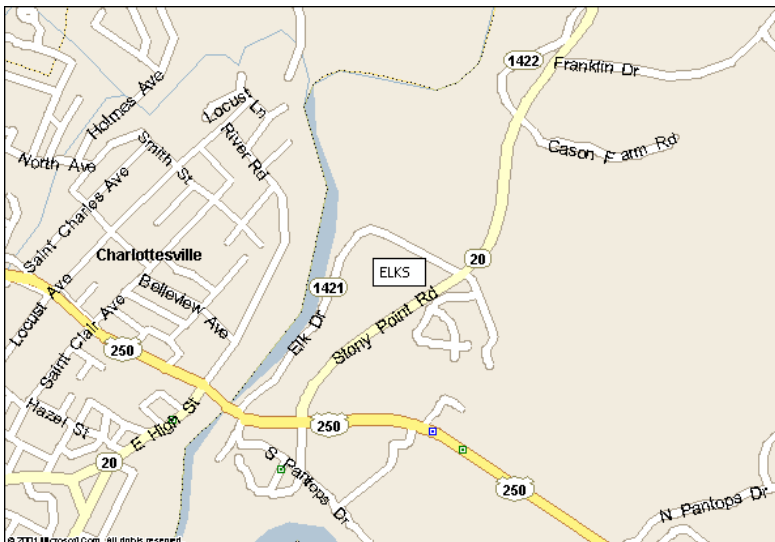
From North of Charlottesville follow Rt. 29 South to the Rt. 29 South (Emmet St.) and Barracks Rd intersection. Take a left onto Barracks Rd and follow this up the hill about 0.4mi. At the top of the hill the road turns to the right and becomes Preston Ave. Continue on Preston Ave. through 2 quick stoplights, down the hill, past a baseball field on left, and up the hill. Take a left at the stoplight onto 10th St. The pool is about 1 block on the left behind the pool building. There is limited parking in the lot on the left.

From South of Charlottesville follow Rt. 29 North Bypass to the Barracks Rd. exit which is a right hand ramp. At the end of the ramp, turn right onto Barracks Rd and go through two stoplights. Continue up the hill about 0.4mi. At the top of the hill the road turns to the right and becomes Preston Ave. Continue on Preston Ave. through 2 quick stoplights, down the hill, past a baseball field on left, and up the hill. Take a left at the stoplight onto 10th St. The pool is about 1 block on the left behind the pool building. There is limited parking in the lot on the left.

From East of Charlottesville follow Rt. 250 West Bypass to the stoplight at the intersection with McIntire Rd. Turn left onto McIntire Rd and continue about 0.8mi to the first stoplight at Preston Ave. Turn right onto Preston Ave., go through 4 stoplights, and turn right at the fifth stoplight onto 10th St. The pool is about 1 block on the left behind the pool building. There is limited parking in the lot on the left.

From the West of Charlottesville follow Rt. 250 Bypass East to the Barracks Rd exit which is a right hand ramp. At the end of the ramp, turn right onto Barracks Rd and go through two stoplights. Continue up the hill about 0.4mi. At the top of the hill the road turns to the right and becomes Preston Ave. Continue on Preston Ave. through 2 quick stoplights, down the hill, past a baseball field on left, and up the hill. Take a left at the stoplight onto 10th St. The pool is about 1 block on the left behind the pool building. There is limited parking in the lot on the left.

DIRECTIONS TO ELKS LODGE (ELKS)



Enter into your GPS

389 Elk Dr

Charlottesville, VA 22902

**Diving
NOT ALLOWED
at shallow end**

[ELKS on jsl.org](http://jsl.org)

The shelter is available unless being used by another group.

From North of Charlottesville follow Rt. 29 South to the Hydraulic Rd intersection (K-mart is on left). Turn left onto Hydraulic Rd and follow this to the second traffic light and turn left onto the Rt. 250 Bypass East. Stay on Rt. 250 Bypass East through town and cross the Rivanna River Bridge on the east side of town. Turn left at the first traffic light after the bridge onto Rt. 20 North. Go about 1 mile and turn left at the light onto Elk Drive (Elks sign is on left). Entrance to the parking lot is the first left and pool is to the left side of the main building.

From the South of Charlottesville follow Rt. 29 North (or Bypass) to the Rt.250 East Bypass intersection. Take the Rt. 250 Bypass East through town and cross the Rivanna River Bridge on the east side of town. Turn left at the first traffic light after the bridge onto Rt. 20 North. Go about 1 mile and turn left at the light onto Elk Drive (Elks sign is on left). Entrance to the parking lot is the first left and pool is to the left side of the main building.

From the East of Charlottesville follow Rt. 250 West coming down Pantops Mountain and take a right at the first light onto Rt. 20 North. Go about 1 mile and turn left at the light onto Elk Drive (Elks sign is on left). Entrance to the parking lot is the first left and pool is to the left side of the main building.

From the West of Charlottesville follow Rt. 250 Bypass East through town and cross the Rivanna River Bridge on the east side of town. Turn left at the first traffic light after the bridge onto Rt. 20 North. Go about 1 mile and turn left at the light onto Elk Drive (Elks sign is on left). Entrance to the parking lot is the first left and pool is to the left side of the main building.

DIRECTIONS TO FARMINGTON COUNTRY CLUB (FCC)



Enter into your GPS
1625 Country Club Circle
Charlottesville, VA 22901

Diving
NOT ALLOWED
at shallow end

[FCC on jsl.org](http://fcc.onjsl.org)

Diving and baby pools are off limits during swim meets

From North of Charlottesville follow Rt. 29 South to the Rt. 29 South - 250 West Bypass which is a right hand ramp. Follow signs to Rt. 250 West and go out of town. Farmington Country Club will be on the right on Rt. 250 West. Turn right at the stoplight into Farmington Country Club, follow this narrow road across the railroad tracks, and go about 3/4 mile. Parking is available in the large circular drive in front of the Clubhouse on the left or the lot off Tennis Rd. The pool is to the front-left of the Clubhouse.

From South of Charlottesville follow Rt. 29 North to the Rt. 250 West intersection which is a right hand ramp. At the top of the ramp, take Rt. 250 West (left) and go out of town. Farmington Country Club will be on the right on Rt. 250 West. Turn right at the stoplight into Farmington Country Club, follow this narrow road across the railroad tracks, and go about 3/4 mile. Parking is available in the large circular drive in front of the Clubhouse on the left or the lot off Tennis Rd. The pool is to the front-left of the Clubhouse.

From East of Charlottesville follow Rt. 250 West Bypass through town until you are on the west side of Charlottesville. Farmington Country Club will be on the right on Rt. 250 West. Turn right at the stoplight into Farmington Country Club, follow this narrow road across the railroad tracks, and go about 3/4 mile. Parking is available in the large circular drive in front of the Clubhouse on the left or the lot off Tennis Rd. The pool is to the front-left of the Clubhouse.

From West of Charlottesville follow Rt. 250 East just past the entrance to the Boars Head Resort on the right. Turn left at the stoplight into Farmington Country Club, follow this narrow road across the railroad tracks, and go about 3/4 mile. Parking is available in the large circular drive in front of the Clubhouse on the left or the lot off Tennis Rd. The pool is to the front-left of the Clubhouse.

From West of Charlottesville Using Interstate 64 East get off at the 29 North exit. Follow 29 North Bypass to Rt. 250 West (right hand ramp). Go left on Rt. 250 West out of town. Farmington Country Club will be on the right on Rt. 250 West. Turn right at the stoplight into Farmington Country Club, follow this narrow road across the railroad tracks, and go about 3/4 mile. Parking is available in the large circular drive in front of the Clubhouse on the left or the lot off Tennis Rd. The pool is to the front-left of the Clubhouse.

DIRECTIONS FOR FOREST LAKES (FLST)
(Using SOUTH Pool)



Enter into your GPS

[1650 Ashwood Blvd.](#)

Charlottesville, VA 22911

Diving
NOT ALLOWED
at shallow end

[FLST on jsl.org](http://jsl.org)

Recreational area is closed during swim meets
Please park in lot and alongside main road if needed.

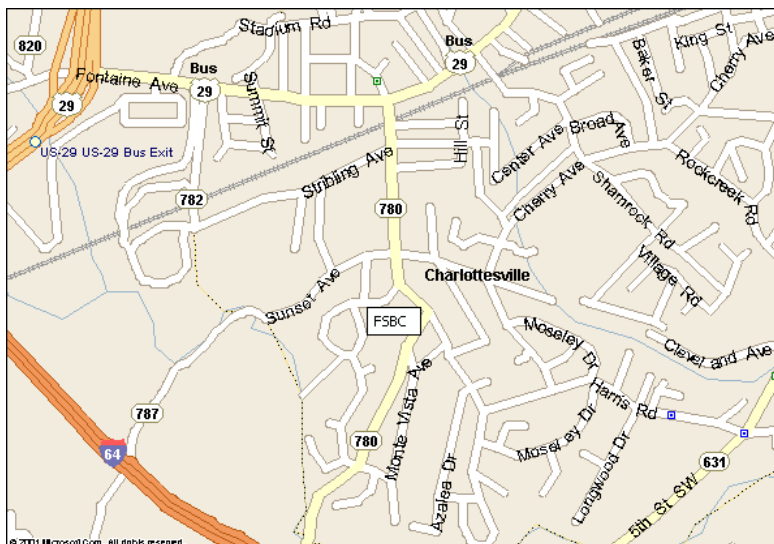
From North of Charlottesville (Ruckersville) follow Rt. 29 South through the traffic light at Airport Rd and go past the main entrance to Forest Lakes. From the main entrance, continue 1.3mi on Rt. 29 South through the light at Hollymead and turn left at the light for the entrance to Forest Lakes South. Go 0.7mi on this winding road and the Pool will be on the left.

From South of Charlottesville follow Rt. 29 North several miles out of town (1.3mi past the light at Wal-Mart). Take a right at the traffic light into Forest Lakes South. Go 0.7mi on this winding road and the Pool will be on the left

From East of Charlottesville follow the Rt. 250 Bypass West and exit onto Rt.29 North. Follow Rt. 29 North several miles out of town (1.3mi past the light at Wal-Mart). Take a right at the traffic light into Forest Lakes South. Go 0.7mi on this winding road and the Pool will be on the left

From West of Charlottesville follow the Rt. 250 Bypass East and take Rt. 29 North exit (to Washington). Follow Rt. 29 North several miles out of town (1.3mi past the light at Wal-Mart). Take a right at the traffic light into Forest Lakes South. Go 0.7mi on this winding road and the Pool will be on the left

DIRECTIONS TO FRY'S SPRING BEACH CLUB (FSBC)



Enter into your GPS
[2512 Jefferson Park Ave](#)
Charlottesville, VA 22903

**8&U relays are
NOT swum at
FSBC**

[FSBC on jsl.org](http://FSBC.on.jsl.org)

Middle and baby pools are off limits during swim meets

From North of Charlottesville follow Rt. 29 South to the Rt. 29 South - 250 West Bypass which is a right hand ramp. Stay on Rt. 29 South past Rt. 250 exit to the next exit which is 29 North business or Fontaine Ave. Take a left at the bottom of the ramp, go to the second stop light, and take a right onto Jefferson Park Ave. Go over the bridge and continue on Jefferson Park Ave. The entrance to Fry's Spring is between two stone pillars about 3/4 mile directly in front of you. The pool is behind the main building.

From South of Charlottesville follow Rt. 29 North to Rt. 29 North business exit and take a right at the end of the ramp onto Fontaine Ave. Go to the second stop light, and take a right onto Jefferson Park Ave. Go over the bridge and continue on Jefferson Park Ave. The entrance to Fry's Spring is between two stone pillars about 3/4 mile directly in front of you. The pool is behind the main building.

From East of Charlottesville follow Rt. 250 West Bypass until it becomes the Rt. 250 West - 29 South Bypass. Stay on Rt. 29 South past Rt. 250 exit to the next exit which is 29 North business or Fontaine Ave. Take a left at the bottom of the ramp, go to the second stop light, and take a right onto Jefferson Park Ave. Go over the bridge and continue on Jefferson Park Ave. The entrance to Fry's Spring is between two stone pillars about 3/4 mile directly in front of you. The pool is behind the main building.

From West of Charlottesville follow Rt. 250 East to Rt. 29 South. Follow Rt. 29 South to the next exit which is 29 North business or Fontaine Ave. Take a left at the bottom of the ramp, go to the second stop light, and take a right onto Jefferson Park Ave. Go over the bridge and continue on Jefferson Park Ave. The entrance to Fry's Spring is between two stone pillars about 3/4 mile directly in front of you. The pool is behind the main building.

From West of Charlottesville using Interstate 64 East get off at the Rt. 29 North exit. Go to the next exit (Rt. 29 North business) and take a right at the end of the ramp onto Fontaine Ave. Go to the second stop light, and take a right onto Jefferson Park Ave. Go over the bridge and continue on Jefferson Park Ave. The entrance to Fry's Spring is between two stone pillars about 3/4 mile directly in front of you. The pool is behind the main building.

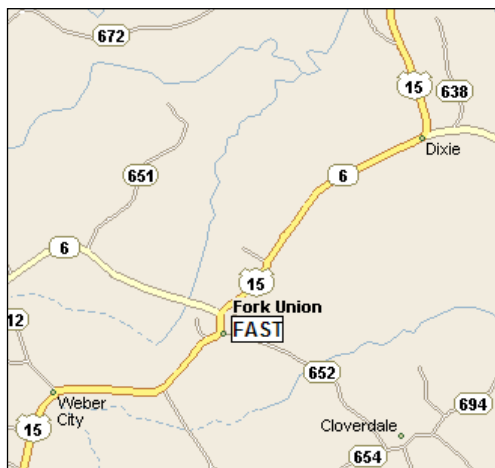
DIRECTIONS TO FORK UNION MILITARY ACADEMY POOL
JSL Championship is occasionally held at Fork Union Military Academy (FUMA)

Enter into your GPS

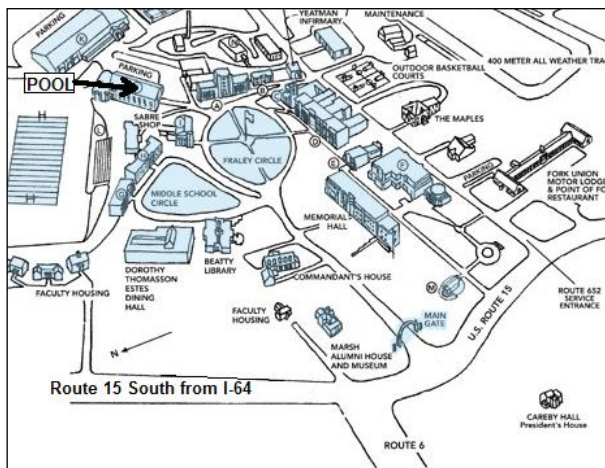
4646 James Madison Highway

Fork Union, VA 23055

**Diving
NOT ALLOWED
at shallow end**



Map of General Area



Detail of Fork Union Military Academy

Fork Union Military Academy prohibits the use of alcohol or tobacco products on its grounds. Swim meet participants and guests are restricted to the pool area, locker rooms, and balcony and may not go in other areas nor use the diving board. There is no glass allowed on pool deck, locker rooms, or in spectator stands. There is no food allowed on pool deck or locker rooms. Everyone is requested to clean up after themselves.

From North of Charlottesville using Route 29 South to the Route 250 East Bypass (to Richmond). Follow Rt. 250 East to Interstate 64 East and turn left. Stay on Interstate 64 East for about 12 miles to exit 136 and take a right onto Route 15 South. Stay on Route 15 for about 17 miles, and take the first left PAST the main entrance to FUMA onto Pettit-Foster Drive.

