

# SWIMMING COUNTIES MANUKAU

## RUNNING RULES

AND

## WINTER LEAGUE SET UP STEPS

FOR DOLPHIN and COUNTIES LEAGUES

### *INDEX*

League Rules	Page	2
Meet Directors Duties	Page	5
Order of Events	Page	8
Points Calculation	Page	9
Recorders Duties	Page	7
Revisions	Page	4
Runners Duties	Page	6
Sample Forms	Page	9 - 14
Team Managers Duties	Page	7
Timekeepers Duties	Page	6

**2015**

# RULES

## **Organization and Control**

The Swimming Counties Manukau Association shall be responsible for all league groups. Participating clubs shall each supply 3 timekeepers and one other person for each team entered.

At the completion of the race, the timekeeper shall enter the swimmers time on the card, this shall be the official record.

Points shall be scored by using the Counties Manukau points tables.  
(each club will have a copy of these)

## **Team Entries**

Clubs may enter each of the groups and as many teams as they wish.

Swimming is on a per club basis, however **Smaller clubs may combine to make teams.**

Entry cards will be supplied on receipt of entry fees.

All swimmers must be currently registered. **A club swimming an unregistered swimmer shall forfeit all points for that night.**

**Prior to the commencement of competition on the first night, the team manager will submit on the form provided a list of team members and their registration numbers.**

**Team entries for Counties League - to be sent in using Team Manager –As these swims Can be used as Qualifying times the details must be correct**

**Dolphin League to be sent in using Team Manager –As these swims Can be used as Qualifying times the details must be correct**

## **Entry fees**

This shall be set by the Swimming Counties Manukau Assn.

This is to cover the cost of Pool hire, stationery, postage, certificates etc.

## **Disqualification's**

There will be no points awarded if a swimmer or team who is disqualified In Counties League.

Only 200 points are to be deducted for disqualification's at DOLPHIN LEAGUE ONLY.

Recorders to separate DQ slips from cards and will be pick up by Team Mangers at the end of each session. Protests are to be made in writing, to the Meet Controller, within 5 working days after the conclusion of the session. Event result cards to be retained by the Meet Controller for auditing

## Age date

The age is as at the date of the first league eg: Dolphin League and 1<sup>st</sup> League of Counties League

### Team's

Each club may enter as many teams as they wish. Teams will consist of boys or girls or mixed.

Dolphin League teams must have a minimum of 8 swimmers and can have up to 12 swimmers.

Counties League teams must have a minimum of 6 and maximum of 10

The teams are declared on the first night of the league. No further swimmers may be added during the season except under exceptional circumstances (e.g. A family moves away from the district). The Meet Director will make this decision. Any disputes will be put in writing and sent to the Counties Manukau Swimming Assn. Executive.

No swimmer may be entered in more than one team.

Each swimmer must take part in a minimum of 2 events, including one relay.

I.E . – 1 Race + 1 Relay OR 2 relays.

**No swimmer may swim twice in a relay.**

**No swimmer may enter more than 3 individual races.**

**Each swimmer must be currently registered with SCM.**

**The following criteria shall apply when deciding which Team you place your swimmers in.**

**Dolphin League :- Shall be limited to 12u Swimmers**

**Exceptions : ALL 12YR NZ JUNIOR swimmers MAY NOT SWIM AT DOLPHIN LEAGUE & WILL COMPETE AT COUNTIES LEAGUE**

**Times from this league can be used as Qualifying Times.**

**Counties League :- Shall be for swimmers of any age -Times from this league can be used as Qualifying Times**

**12/under swimmers can swim at Counties League –But cannot swim both Leagues**

# REVISIONS

June 1990	Setup Steps, duties and very basic rules written.
August 1991	Rule 9d part 3 deleted. Rule 9e added to current format. Spirit of rule explained as being during the previous season. Rule change presented to Carnival Committee and adopted.
April 1996	Reference to Open League added. Open League added to league format to give the more competitive swimmers in the Counties/Manukau Assn. a Winter competition in their own back yard.
April 1996	Rule 9e part 1 amended to have it include the spirit of the rule and bring this rule into line with current practice.
May 1997	Setup steps and duties revised to make them more multi - pool functional as the league is now being run in pools other than Lloyd Elsmore.
March 1998	Special Carnival Committee Meeting 27/11/97 modified the Qualifying criteria, team content, meet conditions, DQ's & points calculation - confirmed at the next Technical and Executive meetings. February & March 1998
June 1998	The format of the rules & attachments revamped.
March 1999	Entry rules.
January 2001	Maximum and minimum numbers changed. Entry for 11/U altered
February 2002	Counties League to be changed to Provincial League. Dolphin League will be for 10/u regardless if they have qualified for Div2 or better. Open League the 100 IM to be added to the programme on weeks 1&3
April 2003	<b><u>Dolphin League</u></b> Disqualifications Team or swimmer will receive a 200 points deduction if they receive a DQ.
March 2008	<b>Open League and Provisional League</b> Joined to make Counties League Open League events, <b>Dolphin League</b> ages changed to 12/under.
2011	<b>Counties League</b> to be run as a qualifying Meet –Entries to be done on TM
Mar 2012	<b>Dolphin League</b> to be run as a qualifying Meet- Entries to be done on TM
Oct-2012	<b>Counties League</b> –Remove all 50 M events and replace with 100's Swimmers can not swim the same Individual Stroke more than once
Feb-13	<b>Dolphin League</b> -12yr NZ Junior swimmers cannot swim at Dolphin League <b>That Dolphin League be 12 and under</b> and that <b>all swimmers</b> who have a <b>SNZ Junior Time swim Counties League.</b> EG-Points Fina System in Meet <u>Manager.</u> Unanimously passed by all who attended Meeting.

# **MEET DIRECTORS - DUTIES**

## **PRIOR TO THE MEET**

Arrange with Host Club to have a representative there to open gear room for you.

Arrange for the following Centre Qualified Officials:- 1 x Referee, 1 x Starter & 6 x Inspector of Turns.

Arrange with your own Club the use of their stopwatches. you will require 3 per lane.

## **POOL DRESSING**

Arrive at the pool complex at least 60 minutes prior to the start of the first session.

Collect turn flags & poles, false start rope & poles, starting equipment, points books from gear room and Install them correctly around the pool.

Set up table, 3 chairs and points books for recorders in the recording room.

Write up white board the following:

Referee & Starter Names,

Which club is timekeeping in which lane,

Which club is to supply recorders,

Which club is to supply runners,

Which club is to supply I.O.T.'s.

**NOTE:** This information should be given on a Post-out to reach each club at least 10 days prior to the next session. See Part 7 for Post-out format.

If necessary ask pool staff to set up microphone.

Issue stop watches to timekeepers and ensure that all team officials are present and ready to go by the allotted time.

A good idea is to mark off on the white board which team officials are present, This way you know who is present and who is not.

## **UNDRESSING THE POOL**

Collect all stopwatches back and put away, ready to be taken back to Meet Directors.

Remove turn flags, false start rope & poles from around the pool and return to gear room.

Put chairs and table that the recorders use back in gear room.

Clean white board and place in gear room.

Have a final check that all gear is put away and all participants have left before checking with pool staff prior to leaving the premises.

## **AT THE CONCLUSION OF THE MEET**

Collect point sheets and cards