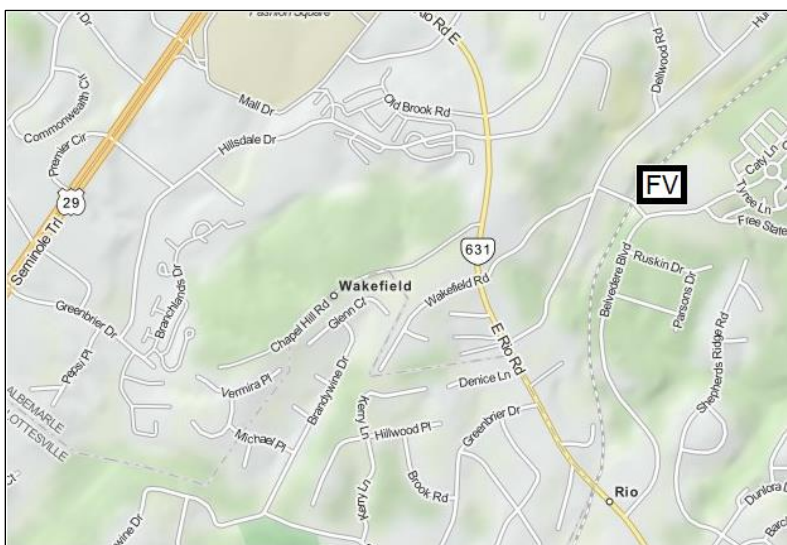
Turn left into the Estes Athletic Center Parking Area and continue around the building to the north parking area which is parking for the Aquatic Center.

From Northeast of Charlottesville using Route 15 South continue past Interstate 64 for about 17 miles, and take the first left PAST the main entrance to FUMA onto Pettit-Foster Drive. Follow directions in boxed area above.

From South of Charlottesville follow Route 29 North and merge onto Interstate 64 East. Continue for about 18 miles to exit 136 and take a right onto Route 15 South. Stay on Route 15 for about 17 miles, and take the first left PAST the main entrance to FUMA onto Pettit-Foster Drive. Follow directions in boxed area above.

From Charlottesville or West of Charlottesville follow Rt. 250 East thru Charlottesville to Interstate 64 East and turn left. Stay on Interstate 64 East for about 12 miles to exit 136 and take a right onto Route 15 South. Stay on Route 15 for about 17 miles, and take the first left PAST the main entrance to FUMA onto Pettit-Foster Drive. Follow directions in boxed area above.

DIRECTIONS TO FAIRVIEW (FV)



Enter into your GPS

[707 Belvedere Blvd.](#)

Charlottesville, VA 22901

**Diving
NOT ALLOWED
at shallow end**

[FV on jsl.org](http://FV.on.jsl.org)

During storms, spectators and swimmers MUST wait in their cars rather than in the shelter area.

From North of Charlottesville follow Rt. 29 South and take a left at the stop light at Rio Rd (just past Albemarle Square Shopping Center). Go 1.3 miles (past Huntington Rd. on left and past BP gas station on left). Go across the bridge and immediately after crossing the bridge, turn left onto Belvedere Blvd.. Covenant Church will be on the left after making the turn. Continue on that road for approximately 1 mile. Fairview will be on the left.

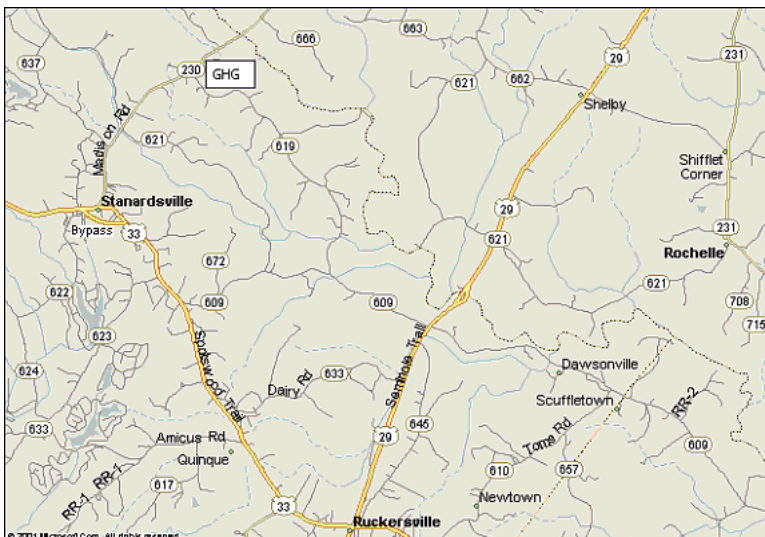
From South of Charlottesville follow Rt. 29 North (or Bypass) and take a right at the stop light at Rio Rd (just past Fashion Square Mall). Go 1.3 miles (past Huntington Rd. on left and past BP gas station on left). Go across the bridge and immediately after crossing the bridge, turn left onto Belvedere Blvd.. Covenant Church will be on the left after making the turn. Continue on that road for approximately 1 mile. Fairview will be on the left.

From East of Charlottesville follow Rt. 250 West Bypass through town to Rt. 29 North (to Washington). Stay on Rt. 29 North (or Bypass) and take a right at the stop light at Rio Rd (just past Fashion Square Mall). Go 1.3 miles (past Huntington Rd. on left and past BP gas station on left). Go across the bridge and immediately after crossing the bridge, turn left onto Belvedere Blvd.. Covenant Church will be on the left after making the turn. Continue on that road for approximately 1 mile. Fairview will be on the left.

From West of Charlottesville follow Rt. 250 East Bypass to Rt. 29 North (to Washington). Stay on Rt. 29 North and take a right at the stop light at Rio Rd (just past Fashion Square Mall). Go 1.3 miles (past Huntington Rd. on left and past BP gas station on left). Go across the bridge and immediately after crossing the bridge, turn left onto Belvedere Blvd.. Covenant Church will be on the left after making the turn. Continue on that road for approximately 1 mile. Fairview will be on the left.

From West of Charlottesville using Interstate 64 East get off at the Rt. 29 North Exit and follow the Rt. 29 North Bypass (to Washington). Stay on Rt. 29 North and take a right at the stop light at Rio Rd (just past Fashion Square Mall). Go 1.3 miles (past Huntington Rd. on left and past BP gas station on left). Go across the bridge and immediately after crossing the bridge, turn left onto Belvedere Blvd.. Covenant Church will be on the left after making the turn. Continue on that road for approximately 1 mile. Fairview will be on the left.

DIRECTIONS TO GREENE HILLS (GHG)



Enter into your GPS

[3858 Dundee Rd](#)

Stanardsville, VA 22973

**Diving
NOT ALLOWED
at shallow end**

[GHG on jsl.org](#)

Golf is not available to swim meet guests

From Charlottesville take Rt. 29 North to Ruckersville and turn left at the light onto Rt. 33 West. Travel on Rt. 33 West for approximately 4 miles. Turn right at the first traffic light onto Rt. 33 Business. Travel on Rt. 33 Business for approximately 1½ miles. Just as you are going into Stanardsville, turn right onto Rt. 230 East (Madison Road). Follow this for 3 miles to Rt. 619 (Dundee Road) and turn right. The club entrance is 500 yards on the left.

DIRECTIONS TO THE CLUB AT GLENMORE (GLEN)



Enter into your GPS

1750 Piper Way

Keswick, VA 22947

**Diving
NOT ALLOWED
at shallow end**

[GLEN on jsl.org](http://glen.jsl.org)

Baby pool and diving area are closed during swim meets. Club facilities (other than pool and deck) are also off limits during swim meets. Parking is allowed in parking area beside pool and along main road only if needed.

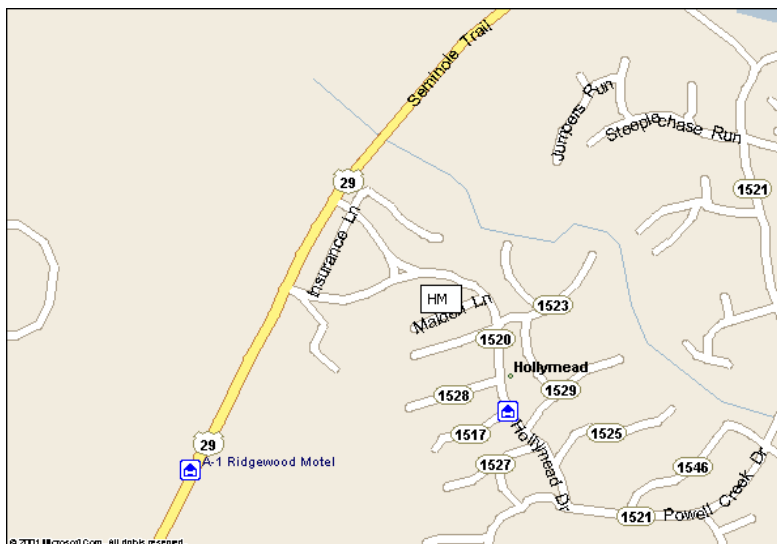
From North of Charlottesville follow Route 29 South to the Route 250 East Bypass (to Richmond). Follow Rt. 250 East to the Interstate 64 interchange. Continue on Route 250 East for an additional 3 miles past the Interstate 64 interchange and a sign to Glenmore can be seen on the right. Turn right onto Glenmore Way and then right onto Piper Way. STOP at the Gatehouse and give name and function. Continue on Piper Way for approximately 1.3 miles and the Clubhouse and parking lot will be on the right. The pool is to the right of the Clubhouse.

From South of Charlottesville turn onto Interstate 64 East and go to the Shadwell exit. Turn right onto Route 250 East and continue on Route 250 East for an additional 3 miles and a sign to Glenmore can be seen on the right. Turn right onto Glenmore Way and then right onto Piper Way. STOP at the Gatehouse and give name and function. Continue on Piper Way for approximately 1.3 miles and the Clubhouse and parking lot will be on the right. The pool is to the right of the Clubhouse.

From Charlottesville or West of Charlottesville, using Rt. 250 East to the Interstate 64 interchange. Continue on Route 250 East for an additional 3 miles past the Interstate 64 interchange and a sign to Glenmore can be seen on the right. Turn right onto Glenmore Way and then right onto Piper Way. STOP at the Gatehouse and give name and function. Continue on Piper Way for approximately 1.3 miles and the Clubhouse and parking lot will be on the right. The pool is to the right of the Clubhouse.

From Charlottesville or West of Charlottesville, using Interstate 64 East to the Shadwell exit. Turn right onto Route 250 East and continue on Route 250 East for an additional 3 miles and a sign to Glenmore can be seen on the right. Turn right onto Glenmore Way and then right onto Piper Way. STOP at the Gatehouse and give name and function. Continue on Piper Way for approximately 1.3 miles and the Clubhouse and parking lot will be on the right. The pool is to the right of the Clubhouse.

DIRECTIONS TO HOLLYMEAD POOL (HM)



Enter into your GPS

[Hollymead Swim Club](#)

Charlottesville, VA 22911

**Diving
NOT ALLOWED
at shallow end**

[HM on jsl.org](http://HM.on.jsl.org)

No alcoholic beverages are allowed. Please park in the parking lot but NOT close to The Silver Thatch Inn. The Silver Thatch Inn portion of the parking lot should be marked. Additional parking is available at Peace Lutheran Church located one block Northwest of the Pool off Hollymead Drive.

From North of Charlottesville (Ruckersville) follow Rt. 29 South about 10 miles through the traffic lights at Airport Rd and at Forest Lakes to the Hollymead entrance. Turn left at this third light and the pool is about 1/4 mile from Rt. 29 next to the parking lot in front of The Silver Thatch Inn.

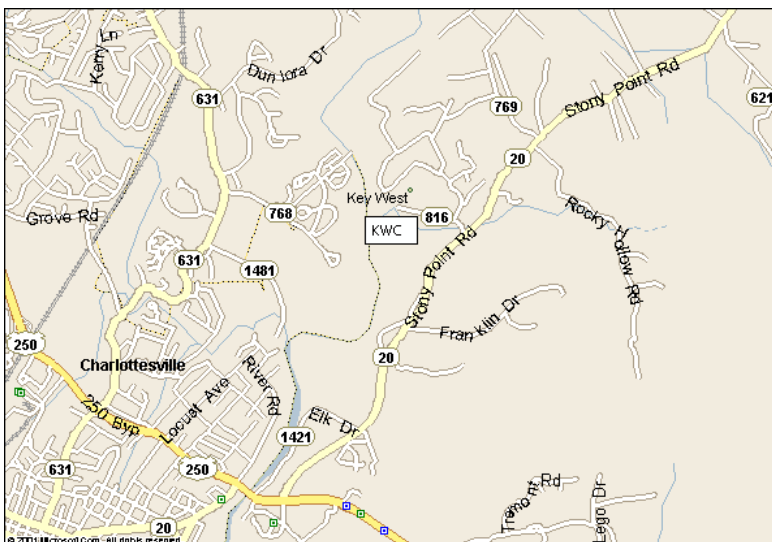
From South of Charlottesville follow Rt. 29 North (or Bypass) about 4 miles past Fashion Square Mall on the right. Turn right at the sign for Hollymead. The pool is about 1/4 mile from Rt. 29 next to the parking lot in front of The Silver Thatch Inn.

From East of Charlottesville follow Rt. 250 West Bypass through town to Rt.29 North (to Washington). Stay on Rt. 29 North about 4 miles past Fashion Square Mall on the right. Turn right at the sign for Hollymead. The pool is about 1/4 mile from Rt. 29 next to the parking lot in front of The Silver Thatch Inn.

From West of Charlottesville follow Rt. 250 East Bypass to Rt. 29 North (to Washington). Stay on Rt. 29 North about 4 miles past Fashion Square Mall on the right. Turn right at the sign for Hollymead. The pool is about 1/4 mile from Rt. 29 next to the parking lot in front of The Silver Thatch Inn.

From West of Charlottesville Using Interstate 64 East get off at the Rt. 29 North Exit and follow the Rt. 29 North Bypass (to Washington). Stay on Rt. 29 North about 4 miles past Fashion Square Mall on the right. Turn right at the sign for Hollymead. The pool is about 1/4 mile from Rt. 29 next to the parking lot in front of The Silver Thatch Inn.

DIRECTIONS TO KEY WEST CLUB (KWC)



Enter into your GPS

393 Key West Drive

Charlottesville, VA 22901

**Diving
NOT ALLOWED
at shallow end**

KWC on jsl.org

The shelter area is for swimmers at the Clerk of Course ONLY.

From North of Charlottesville follow Rt. 29 South to the Hydraulic Rd. intersection (K-mart is on left). Turn left onto Hydraulic Rd, follow this to the second traffic light, and turn left onto the Rt. 250 Bypass East. Stay on Rt. 250 Bypass East through town and cross the Rivanna River Bridge on the east side of town. Turn left at the first traffic light after the bridge onto Rt. 20 North. Go about 1.6 miles to the Key West neighborhood sign and turn left onto Rt. 816. Follow this about 0.9 mile to the club sign and take a left at the triangle. Take the first left again at the club sign and follow the dirt road past a field, through the gate, and into the parking lot.

From the South of Charlottesville follow Rt. 29 North (or Bypass) to the Rt.250 East Bypass intersection. Take Rt. 250 Bypass East through town and cross the Rivanna River Bridge on the east side of town. Turn left at the first traffic light after the bridge onto Rt. 20 North. Go about 1.6 miles to the Key West neighborhood sign and turn left onto Rt. 816. Follow this about 0.9 mile to the club sign and take a left at the triangle. Take the first left again at the club sign and follow the dirt road past a field, through the gate, and into the parking lot.

From the East of Charlottesville follow Rt. 250 West coming down Pantops Mountain and take a right at the first light onto Rt. 20 North. Go about 1.6 miles to the Key West neighborhood sign and turn left onto Rt. 816. Follow this about 0.9 mile to the club sign and take a left at the triangle. Take the first left again at the club sign and follow the dirt road past a field, through the gate, and into the parking lot.

From the West of Charlottesville follow Rt. 250 Bypass East through town and cross the Rivanna River Bridge on the east side of town. Turn left at the first traffic light after the bridge onto Rt. 20 North. Go about 1.6 miles to the Key West neighborhood sign and turn left onto Rt. 816. Follow this about 0.9 mile to the club sign and take a left at the triangle. Take the first left again at the club sign and follow the dirt road past a field, through the gate, and into the parking lot.

DIRECTIONS TO LOUISA GATORS (LG)

Home Meets are at the Betty Queen Intergenerational Center Pool in Louisa



Enter into your GPS

458 Industrial Dr.

Louisa, VA 23093

**Diving
NOT ALLOWED
at shallow end**

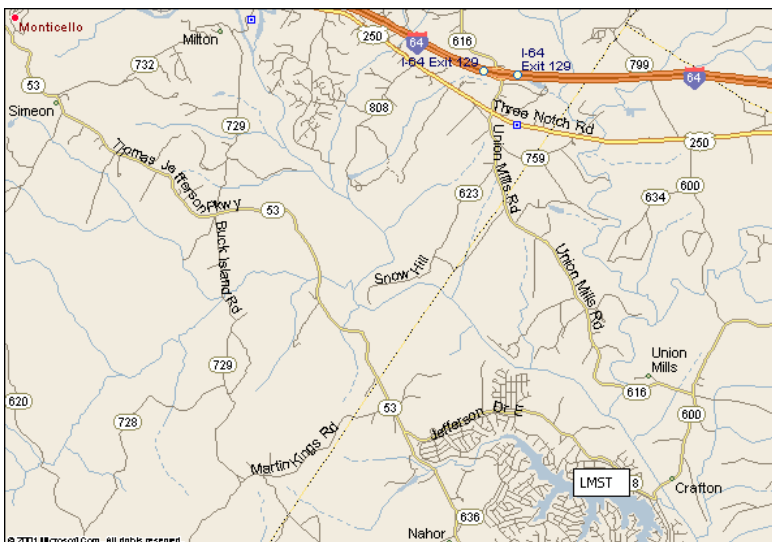
[LG on jsl.org](http://lg.on.jsl.org)

From North or South of Charlottesville take Route 29 to the Route 250 East Bypass (to Richmond). Follow Rt. 250 East to Interstate 64 East and turn left onto Interstate 64. Take exit 143 for VA-208 toward Ferncliff/Louisa and turn left onto VA-208. Continue 8.9 miles and turn right at US-33/VA-208/VA-22. Stay straight on this road for 2 miles, following the signs towards the airport, and turn right at Industrial Drive (there is a large Airport Industrial sign). Go 0.5 miles and turn right into the entrance for the Betty Queen Intergenerational Center (marked with a tan and stone sign). Drive around to the back of the Main building by turning left. The pool and parking are located at the next building on your right, behind the Main Center. The pool is an outdoor pool and the building is a locker room entrance.

From east of Charlottesville take Route 15 North or South to Interstate 64 east. Take exit 143 for VA-208 toward Ferncliff/Louisa and turn left onto VA-208. Continue 8.9 miles and turn right at US-33/VA-208/VA-22. Stay straight on this road for 2 miles, following the signs towards the airport, and turn right at Industrial Drive (there is a large Airport Industrial sign). Go 0.5 miles and turn right into the entrance for the Betty Queen Intergenerational Center (marked with a tan and stone sign). Drive around to the back of the Main building by turning left. The pool and parking are located at the next building on your right, behind the Main Center. The pool is an outdoor pool and the building is a locker room entrance.

From Charlottesville or West of Charlottesville follow Rt. 250 East thru Charlottesville to Interstate 64 East and turn left. Take exit 143 for VA-208 toward Ferncliff/Louisa and turn left onto VA-208. Continue 8.9 miles and turn right at US-33/VA-208/VA-22. Stay straight on this road for 2 miles, following the signs towards the airport, and turn right at Industrial Drive (there is a large Airport Industrial sign). Go 0.5 miles and turn right into the entrance for the Betty Queen Intergenerational Center (marked with a tan and stone sign). Drive around to the back of the Main building by turning left. The pool and parking are located at the next building on your right, behind the Main Center. The pool is an outdoor pool and the building is a locker room entrance.

DIRECTIONS TO LAKE MONTICELLO (LMST)



Enter into your GPS

41 Ashlawn Blvd.

Palmyra, VA 22963

**Diving
NOT ALLOWED
at shallow end**

[LMST on jsl.org](http://LMSTonjsl.org)

From North of Charlottesville follow Route 29 South to the Route 250 East Bypass (to Richmond). Follow Rt. 250 East past Shadwell. Go over a bridge and turn right onto Rt. 729 (North Milton Rd). You will make a left turn at the stop sign at the top of the hill onto Rt. 729. Follow this for 3.3 miles and turn left onto Route 53. Continue on Route 53 for 4.7 miles and turn left onto Route 618 at the Lake Monticello sign. Go another 2 miles and turn right into the main gate at Lake Monticello. Stop at the guard house (if needed), and stay straight on Ashlawn Blvd. until it ends. The main office clubhouse and parking is on the left. The pool is behind and to the left of the clubhouse.

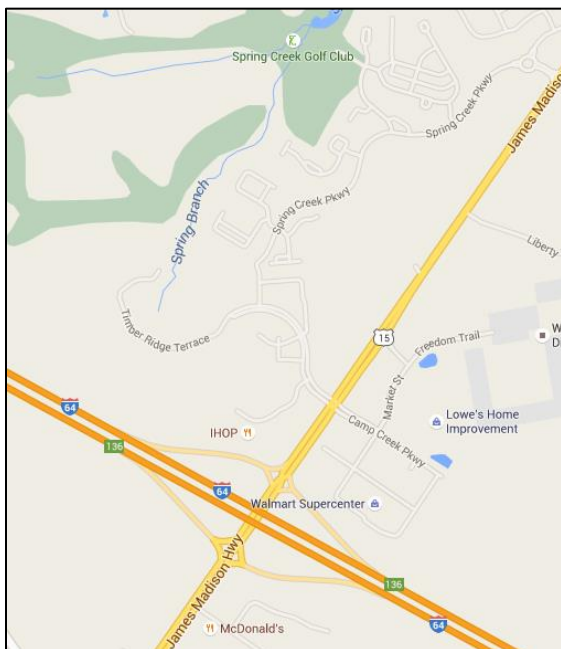
From South of Charlottesville follow Interstate 64 East and turn right at Exit 121A for Rt. 20 South. At the end of the ramp, merge into Route 20, and get into left lane. Turn left onto Route 53 (signs to Monticello). Continue on Route 53 for 10.6 miles and turn left onto Route 618 at the Lake Monticello sign. Go another 2.9 miles and turn right into the main gate at Lake Monticello. Stop at the guard house (if needed), and stay straight on Ashlawn Blvd. until it ends. The main office clubhouse and parking is on the left. The pool is behind and to the left of the clubhouse.

From Charlottesville or West of Charlottesville follow Rt. 250 East past Shadwell. Go over a bridge and turn right onto Rt. 729 (North Milton Rd). You will make a left turn at the stop sign at the top of the hill onto Rt. 729. Follow this for 3.3 miles and turn left onto Route 53. Continue on Route 53 for 4.7 miles and turn left onto Route 618 at the Lake Monticello sign. Go another 2 miles and turn right into the main gate at Lake Monticello. Stop at the guard house (if needed), and stay straight on Ashlawn Blvd. until it ends. The main office clubhouse and parking is on the left. The pool is behind and to the left of the clubhouse.

From Charlottesville or West of Charlottesville, follow Interstate 64 East and turn right at Exit 121A for Rt. 20 South. At the end of the ramp, merge into Route 20, and get into left lane. Turn left onto Route 53 (signs to Monticello). Continue on Route 53 for 10.6 miles and turn left onto Route 618 at the Lake Monticello sign. Go another 2.9 miles and turn right into the main gate at Lake Monticello. Stop at the guard house (if needed), and stay straight on Ashlawn Blvd. until it ends. The main office clubhouse and parking is on the left. The pool is behind and to the left of the clubhouse.

DIRECTIONS TO SPRING CREEK POOL

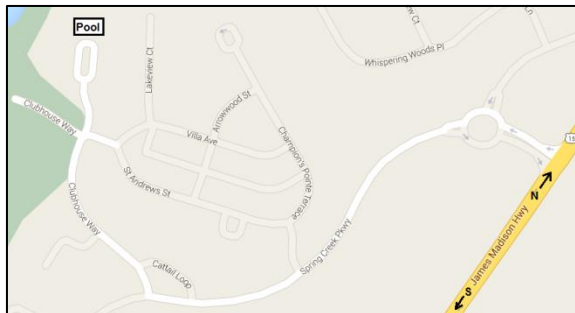
Meets are NOT currently held at Spring Creek in Louisa County



GPS directions go to wrong entrance and will take you to Golf Club.

[181 Clubhouse Way](#)
Gordonsville, VA 22902

Diving
NOT ALLOWED
at shallow end



Parking is allowed on both sides of the road off the pavement on Clubhouse Way. PARKING IS NOT ALLOWED IN THE GOLF COURSE PARKING LOT. You may be towed. The fitness center and upstairs clubhouse are off limits. Only use the bathrooms right by the pool. Use the big grass area by the playground to put chairs and stuff. No smoking or alcohol around the pool area or parking lot.

From North, South, or West of Charlottesville using I-64 East, about 12 miles from the Route 250E and I-64E interchange, take exit 136 (Rt 15N). Turn left onto Route 15 North at the end of the ramp. (You will enter a diverging diamond interchange and think you are on the wrong side of the road.) Go approximately 1.2 miles to the second entrance to Spring Creek and turn left onto Spring Creek Parkway.

Stop at the guard gate, then enter the roundabout and take the second right staying on Spring Creek Parkway. Go to the third right and turn onto Clubhouse Way. Continue straight about 0.2 miles and you will enter the Sports Club Parking Lot (NOT the Golf Club parking lot). You may park in the lot in front of the Sports Club or completely off the pavement on either side of the road leading to the Sports Club. The pool is behind the Sports Club building and you may enter through the gate on the left side of the building.

From Louisa using Route 208 South at its intersection with Route 33, continue approximately 8.7 miles to Interstate 64 West. Take the right hand ramp and go approximately 6 miles to exit 136 (Rt 15N). Turn right onto Route 15 North at the end of the ramp. Go approximately 1 mile to the second entrance to Spring Creek and turn left onto Spring Creek Parkway. Follow directions in second paragraph above.

From Culpeper using Route 15 South (Madison Rd) at its intersection with Route 29, continue approximately 25 miles to the roundabout at Gordonsville. Take the third exit and continue on Route 15S approximately 10.9 miles to the first entrance to Spring Creek. Turn right onto Spring Creek Parkway. Follow directions in second paragraph above.

From FAR North of Charlottesville using Route 33 East at its intersection with Route 29, continue approximately 12.6 miles to the roundabout at Gordonsville. Take the second exit onto Route 15S and continue approximately 10.9 miles to the first entrance to Spring Creek. Turn right onto Spring Creek Parkway. Follow directions in second paragraph above.

DIRECTIONS TO UVA AQUATIC AND FITNESS CENTER)

The UVa Aquatic and Fitness Center was the PREVIOUS location of JSL Champs.



Enter into your GPS

450 Whitehead Rd

Charlottesville, VA 22904

**Diving
ALLOWED
at both ends**

Aquatic and Fitness Center



MAP KEY

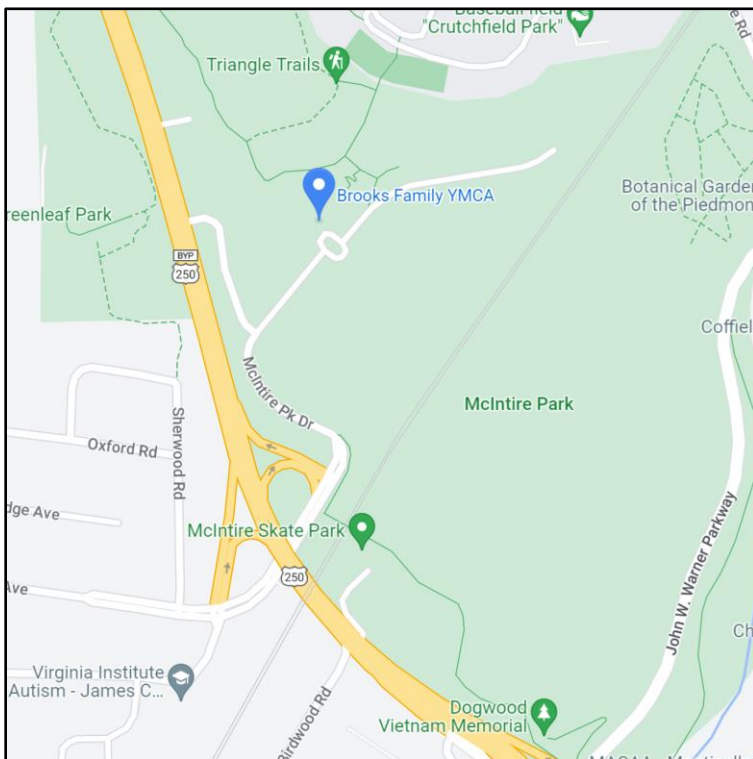
- 1 = Permit & Handicap Parking ONLY
- 2 = Permit Parking Only
- 3 = OPEN Parking
- 4 = Team Tents ONLY

Vehicles improperly parked are subject to towing.

Specific parking information will be available before the Championship.

DIRECTIONS TO BROOKS FAMILY YMCA

The Brooks Family YMCA is the location of the annual JSL Championship.



Enter into your GPS

151 McIntire Park Dr
Charlottesville, VA 22902

**Diving NOT
ALLOWED at
non-block end**

Brooks Family YMCA

MAP KEY

Specific parking information will be available before the Championship.

When viewing online, use “Ctrl + click on link” to open in new tab.



Team Procedure Manual

(Formerly the “Blue Manual”)

Section 5

(The Computer Manual)

Version 4

Published June 1, 2012

(Revised July 1, 2023)

Written by

Jessica Simons

Reviewed and Edited by

Paul Boucher

(Contents on following page)

Find us at www.jsl.org

This manual, originally written for Hy-Tek's Team Manager 4.0 and Meet Manager 2.0, was printed to assist JSL clubs in the operation of Hy-Tek's Team Manager 6.0 and Meet Manager 3.0 programs. Additional copies may be photocopied or downloaded and printed from [JSL Software Support](#). Complete Hy-Tek User Guides may be downloaded from [Hy-tek User Guides](#). The instructions in this JSL manual were written with the assumption that the reader has basic computer skills and knowledge of Windows-based programs. Such procedures as copying files, Internet access, downloading, etc. are beyond the scope of this manual and have been omitted to keep the size reasonable.

The manual was originally written by Jessica Simons in 2001, revised in 2005, and again in 2007, with the hope that all teams could benefit from her knowledge of these two programs. Operational questions may be directed to her at jrsimons@comcast.net, (434)-295-1582 (H) or 434-962-0443 (C). Suggestions for expansion, improvement, or correction of this manual should be directed to Bob Garland (bgarlandjr@gmail.com)

JSL Team Manager User Manual

(All changes for current season are highlighted)

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JSL Team Manager User Manual

Conventions

All standard text and explanations are in Times New Roman Font, Size 10 pt

All standard Sections and Topics are in **Times New Roman Font, Bold Size 14 pt**

All Team Manager Menu Items or selectable choices are in **Arial Font, Bold Size 10 pt**

All recommended selected or text entry values are in **Arial Font, Bold Italic Size 10 pt**

All warning, cautionary, or very important labels is in **Arial, Bold Size 12**

All text expressing strong emphasis are in Times New Roman Font, Size 12 pt or Size 14.



> designates a fly-out, drop-down, or other additional menu options in **Arial, Bold Font, Size 10 pt**

All Screen or Window names are in **Times New Roman Font, Bold Italic Size 10 pt**



All URLs are in Times New Roman Font, Underlined Size 10 pt

I. Setting Up a Team Manager Database

- A. Click on **File > Open New**. This takes you to the **Open Existing or Create New Database** input box.
 1. Type in the name of the database (example: ***“CGST Swimming”***) and press **Enter** on the keyboard. This then takes you back to the main **Team Manager** screen.
 2. Go to **Setup > Preferences > System Preferences** and press **Enter**.
 3. Under **Preferences**, select your preferred **Gender Designation**.
 4. Under **Athlete Browse Options**, check the options **Show Ages**, **Show Birth Date** and select **Last Name First**. Leave **Show School Year** and **First Name First** blank. Leave **“Faster than” Time STD/Qualifying Times** blank as well.
 5. Under **Relay Lead-Off Splits**, uncheck **Use Relay Lead Off Splits**.
 6. Under **Stroke Rates**, uncheck **Enable Stroke Rate Reporting**.
 7. Under **Automated Reminders**, chose whatever you prefer.
 8. Under **Team/Swimmer Defaults**, set the following default values as follows:
 - Set **Default Team Registration** to ***“USS”***
 - Set **Default Team Type** to ***“Age”***
 - Leave **Default Country** blank
 - For **Default LSC**, select ***“Virginia”***
 - For **Default State**, select ***“Virginia”***
 9. Under **Meet Age-Up Date**, ALWAYS select ***“June-01”*** of the current year. This is the third listed item.
 10. Under **System Age Update**, ALWAYS select ***“June-01”*** of the current year.
 11. Click **OK**. This takes you back to the main **Team Manager** screen.


- B. Go to **Setup > Preferences > Report Custom Age Groups** and press **Enter**.
1. Click **Add**. This opens the **Define Custom Age Groups for Reports** dialogue box. This is where you create each JSL Age Group and define the appropriate low and high ages within each group.
 2. Under **Custom Age Group**, enter the following:
 - **Low Age** with the appropriate “**age**”.
 - **High Age** with the appropriate “**age**”.
 3. Click **OK** to create a new **Age Group**. The **Define Custom Age Group for Reports** dialogue box now opens.
 4. This is where you select/define which events this new age group can swim. Check the appropriate **Stroke** and **Distances** that apply.
 5. Click **OK**. Everything entered so far will now show in the left hand column.
 6. Repeat Steps 1 through 5 above for each Age Group.
 7. When finished, return to the main **Team Manager** screen by clicking on return  (the small yellow folder with an up arrow found near the left-top of the page).
- C. Go to **Setup > Preferences > Report Preferences** and press **Enter**
1. Under **Report Headers**, enter the following:
 - **Header 1:** Enter whatever text you want (example: “**Boar’s Head Swim Team**”)
 - **Header 2:** Enter whatever text you want (example: “**2007**”)
 2. Under **Punctuation**, choose the options that you prefer.
 3. Under **Label Types**, make appropriate selections.
 4. Suggestion: Set the **# of copies to printer** to “**1**”.
 5. Click **OK**, and you are returned to the main **Team Manager** screen.
- D. Go to **Setup > Favorite Filters** and press **Enter**.
1. Under **Favorite Defaults**, click **Add**.
 2. Enter the following:
 - **Favorite Name:** Enter whatever text you want (example: “**Boar’s Head Swim Team**”).
 - **Team:** Enter whatever text you want (example: “**2007**”).
 3. Under **Preset Season Since and Until Dates**, check **Use Start Date**, then click on the **Season Start Date** down arrow , which open up a calendar to allow you to pick a date.

CAUTION: Any team choosing to hold an inter-squad practice meet needs to make sure that the date selected for **Times Since** (found in **Favorite Filters** above) is set for one day later than the inter-squad meet to prevent the use of unauthorized times which will incur JSL penalties.

4. Click on  (the little red heart) to finalize the **Favorite Defaults**.
 5. Click **OK**, and the chosen favorite is now highlighted on the screen.
 6. When finished, return to the main **Team Manager** screen by clicking on the return  icon (the small yellow folder with the up arrow near the left-top of the page).
- E. Go to **Setup > Groups/ Sub Groups/ Codes** and press **Enter**.
- **Entries for Groups and Meet Types** is optional and not required for JSL Meets. Using this option is totally up to the individual teams and has no effect on anything.
 - Click **OK**.
- F. Go to **Course Conversion**
- **DO NOT CHANGE THESE VALUES**. The JSL requires these default values.
- G. Go to **Athlete Custom Fields**
1. Custom fields are defined by the user to track up to three pieces of information about athletes that are not one of the predefined Team Manager fields. These are totally optional entries and have no effect on JSL meets.
 2. Click on **OK** to return to the main **Team Manager** screen.

II. Setting Up Teams

- A. From the main **Team Manager** screen **Teams**. The **Teams Browser** screen opens.
1. Click **Add**. The **Team Maintenance** window opens.
 2. Under **Team Names/Registration**,
 - Fill in **Team Code** (examples: “**KWC**”, “**LMST**”, “**ACAC**”)
 - Fill in the full **Team Name** (examples: “**Key West Club**”, “**Lake Monticello Swim Team**”, “**Atlantic Coast Athletic Club**”)
 - Fill in the **Short Name** (examples: “**KWC**”, “**LMST**”, “**ACAC**”)
 - Select “**USS**” from the **Team Registration** drop-down menu.
 - Select “**AGE**” from the **Team Type** drop-down menu.
 3. Under **Mailing Information**
 - Fill in text at your discretion.
 4. Under **Telephone Information**
 - Fill in text at your discretion.
 5. Click **OK**. This returns you to **Teams Browser** screen.


- B. From the **Teams Browser** screen, click **Edit**
 - Use this screen to edit any changes to your team setup.
 - Click **OK** to return to the **Teams Browser** screen.
- C. From the **Teams Browser** screen, click **Delete**
 - Use this screen to delete a team.
 - All athletes and relays will also be purged.
 - All meet results for that team will be purged.
 - Click **OK** to return to the **Teams Browser** screen.
- D. From the **Teams Browser** screen, click **Results**
 - Use this screen to access all results for all team members from all meets.
 - Click **OK** to return to the **Teams Browser** screen.
- E. From the **Teams Browser** screen, click **Coaches**
 - Use this screen to add your coach's information if so desired.
 - Click **OK** to return to the **Teams Browser** screen.
- F. From the **Teams Browser** screen, ignore **Maintenance**
- G. Click return  to return to the main **Team Manager** screen.

III. Setting Up an Athlete

- A. From the main **Team Manager** screen, select **Athletes**.
 - 1. Select **Add** to open up the **Athlete Information** window.
 - 2. Fill in the appropriate information as follows:
 - Fill in **Last Name**.
 - Fill in **First Name**.
 - Fill in **Middle** (initial only for the JSL).
 - Fill in **Preferred Name**.
 - Fill in **Birth Date**.
 - Age will automatically be computed.
 - Click **Build ID**.
 - Enter **Gender** (enter "**M**" or "**F**").
 - Select **Team** from drop-down menu.
 - If **Group** or **Sub-Groups** have been set up in system preferences, select from the **Group** drop-down menu.
 - Leave **Subgroup**, **WM Group**, **WM Subgroup** and **School Year** blank.
 - 3. Ignore **Registration**.
 - 4. Ignore **Recruiting**.
 - 5. Click on **Primary Contact**
 - This is optional. Fill in any information that the team requires.
 - If the information for a sibling has already been entered, select sibling information and all the previous sibling information will appear.

6. Click on **Secondary Contact**
 - This is optional. Fill in any information that the team requires.
 - If the information for a sibling has already been entered, select sibling information and all the previous sibling information will appear.
7. Click on **Medical**
 - This is optional. Fill in any information that the team requires.
 - If the information for a sibling has already been entered, select sibling information and all the previous sibling information will appear.
8. Click on **Custom**
 - This is optional. Fill in any information that the team requires.
 - If the information for a sibling has already been entered, select sibling information and all the previous sibling information will appear.
9. Click **OK** to return to main *Athlete* screen.
10. **Edit** will now allow the database manager to change information on the highlighted athlete.
11. **View** – Ignore this option
12. **Delete**
 - Delete will erase all the individual athlete's information and results. Only use delete under the most extreme circumstances. Information once deleted cannot be retrieved.
13. **Results** - will bring up all the results previously entered for the highlighted athlete.
 - **Standards** will only apply to JSL Teams using Gold/Silver Standards. Select the imported JSL Time Standard (see Section IV on page 6 for details).
 - **Course** – select the appropriate meet venue (for Gold/Silver or any Gold/Silver team swimming at) or their division).
 - **Show Standards** – using Gold/Silver time standards you must check **Show Standards**. Other options now open above that need to be checked as follows:
 - Check **Show Standards based on current age**.
 - **Show Conversions** – leave blank (the default).
 - **Since Date** – use this to show results from a particular date. If you choose this option, you must click **Use Since Date** below.
 - **Use Since Date** – If you chose the **Since Date** option above, check the **Use Since Date for Improvement** and fill in “**Jun-01**” of the appropriate year.

CAUTION: Any team choosing to hold an inter-squad practice meet needs to make sure that the date selected for **Times Since** (found in **Favorite Filters** above) is set for one day later than the inter-squad meet to prevent the use of unauthorized times which will incur JSL penalties.

- **Chronological** – leave blank.
 - **Show Goals** – leave blank.
 - **Fastest** – click to display only fastest times.
 - **Stroke** – click to display only that stroke.
 - **Distance** – click to display only that distance.
 - **Meet Type** – leave blank.
14. Click on the return icon  to return to the main *Athlete* screen.

- B. If the database manager is using a previous years' database, then--
1. Go to **Athletes**.
 2. Determine if all the athlete information, including contact and registration information, is correct. Update as necessary.
 3. If the athlete is no longer on the team, click **Inactive**.
 - All the historical information for that athlete remains in the database.
 - This can always be retrieved and included by clicking **Include inactive** on all reports.
 - This information will not show up on any reports for active swimmers.


IV. Standards

- A. This applies only to teams using *Goalkeeper* Time Standards which are no longer used.

NO LONGER USED

V. Records

- A. On the **Records** screen, the database manager can add, edit, delete, open, create and copy a record file.
1. From the main **Team Manager** screen **Records > Add/Edit**.
 2. Click on **Records > Create New Record Set**.
 3. The **Create New Record File** window opens.
 4. Enter the following information:
 - **Record Name** (example: "**Pool Record**" or "**Team Record**").
 - **Course** (select appropriate course).
 - **Year** (record for the year entered).
 - **Description** (optional information).
 - **Identifying Flag** (for reports) - pick a character to be used to indicate a record that has just been broken.
 - Click **OK** takes you back to the **Main Records Screen**.
 5. Select **Add** to open the **Add/Edit Record** window.
 - Under **Age Group**, select the appropriate Age Group.








- Select the **Distance**.
- Select the **Stroke**.
- Select the **Gender**.
- Leave **Actual** as set (the default).
- Select **Individual** or **Relay**.
- Fill in **Record Holder**'s information.
- Enter the **Time/Score**, **Date Set**, and leave the **Team** and **LSC** blank.
- Click **OK** to return to the main **Records** screen.
- Click on the return icon  to return to the main **Team Manager** screen.

VI. Setting Up Meets

- A. From the main **Team Manager** screen, select **Meets**.
1. Go to **Add** to open the **Meet Maintenance** screen.
 2. Under **Meet Information**,
 - Fill in the **Meet Name**.
 - Fill in **Location** (optional).
 - Fill in **Remarks** (optional).
 - Fill in **Instructions/Directions** (optional).
 - Select **Course**,
 - Select “**Y**”, “**L**”, or “**S**”.
 - Do Not Select “**YO**”, “**LO**”, or “**SO**”.
 - Select **Meet Type** (optional),
 - Leave **Sanction Number** blank.
 - Leave **Enforce Qualifying Times** blank.
 - Leave **Altitude in Feet** blank.
 - Leave **Minimum Age Eligibility** blank.
 3. Under **Dates**,
 - Select the **Start Date**.
 - Select the **End Date**.
 - **Age Update** will always be “**June-1**” of the current calendar year.
 - Click **Use Since Date**,
 - Fill in **Used Time Since Date**.





CAUTION: Any team choosing to hold an inter-squad practice meet needs to make sure that the date selected for **Times Since** (found in **Favorite Filters** above) is set for one day later than the inter-squad meet to prevent the use of unauthorized times which will incur JSL penalties.

4. Under **Entry Fees** – leave all blank.
5. Under **Conversion Factor** – leave **Non-Conforming Course Factor** blank.
6. Click **OK** which returns you to the **Meet Browser** screen.
7. Click on **Edit**,
 - Allows the database manager to make changes for a particular meet.
8. Click on **Delete**,
 - This will delete all results for the selected meet.
 - This is not reversible.
 - Only choose this option under extreme circumstances.

9. Click on **Events**.
This will list all the meets in the database. If the database manager is using a database from a previous year, all the meets from the previous year/s are accessible.
 - The **Copy Events** option can be used.
 - Select a **Meet** that has the same event order.
 - Select **All Events** from **Copy Options**.
 - Do not select **Also Copy Entries**.
 - Click **OK**.
 - The program now displays the number of entry events copied. Click **Close**. This returns you to the *Events for the Meet* screen.
 - Click on return  to return to *Meet Browser* screen.
10. If there is no existing historical database, click on **Events**.
11. Click on **Add** to add new events to the meet.
 - Select **Individual** or **Relay**.
 - Select **Gender**.
 - Select **Alternate Gender**.
 - Leave **Session/Division** blank.
 - Select **Age Range**.
 - Select **Distance**.
 - Select **Stroke**.
 - Do not select **Qualifying Times**.
 - Do not click **Import All 3 Courses**.
 - Click **OK** to the *Main Event* screen.
12. To Edit an Event.
 - Click on **Edit** to go to the *Meet Event Maintenance* screen.
 - Change **Event**, **Gender**, **Age**, **Distance**, or **Stroke**.
 - Click **OK** once all changes have been made.
 - On **Event Updated** window, Click **OK**.
 - Click on the next event icon  to edit the next event.
 - Click on the previous event icon  to edit the previous event.
 - Click **Cancel** to get out of this screen.
 - Click on **Delete** to erase an event and all entries for that event.
 - Click **Print** to generate a Meet Event Report.
 - Click  to send the report to the printer.
 - Click **OK** which prints the report.
 - Click  to return to the *Events* screen.
 - Click  to return to the main *Meet Browser* screen.
 - Click  to return to the main *Team Manager* screen.



VII. Entering Swimmers in a Meet

- A. From the main *Team Manager* screen.
- B. Select **Meets**.
 1. Highlight the appropriate meet.

2. Select **Entries > Entries by Name or Entries by Event**.
 - **Entries by Name** will show all events that the selected athlete is eligible to swim.
 - Relays cannot be entered using this option. Only athletes can be entered with this option.
 - Select **Gender**.
 - Select **Team**.
 - Leave **School Year, Group, Sub Group, WM Group** and **WM Sub Group** blank.
 - Select **Low Age** and **High Age**.
 - A selection indicator  will appear on the left and the chosen athlete will be highlighted in blue.
 - Place a check in each event entered for that swimmer in the bottom window.
 - As each event is checked, that event will be highlighted in yellow.
 - When finished with all the entries, click on  to return to the main **Meet** screen.
3. **Entries by Event** will show all the athletes who are eligible to swim the chosen event.
 - Select the desired event for entries. This event will turn blue.
 - From the options below the **Events** window, select **Team** for entries by team.
 - Leave **School Year, Group, Sub Group, WM Group** and **WM Subgroup** blank.
4. For Individual Events,
 - Leave **Show Swim Up Athletes** unchecked and **Only Athletes Already in Meet** unchecked.
 - **Clear All** will clear all the entries in the selected event.
 - **Enter All** will enter all the eligible athletes in the selected event.
 - Click the next event icon  to proceed to the next event.
 - Click the previous event icon  to return to an earlier event.
5. For Relay Events,

IMPORTANT: Relays can only be entered using the **Entries by Event** option.

- Select the desired relay event for entries. This relay will turn blue.
- From the options below the **Events** window, select **Team** for relay entries by team.
- Leave **Show Swim Up Athletes** unchecked, and check **Only Athletes Already in Meet**.
- Leave **School Year, Group, Subgroup, WM Group** and **WM Subgroup** blank.
- Click on **New Relay** to add a new relay.
- All eligible athletes can be seen on left-hand side of screen under the Event Description.
 - The "**A**" relay will automatically be shown on the right hand side of the screen highlighted in yellow.
 - Check **Only Athletes Already in Meet**.
 - Click on **Find Best Relay**. This will automatically place the 4 fastest swimmers already entered in the meet in order, fastest

- to slowest, in the relay swimmers frame.
 - A time for the relay will automatically appear under **Custom Time**.
- Click on **Best Relay Report**. This shows the best relay order of swimmers already entered in the meet. Coaches usually never follow this order.
- This report can be printed out to give to the coaches.
- Use **Clear Swimmers** to remove the swimmers from the relay.
 - The program will ask if each swimmer is to be removed individually.
 - The time computed for that relay will remain.
- Click on **New Relay** to add additional relays to that event.
- Click on return  when all entries have been entered. This takes you back to the **Meet Browser** screen.
- Click on  to return to the main **Team Manager** screen.

VIII. Administrative Reports




- A. Return to the main **Team Manager** screen.
- B. Select **Reports > Administrative**.
 1. Click **Athletes** - A roster of all your active athletes can be generated here,
 - By **Name**.
 - By **Contact Information**.
 - By **Telephone Number**.
 - **Attendance Lists** can be generated here.
 - **Mailing Labels** for team mailings can also be generated.
 2. Athletes can be selected by name, team, age or gender,
 - Select the **Team**.
 - Select **Group, Subgroup** if desired.
 - Select **Gender**.
 - Select **Age Group** if necessary.
 - Do not include **Inactive Athletes**.
 3. Click **Create Report**,
 - **Teams** - this will show how many teams you have in your database.

IX. Performance Reports

- A. Return to the main **Team Manager** screen.
 1. Select **Reports > Performance**.
 2. From the Fly-Out Menu, select the report option you want to work on. Typical reports used from this Fly-Out are **Top Times**, **Top Times Spreadsheet**, **Meet Results**, **Meet Entries**, **Meet Entries Spreadsheet**, and **Record Match**.
- B. To Generate a Top Times Report
 1. From the main **Team Manager** screen, select **Reports > Performance > Top Times**.

2. Under **Meet**, select **All Meets**.
 - Leave default for **Prelims/Finals** and **Splits**.
 - Select the **Team**.
 - Select **Gender**.
 - Select **Age**.
 - Click **Age Group** and check **Use Custom**.
 - Ignore **Include**.
 - Under **Course Options**, check the course as follows:
 - Database managers in short course meet pools should select “**SS**”.
 - Database managers in yard pools should select “**YY**”.
 - Database managers in long course meter pools should select “**LL**”.
 - Ignore **Stroke Distance Filters**.
3. Under **Dates**, if you are working with a historical database make sure to enter “**June-1**” of the current year in the **Use Times Since** box.

CAUTION: Any team choosing to hold an inter-squad practice meet needs to make sure that the date selected for **Times Since** is set for one day later than the inter-squad meet to prevent the use of unauthorized times which will incur JSL penalties.




4. Under **Sort by**, check **Event (Current Age)**.
5. Click **Create Report**,
 - Click  to send the report to the printer.
 - Click **OK** to return to the previous screen.
 - Click  to return to the **Meet Browser** screen.
 - Click  to return to the main **Team Manager** screen.

C. To Generate a Top Times Spreadsheet Report

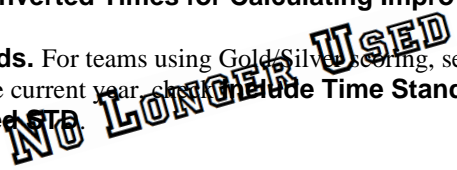

1. From the main **Team Manager** screen, select **Report > Performance > Top Time Spreadsheet**.
This report saves paper and is the best report to give a coach in order to do the meet line - up for an upcoming meet.
2. Under **Meet**, select **All Meets** and,
 - Leave default for **Prelims/Finals**.
 - Select the **Team**.
 - Select **Gender**.
 - Select **Age**.
3. Click **Age Group** and check **Use Custom**.
4. Under **Course Options**, check the course as follows:
 - Database managers in short course meet pools should select “**SS**”.
 - Database managers in yard pools should select “**YY**”.
 - Database managers in long course meter pools should select “**LL**”.



5. Under **Dates**, if you are working with a historical database make sure to enter “**June-1**” of the current year in the **Use Times Since** box.

CAUTION: Any team choosing to hold an inter-squad practice meet needs to make sure that the date selected for **Times Since** is set for one day later than the inter-squad meet to prevent the use of unauthorized times which will incur JSL penalties.

6. Under **Filters**, leave **Meet Type** blank. Check **Include Swimmers with NO Results** only.
7. Under **Sort by**, check whichever option is best suited for your team.
8. Click **Create Report**,
 - Click  to send the report to the printer.
 - Click **OK** to return to the previous screen.
 - Click  to return to the **Meet Browser** screen.
 - Click  to return to the main **Team Manager** screen.

D. To Generate a Meet Results Report


1. From the main **Team Manager** screen, select **Report > Performance > Meet Results**.
2. Under **Meet**, select the meet you want to print the results for.
3. Under **Filters**,
 - Select **Team**.
 - Select **Gender**.
 - Select **Age**.
 - Leave default for **Prelims/Finals** and **Splits**.
4. Under **Include** uncheck **Personal Best Only** and uncheck **Include Relay Lead Offs**.
5. Under **Event Filters**, make the appropriate selection for your team.
6. Under **Improvement**,
 - If you are using a new database, uncheck **Use Since Date for Improvement**.
 - If you are using a database from previous years, check the **Use Since Date for Improvement** and fill in “**Jun-01**” of the appropriate year in the since date for improvement space.
7. Check **Use Converted Times for Calculating Improvements**.
8. Click **Standards**. For teams using Gold/Silver scoring, select the JSL Gold Time Standard for the current year, check **Include Time Standards** and uncheck **Include Only Improved STD**.

9. Under **Sort by**,
 - Check **Meet Event Number**.
10. Click **Create Report**,
 - Click  to send the report to the printer.
 - Click **OK** to return to the previous screen.



- Click  to return to the **Meet Browser** screen.
- Click  to return to the main **Team Manager** screen.

E. To Generate a Meet Entries Report




1. From the main **Team Manager** screen, select **Report > Performance > Meet Entries**
2. Under **Meet**, the name of the meet, for which the database manager has entered the most current entries, will appear.
3. Under **Filters**,
 - Select **Team**.
 - Leave **Group**, **Subgroup**, **WM Group**, **WM Subgroup**, and **School Year** blank.
4. Check **Totals on Separate Page**.
5. Leave **Include Registration ID**, **Include Inactive**, and **Include Official Statement** unchecked.
6. Under **Other Options**,
 - Check **Include Proof of Time** only.

CAUTION: This helps keep the use of times from previous years which is a JSL violation and subject to penalties from occurring.




7. Under **Filters**,
 - Select **Gender**.
 - Select **Age**.
8. Under **Stroke/ Distance Filters**,
 - Ignore **Stroke** and **Distance**.
9. Under **Event Filters**, check **Individual**,
 - Ignore **Standards** and **Points**.
 - Select **Age Group**.
10. Under **Sort by**, check the appropriate report format. The following information is provided to help you select the best option for your team:
 - **Meet Event Number** – this will generate a report of entries by each event number and include all swimmers entered in that event from fastest to slowest.
 - **Meet Event Heat/Lane** – no one normally uses this format.
 - **Meet Event Number (1 per page)** - is normally not used.
 - **Meet Event Heat/Lane (1 per page)** - is normally not used.
 - **Name** - this is a good way to give the each age group coach a report for the entries for his/her swimmers only.
 - **Age** - is normally not used.
 - **Name (1 Swimmer per Page)** - this will generate an individual report for each swimmer that the coaches can hand out before the meet if they so choose.
 - **Stroke and Distance** - is normally not used.
11. Click **Create Report**,
 - Click  to send the report to the printer.
 - Click **OK** to return to the previous screen.

- Click  to return to the **Meet Browser** screen.
- Click  to return to the main **Team Manager** screen.




F. To Generate a Meet Entries Spreadsheet

1. From the main **Team Manager** screen, select **Report > Performance > Meet Entries Spreadsheet**.
2. Under **Meet**, select the appropriate meet.
3. Under **Filters**, leave **Group, Subgroup, WM Group, WM Subgroup**, and **School Year** blank.
 - For **GEN** (Gender), check **All**.
 - Leave **Include Inactive** and **Include Relays** unchecked.
4. Under **Filter Options**, leave all options unchecked.
5. Click **Create Report**,
 - Click  to send the report to the printer.
 - Click **OK** to return to the previous screen.
 - Click  to return to the **Meet Browser** screen.
 - Click  to return to the main **Team Manager** screen.

G. To Generate a High Point Report

1. From the main **Team Manager** screen, select **Report > Performance > High Point Reports**.
2. Under **Meet**, select **All Meets**,
 - Leave **Meet Type** blank.
 - Choose the number of Top Swimmers to be included in the report using **Top How Many?**.
 - Click **Since Date**. If you are using a historical database fill in “**Jun-01**” of the current year in the **Only Results Since** box.
3. Under **Athletes Filter**,
 - Select **Team**.
 - Leave **Specific Group, Specific Subgroup, Specific School Year**, and **Include Inactive** blank.
4. Under **Gender**, check the report type you prefer.
5. Under **Age**, fill in appropriate **Low Age** and **High Age**.
6. Under **Relay Options**, if your team includes relay points for high points, check **Include Relay Points**.
7. Click **Create Report**,
 - Click  to send the report to the printer.
 - Click **OK** to return to the previous screen.
 - Click  to return to the **Meet Browser** screen.
 - Click  to return to the main **Team Manager** screen.

H. To Generate a Record Match Report

1. From the main *Team Manager* screen, select **Report > Performance > Record Match**.
2. Under **Meet**, select **All Meets**.
3. Under **Athlete Filters**,
 - Select **Team**.
 - Leave **Group**, **Subgroup**, **WM Group**, **WM Subgroup**, **School Year**, and **LSC** blank.
4. Under **Gender**, check the preferred report type.
5. Under **Stroke Distance Filters**, ignore all except **Equal**, which should be checked.
6. Under **Dates**,
 - If you are using a new database, uncheck **Use Since Date**.
 - If you are using a historical database, check the **Use Since Date** and fill in “**Jun-01**” of the current year in the **Use Times Since** box.
7. Click **Filters** and under **Event Filters**, check either **Individual** or **Relay**. Leave **Meet Type** blank and leave “**1**” in **Check Top How Many per Athlete**.
8. Click **Records** and select the appropriate record. Uncheck **Show Ties with Current Record** (the default). Leave **Update Records** blank. If checked, this will automatically update the records before you can visually inspect them and they may be in a different format than you would like. By printing the report, you can check to make sure no mistakes have been made and then return to this function and use it.
9. Under **Sort by**, check the option that best suits your team.
10. Click **Create Report**,
 - Click  to send the report to the printer.
 - Click **OK** to return to the previous screen.
 - Click  to return to the *Meet Browser* screen.
 - Click  to return to the main *Team Manager* screen.

X. Creating Labels



A. Award labels

1. From the main *Team Manager* screen, select **Labels > Award**.
You will not need to print award labels from Team Manager, as you will come home from the meet with the awards for your team done from Meet Manager.

B. Entry Labels

1. From the main *Team Manager* screen, select **Labels > Entry**.
You will not need to print entry labels, as this is the responsibility of the host team and is done from Meet Manager.

C. Improvement Labels

1. From the main **Team Manager** screen, select **Labels > Improvement**.
2. The Improvement **Labels** screen opens.
3. Under **Meet**,
 - Select the applicable meet.
4. Under **Filters**,
 - Select **Team**.
 - Leave **Group**, **Subgroup**, **WM Group**, **WM Subgroup**, **School Year** blank and uncheck **Include Inactive**.
 - Click on **GEN** (Gender) and check **All** (the default).
 - Click **Age** and enter the appropriate number in **Low Age** and **High Age**.
 - Ignore **Sess/Div**.
5. Under **Prelims/ Finals Filter**,
 - Check **Best** (the default).
6. Under **Label Types**,
 - Select the appropriate label option.
7. Under **Include**,
 - Check **First Time Swims** at the discretion of your coach. The minimum improvement is set to **“.01”** as the default. Consult your coach for the time to be used by your team.
8. Under **Stroke/ Distance Filters**,
 - Leave **Stroke** and **Distance** blank.
9. Under **Improvement**,
 - Those using a new database should leave **Since Date for Improvements** blank.
 - Teams using a historical database will fill in **“June-01”** of the current year and check **Use Since Date for Improvement**.
 - Check **Use Converted Times for Calculating Improvement**.
 - Uncheck **Show Improvement as Percent** (the default).
10. Under **Restrict Improvement to Meet Type**,
 - Leave **Meet Type** blank.
 - Ignore the **Standards** and **Points** tabs.
11. Under **Sort by**,
 - Check **Name**. This will set up for printing of all the time improvement labels for each swimmer (girls and boys) alphabetically.
12. Click **Create Report**,
 - Print preview of the labels appears on screen.
 - Click the printer icon  to send the report to printer.
 - After print job is complete, click on  to return to the **Improvement Labels** screen.
 - Click **Cancel** returns you to the main **Team Manager** screen.

XI. Creating a Back-up of Your Database

1. From the main *Team Manager* screen, select **File > Backup**,
 - Under **Backup Drive**, select the backup drive that you want. This is usually your C: hard drive and/or a USB Flash Drive.
 - Under **Backup Directory**, select the backup directory you want to use.
 - Under **Enter Comments for the Backup**, add any information you deem appropriate.
2. Click **OK**.
 - It is recommended that you make two (2) backups just in case and that you backup after each time you use the database.

XII. Importing Commlink Files

A. Importing Meet Results

1. From the main *Team Manager* screen, select **File > Import > Meet Results**. You will use this function after returning from a meet with your team's meet results in a Commlink file on a flash drive.
2. Under **Look in:** browse to the drive and folder where the appropriate meet result file is stored (example: “**USB Disk (F:) Meet Results- ACAC at BHSC July 23, 2007-001.zip**”). Highlight the file and click **Open**. A *Team Manager* information window opens. Click **OK**. This takes you to a new directory (“**TM4 Temp**”) on your computer's hard drive. Highlight this new file and click **Open**. This takes you to the *Import Results* screen.
3. Under **Import Criteria**,
 - **Overlay duplicate results** - leave unchecked (the default). Check if you are re-importing for a specific reason.
 - Uncheck **Add New Teams/Athletes** (the default).
 - If there were late additions to the meet and the swimmer's information was not the same as what is in your database, you will get an exception report.
 - Print the exception report to see what the differences are. You now have 2 options.
 - First Option - hand enter that swimmer's results.
 - Second Option - import the Commlink file again, this time check **Add New Teams/Athletes**.
 - This will import the new athlete and you can then merge this athlete with the existing one in your database.
 - Make sure you make the changes to the new athlete so that it matches the information in your database and answer “**Yes**” to the merge option.
3. Check **Import Relays** (the default).
 - Uncheck **Import Splits for Individual Results**.
 - Uncheck **Save Relay Lead Off as Result** - a JSL requirement.
 - Leave **Use From Date** and **Use Thru Date** unchecked.
 - Leave **One LSC** blank.
 - Enter your team in **One Team** (example: “**ACAC**”, “**KWC**”, “**FAST**”).
 - Leave **Import for Time Standards at Least** unchecked and the box should be kept blank.

4. Under **Import Statistics**,
 - **Meets** will display “1”.
 - **Teams** will always be “2”.
 - **Individual Results** will be the total number of individual swims for both teams.
 - **Relay Results** will be the total number of relays swims for both teams.
 - **Splits** will only appear for teams having automatic timing systems (currently only FCC and FAST).
5. Under **Course**, leave **All Courses** checked (the default).
6. Click **OK**.

B. Importing Meet Events

1. From the main *Team Manager* screen, select **File > Import > Meet Events**
You will use this function only when a meet event entry file has been sent to you by the host team. This opens the *Import Events* window.
2. Under **Look in:** browse to the drive and folder where the appropriate meet event file is stored. (example: “**USB Disk (F:) Meet Events- FCC at FSBC June 12, 2007-002.zip**”). Highlight the file and click **Open**. A *Team Manager* information window opens.
3. Click **OK**. This takes you to a new directory (“**TM4 Temp**”) on your computer’s hard drive. Highlight this new meet events file and click **Open**. This takes you to the *Import Events* screen.
4. Click **OK**. A *Team Manager* window now indicates how many events have been imported. Click **OK** to close this window.

C. Importing Athlete Rosters

1. From the main *Team Manager* screen, select **File > Import > Athlete Rosters**
The *Import Athlete Roosters* window opens.
You can use this function to import athletes from the JSL central database based on last years' team. If you are creating a new database, this is the option to use.
 - It will import all of your team's swimmers who were registered last year.
 - You only need to hand enter any new swimmers.
 - You can inactivate any swimmer who is no longer on your team.
 - This will not have any historical content, but if last year's athlete information is not available, it will save a great deal of time.
2. Under **Look in:** browse to the drive and folder where the appropriate meet event file is stored (example: “**USB Disk (F:) GLEN-VA-Rooster001.zip**”). Highlight the file and click **Open**. A *Team Manager* information window opens.
3. Click **OK**. This takes you to a new directory (“**TM4 Temp**”) on your computer’s hard drive. Highlight the “**HFILE001.HY3**” file and click **Open**. This takes you to the *Import Athlete Rooster* screen.
4. Click **OK**. Check **Overlay existing administrative information** (the default).
6. Click **OK**. A *Team Manager* window now indicates how many athletes have been imported.
7. Click **Close**.


XIII. Exporting Commlink Files

IMPORTANT NOTE: The Meet Entries File created using the procedures below must be uploaded to the JSL website at least 2 days before the scheduled meet per the JSL Rules & Regulations, (Article VI, 5.) or penalties will apply. See “C.” below for details.

A. Exporting Meet Entries

1. From the main *Team Manager* screen, select **File > Export > Meet Entries**.
2. Under **Export to Drive**, select the drive to which you want to export your meet entries. This is usually a directory on your hard drive and/or a Flash Drive.
3. Under **Export Directory**, select the directory to which you want to export your meet entries.
4. Under **Entry Export Restrictions**, select the **Meet**, check **Export Relays**, and leave **Use Unconverted Times** unchecked.

CAUTION: For JSL Championship Meet Entries only, check the **Use Unconverted Times** option.

5. Click **OK**. A *Team Manager* information window opens.
6. Click **OK**. To view and verify your meet entries before sending, return to the main *Team Manager* screen.
7. Select **Reports > Export/Import Files Report (CL2, HY3, SD3)**.
8. Under **Look in:** browse to the drive and folder where the appropriate meet entry file is stored (example: “**USB Disk (F:) FV-VA-Entries008.zip**”). Highlight the file and click **Open**. A *Team Manager* information window opens.
9. Click **OK**. This takes you to a new directory (“**TM4 Temp**”) on your computer’s hard drive. Highlight the “**HFILE001.HY3**” or “**CFILE01.CL2**” file (it makes no difference) and click **Open**. This takes you to the **Export/Import File Reports** screen. This information regarding your meet entry file.
10. Click **OK**. Team Manager now generates a **Meet Entry File Report** for individual as well as relay events which can now be checked for accuracy.
11. Click the  icon to exit as you would a typical Windows program to return to the main *Team Manager* screen.

B. Exporting Athletes

1. From the main *Team Manager* screen, select **File > Export > Athletes/Teams**. Use this option to export your team's athletes to the JSL central database. This will ensure that your team's athletes are registered with the name that you choose to use. This will also save the central database manager a great deal of time and will preclude hand entering of athletes.
2. Under **Export to Drive**, select the drive to which you want to export your athletes. This is usually a directory on your hard drive and/or a Flash Drive.
3. Under **Export Directory**, select the directory to which you want to export your athletes.
4. Under **Athlete Export Filters**,
 - Leave **LSC** blank
 - Select your **Team** and check **All**.
 - Leave **Include Inactive Athletes** unchecked.
 - Leave **Group, Subgroup, WM Group, WM Subgroup**, and **School Year** unchecked.
5. Under **Athlete Export Options**,
 - Uncheck **Include Contact & Group Information** (the default).
6. Click **OK**. A *Team Manager* information window opens.
7. Click **OK**. Then click **Cancel** to return to the main *Team Manager* screen.

C. Uploading Meet Entry Files.

1. Using your favorite browser (example: Firefox), go to the [JSL Meet Entry Uploads](#) on the JSL website.
2. Read the instructions found there before proceeding so you understand what to do.
3. In the data entry box provided, browse to the location where you have saved your Meet Entries File and highlight it to enter it into the box.
4. Click the **Upload** button.
5. A thank you message will display once the upload is completed successfully. If the upload cannot be completed for some reason, an error message will be displayed instead. In this case you will need to contact the JSL webmaster as soon as possible.
5. Repeat the same procedure above for the Roster File.

JSL MEET MANAGER User's Manual

I. Creating a New Meet

- A. From the main *Meet Manager* screen, select **File > Open/New**.
 1. The *Open Existing Database or Create New Database* window opens.
 2. Under **File** name,
 - Create a new meet by entering the descriptive text for the meet file (example: “**ACAC@ BHSC 2007**”) in the **File name** box.
 - Ignore **File type**.
 - Click **Open**.
 3. The *Meet Set-up* screen opens. Select the appropriate year and click **OK**.
 4. Fill in **Start Date** and the **End Date**. The **Age-up Date** is automatically updated.
 5. Under **Course**,
 - Check the appropriate course for the meet.
 6. Ignore all other options on this screen.
 7. Click **OK** to return to the main *Meet Manager* screen.
- B. Download the pre-formatted JSL Meet Format for the meet.
 1. Minimize Meet Manager and using your favorite browser (example: Firefox), go to [Meet Format Files](#) on the Internet.
 2. Select the appropriate meet. Right-click on the file and use “Save Link As” to save the format file in a preferred location.
 - From the *Save As* window, browse to your store location (example: “**FlashDrive (F:)**”).
 - Leave the file name as is and click **Save**.
 3. Closing your browser and restoring Meet Manager returns you to the main *Meet Manager* screen.

II. Configuring the Meet

1. Go to the main *Meet Manager* screen.
2. Select **File > Restore**.
3. This opens up the *Restore* window.
4. Check the **Replace currently open database in C:\swmeets*.mdb** option (the default).

5. Click **OK**.
6. The *Locate the zipped Backup file and Open it* window opens.
7. Use **Look in:** to browse (if necessary) to the file location and highlight it.
8. Click **Open** and the *Unzip and Replace the Currently Open Database* window opens.
9. Click **OK** and when the *Hy-Tek's Meet Manager* window opens, click **Yes**.
10. The *Unzip and Replace the Currently Open Database* window opens again, this time with a "**Restore Completed !**" message displayed.
11. Click **OK** to return to the main *Meet Manager* screen.
12. Go to Setup > Meet Set-up,
 - Double-check that the meet restore is correct and most importantly the Age Update is "**6/1**" of the current year.

III. Setting Up a New Meet

- A. From the main *Meet Manager* screen, go to **Set-up > Meet Set-up**.
 1. This opens up the *Meet Set-up* window.
 2. The only things needed to be reviewed on this screen are the following:
 - Review **Age-Up Date** to verify that the date is correct. It should be "**6/1**" of the current year.
 - Under **Meet Type**, all teams need to check **Standard** (the default).
 - Under **Meet Style**, all teams need to check **2 Team Dual**.
 3. Click **OK** to return to the main *Meet Manager* screen.

IV. Setting up Athlete/ Relay Preferences

1. Select **Setup > Athlete/ Relay Preferences**.
2. The *Athlete / Relay Preferences* window opens.
3. Under **Athlete Preference**,
 - Only **Enter Ages** and **Enter birth dates** should be checked.
4. Ignore all options under **Relay Preferences**.
5. Under **Competitive Numbers**,
 - Check **Auto increment competitor numbers** (the default).
6. Click **OK** to return to the main *Meet Manager* screen.

V. Setting Up Report Preferences

1. Select **Setup > Report Preferences**
2. The **Report Preference** window opens up.
2. Click on the **Report Formats** tab.
3. Under **Athletes /Relays**,
 - Check the option **List athletes with last name first** (the default).
4. Under **Teams**,
 - Check **Suppress LSC team designate**.
5. Under **Meet Program / Results**,
 - Check **Suppress results small “x” for score limits**.
6. Under **Miscellaneous**,
 - Ignore all options.
8. Click on **Report Headers** tab.
9. For **Header 1**: fill in the name of the meet (example: “**GLEN @ BHSC**”)
For **Header 2**: fill in the meet location course (“**25Y**”, “**25S**” or “**50L**”), and the “**date**”.
10. Check **Show Report Headers Only**, i.e. exclude Meet Name listed in Meet Set –up.
11. Click the **Punctuation** tab.
12. Leave all default options as is.
 - Under **Athlete Names**, check **Upper/Lower Case**.
 - Under **Team Name**, check **Upper/Lower Case**.
 - Under **Record Holder Names**, check **Leave as is**.
 - Under **Open Events**, check **No Designation**.
 - Under **AP News Export**, check **Short Team Name**.
13. Click the **Printer Set-Up** tab.
 - Select the **Report Printer** and **Label Printer** you are using from the drop-down menu of available printers.
 - Check **Preview to screen first**.
 - Select your **Paper Size**.
 - In **# of copies to printer** enter the number of pages to print (usually two copies, one for the Table and one to post).
14. Click **OK** to save preferences and return to the main **Meet Manager** screen.

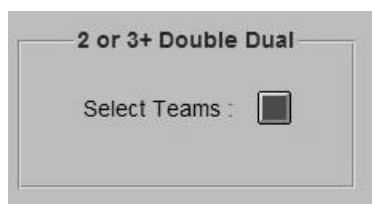
VI. Setting Up Entry/Scoring Preferences

1. Select **Setup > Entry/ Scoring Preferences**.
2. The **Entry / Scoring Preferences** window opens.
3. Select the **Scoring Awards** tab,
Leave everything the default except:
 - The **Maximum scorers per team per event** is limited to “**2**” for individuals and “**1**” for relays.
 - **Top how many for award labels** is “**16**” for individual and a minimum of “**3**” for relays.
 - Ignore **Special Point System**.
4. Select the **Entries/ Entry Limits** tab,
 - Under **Entries**, leave everything the default except in **Entries must have been performed on or after:**, enter “**06/01/20xx**”.

CAUTION: Visiting teams should inform the host team if the **Times Since Date** needs to be modified to avoid JSL penalties for the use of invalid times.

Under **Entry Limits**,

- Set **Maximum entries per athlete including relays** to “**4**”.
 - Set **Maximum individual entries per event** to “**3**”.
 - Set **Maximum relay entries per athlete** to “**1**”.
 - Check **Warn if entry limits exceeded**.
 - Ignore **Count Relay Alternates (5-8)**.
5. Ignore **Results** tab, **Flighted Meet** tab, and **Improvement** tab.
 6. Select the **Time Stds Meet** tab,
 7. Select the **2 or 3+ Double Dual** tab,
In the **Select Team** box



click on the red box.

8. The **Double Dual Meet** window opens,
 - Click on **Select All Combined** and a check mark will appear for that option.
 - Click on **Save** to return to the **Entry / Scoring Preferences** window.
 - Click **OK**.



VII. Setting Up Scoring


1. Select **Setup > Scoring Set-up > Standard**
2. The **Scoring Set-up** window opens.
3. Change the scoring for ALL individual and relay events to the appropriate settings. Refer to the JSL Rules & Regulations (Article VI, #2) for the correct scoring.
4. Click **OK**.

VIII. Setting Up Events






1. Select **Setup > Events**.
2. The **Events** screen opens. The events that you downloaded from the JSL web site and restored should appear. If both teams have agreed to make event changes, this is the screen where events can be added, deleted, or edited.
3. To add an event, click on **Add**.
4. The **Add New Event** window opens,
 - Enter the **Event #**.
 - Check **Individual** or **Relay**.
 - Under **Gender**, check the appropriate gender for the event.
 - Under **Round 1 – Prelims or Timed Finals**, fill in the **Number of Lanes (1-10)** for the pool.
 - Under **Assign Lanes**, select **Standard**.
 - Under **Heat Order**, select **Slow to Fast**.
 - Ignore **Timed Finals**.
 - Check **Score Event** if appropriate.

CAUTION: Events 1P, 21P, 22P, 41P, and 42P must not be scored. Uncheck **Score Event** for these events only.

- Under **Event Type**, check **Standard**.
 - Click **OK** to save your options and then click the  icon to exit this screen and return to the **Events Screen**.
5. Select **Edit**, the **Event Edit – xxxxx** window opens.
 - Type in the event number in **Event #** that you wish to edit.
 - Make any changes that are required
 - Click **OK** to save your options and then click the  icon to exit this screen and return to the **Events** screen.
 6. To delete an event, highlight the event and select **Delete**. A **Hy-Tek's Meet Manager** window opens.
 - Click **Yes** if you want to continue with the deletion.

7. Select the **Session** tab to open the *Sessions* screen.
 - Select **Add** and the *Add New Session* window opens.
 - The **Session** is “1”.
 - For the **Session Title** enter the day of meet.
 - **Day** should be set to “1”.
 - **Start Time** is (duh!) time of meet start.
 - **Interval** is usually 30 to 45 (time between heats varies, but 30 seconds is considered a good average for a well-run meet and a worst case scenario is 45 seconds).
 - **Extra Backstroke Interval** is set to “15” (the default).
 - **Course** should already be automatically selected.
 - Under **Max Entries for Meet Events Export to TM**,
 - **Maximum entries including relays** is “4”.
 - **Max individual entries** is “3”.
 - **Max relay entries** is “1”.
 - Click **OK**, then click on the  icon to exit and return to the *Sessions* screen.
 - Select **Edit** to open the *Edit Sessions* window which is used to make any necessary changes (spelling, start time, etc.) as necessary.
 - To delete the session, select **Delete**. A warning box opens. Click **Yes** if that is really what you want to do.
8. From the left-bottom of the main *Sessions* screen,
 - Under **Event List – (Double Click to Add)**, double-click each event in the order in which the event is to be swum, to add that event to the **Session Schedule – (Double Click Evt # to Delete)** section on the right-bottom of the *Sessions* screen.

REMINDER: In Session Schedule, Events 1P is swum first. Events 21P, 22P are swum before Event 21. Events 41P and 42P are swum before Event 41.

9. From the *Sessions* screen, select **Print**, the *Sessions Report* screen opens.
 - Select **All** and the session is highlighted.
 - Check **Include event start times**.
 - Check **Include heat and entry count**.
 - Leave all other options unchecked.
 - Click **Create Report** and the report is generated.
 - Click on the printer icon  to send the report to the printer.
 - A copy of this report should be given to the Meet Director to aid in planning the meet.
 - Click on the  icon to exit the screen and return to the *Session Report* window.
 - Click on the  icon to exit the *Session Report* window to return to the main *Sessions* screen.
 - Now click on the return icon  to return to the main *Events* screen.
10. From the main *Events* screen, select **Records**, the *Records* screen opens. Records may be imported from Team Manager as follows:
 - Click on **Records**.
 - Click on **Import** to open the *Import Records* window.
 - Locate the appropriate record file and highlight.
 - Click **Open** and the *Select New Tag* window opens with the record highlighted.
 - Click **OK** to import the records. The new records are now listed in the bottom-left section of the *Records* screen.
 - Click on the  icon to return to the main *Events* screen.

11. From the main *Events* screen, select **Standards**, the *Time Standards* screen opens. From the main *Events* screen, ignore **Combined Events**, **Comments**, **Re-Number** and **Clear Indicators**.
12. Click on the  to return to the main *Meet Manger 2.0* screen.

IX. Downloading the Opposing Teams Meet Entry Files


1. Using your favorite browser (example: Firefox), go to the [Meet Entries Page](#) on the JSL website.
2. Read the instructions found there before proceeding so you understand what to do.
3. The Meet Entry Files for both teams become available at the same time as soon as possible after the 9 PM deadline 2 days prior to the scheduled meet.
4. In the teams colored rectangular box, the Meet Entry File is available for download once the Download Available link is displayed and highlighted.
5. Simply click on the Download Available link and save the file(s) to your preferred storage location.

X. Importing Commlink Files

1. From the main *Meet Manger 2.0* screen,
 - Select **File > Import > Entries**, the *Open File for Import* screen opens.
 - Highlight the met entry file you want to Import (example: “**FAST-VA-Entries01.zip**”).
 - Click **Open**.
 - The *Hy-Tek’s Meet Manager* window opens and click **OK**.
 - The *Open File for Import* screen opens up again, this time displaying a “**HFILE001.HY3**” file in the “**C:\Temp**” directory.
 - Highlight this file and click **Open**.
 - The *Hy-Tek Data Interchange File* information window now opens.


- Click **OK**.
- The **Import Entries** screen opens,
 - Check **Match on event numbers**.
 - Check **Include entries with No Time (NT)**.
 - Leave all other options unchecked.
- Click **OK**.
- The **Import File Progress** screen opens, displaying details of the import and indicating that the import is finished. Click **OK**.
- Exception handling when they occur:
 - If exceptions are found (wrong ages, etc.) view and print them out to determine the exact discrepancy.
 - If necessary, hand enter the athlete and relay information.
- Repeat the above import procedure for each team entered in the meet.

XI. Entering Athletes




1. Use this instruction to add athletes to a meet who were not in the Commlink file.
2. From the main **Meet Manger 2.0** screen,
 - Select **File > Athletes**, the **Athletes** screen opens.
3. Click **Add**, the **Add New Athlete** screen opens.
 - Fill in **Last Name, First Name, Middle Initial, Preferred Name** (if given), **Birth Date** (if available), **Age, Team, and Gender**.
 - Click on **Build ID** to have Meet Manager create the Athlete ID number.
 - The events for which the athlete is eligible will be displayed. Click on an **Event #**. The event number is added to the left column. Under **Entry Time**, enter a time or “**NT**” for no time.
 - Repeat the steps above for each event in which the swimmer will be entered.
 - When all the necessary information has been entered, click **OK** to return to the **Athletes** screen.
4. To edit an athlete, highlight the Athlete’s name and then click **Edit** which opens the **Athlete Edit** window.
 - Use this menu to correct errors made on athletes (age wrong, etc.).
 - Make required correction(s).
 - Event numbers may change (if age or sex changes).
 - Click **OK** to save changes and return to main **Athlete** screen.
5. To delete an athlete, highlight the Athlete’s name and then click **Delete** which opens a **Hy-Tek’s Meet Manager** warning window.
 - Click **Yes** if this is what you want to do and return to main **Athlete** screen.
6. Click on  to return to the main **Meet Manger 2.0** screen.

XII. Adding Relays (which were not already imported with the Commlink file)

1. From the main **Meet Manger 2.0** screen,
 - Select **Relays**, the **Relays** screen opens.
2. Under **Relay Events**, select the event to which you want to add a relay,
 - Under **Double Click Name to Add Relay** at the bottom-right of the screen.




- Under **Team** double click the team for which you want to enter the relay.
 - In the **Relay Designator** window, enter the proper letter designator to be assigned to the relay (defaults to the next available letter) and click **OK**.
 - It is not necessary to enter swimmer's names for the relays at this point.
3. Click  to return to the **Main Meet Manager 2.0** screen.

XIII. Seeding the Meet




1. From the main **Meet Manger 2.0** screen,
 - Select **Set-up > Seeding Preferences** and the **Seeding Preferences** window opens.
2. Click the **Basic** tab,
 - Ignore **Preliminaries**.
 - Under **Parameters**, check **Seed Exhibition athletes last**.
 - Under **Timed Finals**, check **Standard**.
 - Ignore **Non-Conforming Times**.
3. Ignore **Standard Lanes** tab.
4. Click **Dual Meets** tab,
 - Under **Lane Assignments**, all teams check **Use Lane Assignments Above**.
 - This will fill all the lanes leaving no lanes empty. In the slower heats, team members may swim side by side.
 - If you select strict even/odd seeding, this will add extra heats and may well have competitors swim with empty lanes between them in slower heats. This adds extra time to the meet. (This is strongly NOT recommended)
 - The host team gives the visiting team even/odd preference.
 - A team for the even lanes is selected.
 - A team for the odd lanes is selected.
 - *Optional seating by time requires the agreement of both teams Meet Directors.*
 - Click **OK** to return to the Main **Meet Manager 2.0** screen.
5. From the Main **Meet Manger 2.0** screen,
 - Select **Seeding** and the **Seeding the Meet** screen opens.
 - Click on **Select All** and all the events will be highlighted in yellow.
 - Select **Seeding** and a **Hy-Tek Meet Manager** window opens advising that seeding is completed. Click **OK**.
 - To preview the Meet Program (Heat Sheet), select **Reports**, and then **Meet Program** from the drop-down menu. This opens the **Meet Program** window. Click **Select All**. Format as desired and click **Create Report** to view and/or print the report. Click  to return to the Meet Program Screen. Then click  to return to the **Seeding the Meet** screen.
 - Clicking  again returns to the Main **Meet Manager 2.0** screen.

XIV. Creating Heat Sheets and Time Lines Report




1. From the main **Meet Manger 2.0** screen,
 - Select **Reports > Meet Program** and the **Meet Program** window opens.

2. Click the **Select All** selects all the events which are now highlighted in yellow.
 - Ignore **Gender, Age Range, Rounds, and Team.**
 - Click the **Columns Format** tab, and select **Single, Double, or Triple** column (triple is best for large teams).
 - Ignore **Format.**
 - Under **Athlete ID**, check **None.**
 - Under **Time Stamp**, select whichever options best suits your needs.
 - Click the **Include in Meet Program** tab.
 - Select the options that you want to display in the meet program (example: records, times standards, etc.). Always check **Entry Time.**
 - Put a “0” in **Relay Athlete Names** as they take up too much space in the meet program and coaches always change their minds about the order anyway.
 - Click on **Create Report** to view the report.
 - Click  to send the report to the printer.
 - Photo copy this report and give one copy to each coach and assistant, each stroke-&-turn judge, each clerk-of-course, and each sorter (may need as many as 25 copies for large teams).
 - Click  to return to the *Meet Program* screen.
 - Click  to return to the *Main Meet Manager 2.0* screen.

XV. Creating the Coaches Report

1. From the main *Meet Manger 2.0* screen, select **Reports > Entry lists** and the *Entry Lists* window opens.
 - Ignore **Gender** and **Age Range.**
 - Under **Filters**, select **Team.**
 - Under **Sort**, check **Alphabetically.**
2. Click the **Report Type/Options/Format** tab,
 - Under **Report Type**, check **By Team.**
 - Under **Options**, check **Athletes + Relays.**
 - Under **Format**, check **Event Description and Time.**
3. Click the **Include in Report** tab,
 - Under **Include in Report**, click **Include Heat and Lane** and **Entry Times.**
4. Click **Create Report** to view the report.
 - Click  to send the report to the printer.
 - Photo copy this report and give the head coach from all teams a copy of their meet entries.
 - Each Head Coach should receive a Coaches Package which should include their teams:
 - Meet Entry List
 - Relay Cards
 - Heat Sheets for each of the team’s coaches.
 - Click  to return to the *Entry Lists* screen.
 - Click  to return to the main *Meet Manager 2.0* screen.

XVI. Creating Entry Card Labels


1. From the main *Meet Manger 2.0* screen,
 - Select **Labels > Entry Cards/Labels** and the *Entry Card/Labels* window opens.
2. Select **Gender**, ignore **Age Range**, select **Team** and **All Rounds**, and check **Indiv + Relays** from the appropriate category.
 - This will enable you to run the entry labels by team to give to the clerk-of-course by team.
 - Selecting the gender, i.e. running female labels and then male labels will make it easier to put them on the pink and blue JSL card.
4. Under **Label Selection**, make the appropriate choice for your printer.
5. Under **Format**,
 - Select **Heat/Lane Number**
 - Include **Entry Time**.
 - Set **Relay Athlete Names (0-8)** to “4”.
6. Under **Sort by**, select **Event Number**.
8. Click **Select All** and all events in the **Event List** are highlighted in yellow.
9. Make sure there are appropriate labels in printer
10. Click **Create Labels** to view the Label Report.
 - Click  to send the report to the printer.
 - Click  to return to the *Entry Cards / Labels* screen.
11. Repeat above procedure for each team and for both genders.
 - For Event 1P only, the **Gender** selected MUST be “**Mixed**”.
 - Click  to return to the main *Meet Manager* screen.

XVII. Running the Meet

1. From the main *Meet Manger 2.0* screen,
 - Select **Run** and the *Run the Meet* screen opens.

IMPORTANT: The meet MUST be run in Session Format – No Exceptions!

2. Click on the **Session F7** button (on the left and below the **Event List**) which opens the *Select Session* screen.
3. Under **Session List** and under **Day**, select “1” and click **OK**. The first event will then be highlighted.
4. Since most often the first event will be a relay we start with relays. Find and click on the **Relay Names Ctrl-R** button which opens the *Real Name* window. This will show all the names of the eligible swimmers for that relay.
 - Under **Relay Teams**, make sure that the name of the relay matches the relay card (examples: “**BHSC A**”, “**GHG A**”, “**City B**”).
 - Under **Eligible Athletes**, double click on the name of the first swimmer listed on the card and continue until all four swimmers have been entered.




- If the name does not appear under **Eligible Athletes**, check **Show Swimmers**.
 - If you make a mistake, double click on the athlete name under **Relay Order** and the athlete will be returned to the list of **Eligible Athletes**.
 - Enter all the names of all the swimmers in all the relays.
 - Click  and the names of the relay swimmers will be saved and the current window closes.
5. If you need to add a relay to an event, find and click on the **Adjust F8** button. The **Preview /Adjust** screen opens.
- Click **Show Teams**.
 - Under **Eligible Relay Teams**, click on the team you want to enter in the event (the cursor changes into a swordfish). Hold the mouse button and drag that team to the Event Description section above, and into the heat and lane you choose.
 - If you make a mistake, double click on the relay. A **Hy-Tek's Swim Meet manager 2.0** message box appears and answer **Yes** to "Scratch" this relay.
 - After you have added all the relays to the event, click **Save** and the screen will close your changes are saved.
6. If you need to add an athlete to an event, find and click the **Adjust F8** button. The **Preview /Adjust** screen opens.
- Click **Show Teams**.
 - Under **Eligible Athlete**, click on the swimmer you want to enter in the event (the cursor changes into a swordfish). Hold the mouse button and drag that swimmer to the Event Description section above, and into the heat and lane you choose.
 - If you make a mistake, double click on the athlete. A **Hy-Tek's Swim Meet manager 2.0** message box appears and answer **Yes** to "Scratch" this athlete by name.
 - After you have added all the athlete to the event, click **Save** and the screen will close and your changes are saved.
7. To enter times and score the event,
- Under the **Heat == Finals==Event Section** (in the turquoise section),
 - Double-check that the event, heat, and lane match the Timer's Card, then enter final time in the **Final Time block** and if not "**DQ'd**".
 - Click under **DQ** column for disqualification (no time is entered).
 - Click under **EXH** column for Exhibitions ("**UNO**" on the Timer's Card) and enter the time.
 - If there is more than one heat, advance to next heat by clicking one of the




 heat numbers or click the next button from among the previous/next

 heat buttons.
 - When a non-scored event is completed, go to the **List Cntl-Lt** and the results will be displayed and can be printed without a score.
 - When a scored event is completed, go to **Score Cntl-S** and the results will be displayed and can be printed with a score.
 - As you complete an event, the upper left-hand screen will show that the event was either "**Scored**" (in purple) or "**Done**" (in lavender).
 - "**Done**" means the event was completed and not scored, as is the case with the 6 and under mixed relay and all 6 and under events.


8. To move to the next event and in the **Event List**, highlight the next event for data entry. Repeat for each event in the meet.

9. Handling a Judge's Decision
 - If you are informed of a judge's decision and must make changes in the scoring and placing, select **JD Cntl-J** and follow the directions on the **Judge's Decision /Tie Breaker** screen. Be sure to change both the **Place** (JD PL column) AND the **Points** (JD Points column). When complete, click **OK** to return to the **Run the Meet** screen.

10. Printing Ribbon Labels - For those using an inkjet or laser printer, it would be wise to wait and print award labels after you have at least a full page.
 - Select **Labels > Award Labels** at the top of the **Run the Meet** screen.
 - The **Award Labels** screen opens.
 - Leave **Gender, Age Range, Team, Rounds** as defaults shown.
 - Click the individual events under the **Event List** for which you want to create labels. Each event chosen is highlighted in yellow.
 - Under **Label Selection**, make printer and paper label selections as appropriate. Select "1" thru "16" for **Individual Places** and "1" thru "3" (or "6" when it applies) for **Relay Places**.
 - Under **Award Types**, check **Standard Award Label** and show "4" in **Relay Athlete Names (0-8)**.
 - Under **Sort by** check **Event Number**.
 - Click on **Create Labels**, make sure labels are in the tray, and click on  to send to the printer.
 - Click **OK** to confirm that's what you want to do.
 - Click  to return to original **Award Labels** screen.
 - Under **Event List** in the far right column is the **Printed** column. Clicking on each event printed keeps track and reminds you of which events have already been printed.
 - Click  again to return to the **Run the Meet** screen.

11. Scores
 - From the **Run the Meet** screen, select **Reports > Scores**.
 - Leave **Gender** and **Age Range** as shown (defaults).
 - Leave **Indiv + Relays** and **Standard Events** checked (defaults).
 - At the bottom, click the **Format** tab.
 - Under **Report Type**, Click **Team**.
 - Under **Report Gender Choices**, click **Combined**.
 - Under **Athlete Criteria**, click **No age criteria**.
 - Under **Points**, click **Std Pts**.
 - Ignore the **Grouping / Options** and **High Point Award Labels** tabs.
 - Under **Event List**,
 - Check scored events which have been completed (remember 1P, 21P, 22P, 41P, & 42P are non-scored events and should not be included).
 - Click **Create Report** and click  to send to the printer.
 - Click **OK** to confirm that is what you want to do.
 - Click  on the **Team Scores** screen to return to original **Scores** screen.
 - Click  to close the **Scores** screen and return to the **Run the Meet** screen.
 -

XVIII. At Meet's End

- A. Exit the **Run the Meet** screen by clicking  to return to the **Meet Manager 2.0** screen.
- B. Select **File > Export**.
- C. Select **Results > Results for Team Manager or SWIMS**. The **Export Results** screen Opens.
 - Under **Team:**, select the team for which you want to create the Results File.
 - Ignore **LSC:** and **Region:**.
 - Under **Gender**, check **Both**.
 - Under **Events**, check **Standard Events**.
 - Under Relays, check **Relays Plus Athletes** and leave **Include Splits** checked (the default).
 - Click **OK** and the **Export File Progress** screen opens.
 - Click **OK** and the **Meet Results** screen opens.
 - Under **Drive**, select the drive where you want to store the file.
 - Under **Directory**, select the directory where you want to store the file.
 - Click **OK** and a **Hy-Tek's Meet Manager** window opens informing you that the **"Meet Results Zipped successfully"** and provides the name of the file created (example: **"Meet Results-FV @ BHSC-06Jul2005-001.zip"**). This file contains the Commlink file to be imported into Team Manager.
 - Click **OK** to return to the **Meet Manager 2.0** screen.
 - Now, create another file. Repeat the steps above, but this time select **All Teams** or leave blank. The Registrar and Seeding, who maintains the JSL central database, needs the results of the entire meet. This will create another Commlink Meet Results File with all the teams' results.
- D. Uploading Meet Results (Commlink) File.
 1. Using your favorite browser (example: Firefox), go to the [JSL Meet Results Upload](#) on the JSL website.
 2. Read the instructions found there before proceeding so you understand what to do.
 3. In the data entry box provided, browse to the location where you have saved your Meet Results File and highlight it to enter it into the box.
 4. Separately upload the Meet Results (Commlink) file.
 5. Click the **Upload** button to upload a file.
 6. A thank you message will display once the upload is completed successfully. If the upload cannot be completed for some reason, an error message will be displayed instead. In this case you will need to contact the JSL webmaster.

XIX. Create a Meet Backup (a Meet Backup is what the other team expects so they can review the meet. The JSL webmaster needs a backup of the meet to post the meet results on the web site).

1. From the main screen select **File > Backup**.


2. The **Backup Current Database** screen opens.
 - Under **Drive**, select the drive where you want to store the file.
 - Under **Directory**, select the directory where you want to store the file.
 - Click **OK** and a **Backup Options** window opens informing you where the file will be backed up.
 - Click **OK** and a **Backup Current Database** window opens again, this time saying the backup is “**Completed!**” and the name of the file created (example: “**SwimmBkupFV@BHSC 2005-03.zip**”), as well as where it put the file. This file contains the a backup of the whole meet.
 - Click **OK** to return to the **Meet Manager 2.0** screen.

XX. Uploading Meet Results Files.

1. Using your favorite browser (example: Firefox), go to the [JSL Meet Results Upload](#) on the JSL website.
2. Read the instructions found there before proceeding so you understand what to do.
3. In the data entry box provided, browse to the location where you have saved your Meet Results File and highlight it to enter it into the box.
4. Separately upload the Meet Backup file.
5. Click the **Upload** button to upload a file.
6. A thank you message will display once the upload is completed successfully. If the upload cannot be completed for some reason, an error message will be displayed instead. In this case you will need to contact the JSL webmaster.

XXI. The Daily Progress AP News Format




1. From the main screen, select **Reports > Results**.
 - Under **Gender**, check **All**.
 - Ignore **Age Range** and **LSC**.
 - Under **Rounds**, check **All Rounds** and **Indiv + Relays**.
2. At the bottom of the screen, click the **Columns / Format** tab.
 - Under **Report Type**, and underneath that, **Export File**, click **AP News**.
 - Under **Format**, set **Relay Names (0-8)** to “**4**”.
 - Under **Athlete ID**, check **None**.
 - Under **Time Stamp**, select **None**.
3. Click the **Include in Results** tab.
 - Under **Include in Results**, leave all blank.
 - Under **Include Team Scores**, check **Combined**.
4. Click the **Splits / Sort Order / Selected Teams** tab.
 - Under **Splits**, check **None**.
 - Under **Sort Order**, check **Event # Order**.
 - Under **Selected Teams**, check **All Teams**.
5. At the top, click **Select All**. All the events in the **Event List** will be highlighted in yellow.
6. Click **Create Report**. A *Hy-Tek’s Meet Manager* window opens, click **Yes**.

7. The **Save AP News File as** screen opens.
 - Enter in the **Save in** box the drive location where you want to store the AP News Report file called “**Results.txt**”.
8. Click **Save** and another **Hy-Tek’s Meet Manager** window opens, click **OK** to return to the **Results** screen.
9. Click  to return to the main **Meet Manager 2.0** screen.
10. Transmit results in AP Format to the Daily Progress via email attachment.
 - Send email to:
 - sports@dailyprogress.com
 - sportsdailyprogress@gmail.com
 - jshifflett2@dailyprogress.com (John Shifflett, Sports Editor)
 - Include team names and final scores in the email.
 - Send AP Formatted Results as an attachment to this email.

XXII. Post Meet Reports (only if needed)

These reports may be given to each head coach. It is not necessary to create these reports for the JSL webmaster, as the backup of the meet will contain all this information.

1. From the main **Meet Manager 2.0** screen, select **Reports > Results**.
2. The **Results** window opens.
 - Under **Gender**, check **All**.
 - Ignore **Age Range** and **LSC**
 - Under **Rounds**, check **All Rounds** and **Indiv + Relays**
3. At the bottom of the screen, click the **Columns / Format** tab.
 - Under **Report Type**,
 - Under **Columns**, select **Triple**.
 - Under **Format**, set **Relay Names (0-8)** to “**4**”.
 - Under **Athlete ID**, check **None**.
 - Under **Time Stamp**, select **None**.
4. Click the **Include in Results** tab.
 - Under **Include in Results**, leave all blank.
 - Under **Include Team Scores**, check **Combined**.
5. Click the **Splits / Sort Order / Selected Teams** tab.
 - Under **Splits**, check **None**.
 - Under **Sort Order**, check **Event # Order**.
 - Under **Selected Teams**, check **All Teams**.
 -
6. At the top, click **Select All**. All the events in the **Event List** will be highlighted in yellow.

7. Click **Create Report**. A *Hy-Tek's Meet Manager* window opens, click  to send the report to the printer.
8. A *Print* window opens. Click **OK**.
9. Click  to return to the *Print* window.
10. Click  to return to the main *Meet Manager 2.0* screen.
11. Select **File > Exit** and click to close *Meet Manager 2.0*.

MEET COMPUTER CHECKLIST

APPENDIX T

(Added, 2019)

Thanks to Terry Doherty (GCC) for writing this guide and Jessica Simons (BHSC) for editing.

BEFORE ALL MEETS

2. In **TEAM Manager**, create a “meet” for the current week. It is always good to have the date [sample: FSBC @ GCC Jun 1] To avoid confusion, it is known as CURRENT MEET in the rest of this document.
2. Confirm the meet format for the week [Medley Relay/Long Free or IM/Free Relay]
 - a. Go to Meet>Set-up to copy a meet event file that matches the correct format AND the correct pool length [SCY, SCM, LCM]
 - b. Copy the events only from the old meet into the Current Meet you are preparing for.
 - c. Make sure that the meet reflects that breaststroke events are “30s” and butterfly events “50s.”
3. Enter swimmers in events for the Current Meet.
 - a. Go to Meets > Highlight the appropriate week [i.e., Current Meet].
 - i. Week 1 - Each swimmer is limited to 2 individual events and 1 relay.
 - ii. Weeks 2 to 6 - Each swimmer is limited to 3 individual events and 1 relay for scoring.
 - b. Go to “Entries” to add swimmers to events
 - i. OPTION 1: Entries > By Event - to get an event-order list of events.
 - ii. OPTION 2: Entries > by Name - to get an alphabetical list of swimmers & eligible events.
 - c. If using “Enter swimmers by Name,” you cannot enter them in Relays. Go to “Entries > By Event” to do that.
 - d. Exhibition - Swimmers can swim Exhibition for additional events, at the Head Coach’s discretion, and with the approval of both Meet Directors.
 - e. Relays may be entered using Option 1 under b, i. Choose relays by checking the “bra box”.
4. Once all swimmers are added to events, create an Entry Report.
 - a. Go to Reports > Entry Report.
 - b. Select “Males” and “Create Report.”
 - c. Select “Females” and “Create Report.”
5. Review the Entry Report for anomalies or errors, including but not limited to
 - a. swimmer entered but not swimming
 - b. swimmer not entered but swimming
 - c. swimmer entered in too few events
 - d. swimmer entered in too many events (i.e., for scoring, not Exhibition).
 - e. eligible swimmers entered in a relay, as appropriate.
6. Once you are satisfied with the entries, export the meet entry file and export to the JSL file Upload.
 - a. File > Export > Entries to export an **entry file** with the team’s entries for the Current Week.
 - b. File > Export > Athletes to export a **roster file** of the eligible swimmers.
7. Open **MEET Manager** to select the pre-formatted meet file for the CURRENT MEET. [NOTE: All Meet Setup Files are prepared and downloaded from www.jsl.org] They should be “pre-loaded” into MM at the beginning of the season by Computer Operator and will be listed at the bottom of the “File” menu.]
 - a. From the left sidebar to go Computers > [Meet Format Files](#).
 - b. File > bottom of that menu list > select the correct file.
 - c. Confirm that the file is open by checking the top of your screen. It should have the title of the Current Meet listed on the very top line.

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(continued)

8. Upload the Entries for your team
 - a. File > Import > Meet Entries
 - b. Find the file [.zip] you saved and highlight it for Import.
 - c. Select “your team name” from the team dropdown for the file.
 - d. If there are no errors ...
9. Download the official Meet Entries file: File > Export > Meet Entries.
10. Once the Meet Entries file is downloaded, go to www.jsl.org
 - a. From the left sidebar go to Meets > Meet Entries > [Meet Entries Upload Page](#).
 - b. Select the correct meet from the dropdown list and click “Submit Query.”
 - c. Repeat to upload the current roster file at this time, too.

BEFORE HOME MEETS

1. Confirm with Meet Director Visiting team’s lane preference and any swimmer accommodations.
2. The Day before the meet, go to www.jsl.org to obtain the visiting team’s entry file.
 - a. From the left sidebar go to Meets > Meet Entries > [Meet Entries Upload Page](#).
 - b. Select the correct meet from the dropdown menu and click “Submit Query.” Both team’s (home and visiting) files should be listed there.
3. Right-click the **visiting team file** to “save link as.” This downloads the file to the team computer.
4. Open **MEET Manager** to import the opposing team’s entries.
 - a. File > Import > Entries and select the .zip file for the visiting team.
 - b. On the Import Entries Screen select (a) Match on Event Numbers; (b) Include NT entries. [all else blank]
5. Go to Set-Up > Seeding Preferences to seed the meet.
 - a. Click “Dual Meets” tab and set Lane Assignments, as discussed with Meet Director.
 - b. DO NOT select “strict odd/even seeding” because that adds extra heats. Use lane assignment above as the seeding option.
 - c. Click “OK” to finish setup.
6. Go to Seeding > Seeding the Meet.
 - a. Click “Select All” so that all events turn yellow.
 - b. Click “Start Seeding.”
 - c. Click “OK”.
7. Review the Meet Program to verify lane assignments and correct seeding (e.g., fastest swimmers in middle of the pool). [There are times when a meet has to be re-seeded.]
 - a. Reports > Meet Program.
 - b. View Male, Female, or All - Coach’s choice.
 - c. Click “Create Report” to view and print report for quality control review.
8. As appropriate / necessary, make adjustments for swimmers with special needs.
 - a. Go to Athletes to find the swimmer. Highlight their name.
 - b. In “Entries” box select “All Events.”
 - c. Select event you want for swimmer. MAKE SURE that “Exh” has a checkmark!
 - d. Remove the swimmer from event originally entered in and carry the entered time to the new event
 - e. REVIEW heat sheet to determine heat and lane for this swimmer. Adjust the event so that swimmer
 - i. is in the slowest heat
 - ii. Seeded in an outside lane.
 - f. Go to “Seeding the Meet” and highlight the event.
 - g. Select “Preview” so that you can see the event and swimmers.
 - h. Select “Team” and then “Eligible swimmers” to find that swimmer.
 - i. Add Swimmer and/or adjust lanes for the slowest heat.

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9. Print Heat Sheets for workers.
 - a. Go to Reports > Meet Program. Select All (events turn yellow).
 - b. Click “Include in Meet Program Tab.”
 - i. Meet Director / Referee / Starter get a heat sheet with Event timeline.
 - ii. Everyone else gets a heat sheet without the Event timeline.
 - c. Click “Create Report” to print each of the two reports.
10. “Print” one heat sheet as a PDF. [Printer is called Microsoft Print to PDF; save to computer.]
 - a. Send that file to Meet Director for distribution to home team and the visiting team’s Meet Director prior to start of the meet.
 - b. This is optional.
11. Go to Labels > Entry Cards/Labels to print event labels for swimmers.
 - a. Select Team and gender to run entry labels that are pre-sorted for Clerk of Course. There will be 5 sets: Mixed, Home-Girls, Home-Boys, Visitor-Girls, Visitor-Boys
 - b. Before printing, check “Sort by Event Number” and label format [3x10].
 - c. Select All Events > Create Labels to view the label report.
 - d. Load printer with label sheets and print.
12. Print Entry Reports for coaches. There are four reports: Visiting Male, Visiting Female, Home Male, and Home Female.
 - a. Go to Reports > Entry Lists
 - b. In Gender box select Male or Female
 - c. In Filters box select Team.
 - d. In Sort box select “Alphabetical”
 - e. In Options Box select “Athletes + Relays”
 - f. In “Include in Report” tab uncheck “Show Check-in Req”
 - g. Click “Create Report.”
 - h. This is optional.

AFTER ALL MEETS

Computer operators exchange Boy/Girl merge meet results file of same meet to create a complete record of the meet. They will then create a meet backup and a meet result file for export.

To ensure that you don’t lose files, there should be a copy in two places: c: / and a thumb drive.

1. From **MEET Manager**
 - a. Export the backup file and Meet Results file (both zip) to your team’s Thumb Drive AND the C:/ drive.
 - b. Be sure that there is a Meet Results file “for SWIMS …” format.
2. In **TEAM Manager**
 - a. Check the title line to ensure it is the most recent meet.
 - b. Import > Meet Results.
 - c. Select “Match on Swim ID” - because some swimmers’ nicknames appear on the cards, but their official names are in the Registration.

AFTER HOME MEETS

2. Get backup file and Meet Results file (both zip). These are “exported” from **MEET Manager**.
2. Upload the zip files (one at a time) to the [JSL Meet Results Upload Page](http://www.jsl.org) on www.jsl.org
 - a. From the left sidebar to go Meets > Meet Results > [Meet Results Upload Page](#)
 - b. The Meet Results file [looks like this: Meet Results-FCC @ GCC 2011-16Jun2010-004.zip]
 - c. The Backup file [looks like this: Swmm2BkupGCC @ CGST 2011-01.zip]

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3. Send an email version of the Meet Results to the Daily Progress.
 - a. Go to Reports > Results.
 - b. Top of the screen: The following items should already be selected: All, All Rounds, and Indiv + Relay. Ignore Age Range and LSC
 - c. Bottom of screen.
 - i. Columns/Format Tab: AP News and Results by Heat should be already checked. Also make sure that "Top How Many" is empty and "Relay Names" is 4.
 - ii. On Include in Results Tab: "Combined" should be checked. All else left blank.
 - iii. Ignore Splits / Sort Order / Selected Teams Tab. Should already be checked as None, Event # Order, and All Teams.
 - d. At top, hit "Select All."
 - e. Click "Create Report" and "Save in" to identify location for file named results.txt.
 - f. Create email to sports@dailyprogress.com and sportsdailyprogress@gmail.com. Include team names and final scores in the email and ATTACH the results.txt file.

TIME IMPROVEMENT LABELS

2. Open **TEAM Manager** and confirm that the most recent meet results are in the system.
2. Go to Labels > Improvement Labels to print Time Improvement ribbons. Review the boxes.
 - a. Check only "Time Standards"
 - b. Check "conversions" - this ensures best time across pool sizes (LCM, SCY, SCM) i. Head Coach's Call: Check (or uncheck) "First Time Swim."
 - c. Make sure that "Best" is the selected option.
 - d. Check print format (3 x 10 is what you want).
3. Click "Create labels" to get a preview of the labels. Click >| to see how many pages of labels are needed, and put them in the printer.
4. Print.

Notes for printing time improvement labels:

- For the first two meets of the year, you will need to "play with" [check or uncheck] the "Use Since Date" (06/01/current year). Reason: sometimes the system wants to pull improvements from the previous season.
- You may also need to "play with" the conversion box. It is helpful to have a Meet Results report with actual times for swimmers before printing labels. It is a good check / balance for actual improvements.

IMPORTANT

The instructions above are meant only as a guide and checklist. More detailed information may be found in the [JSL Computer Manual](#) which may be viewed and downloaded.

There are also Up to date manuals available from

[Hy-Tek User Guides or Demos for Meet Manager or Team Manager](#)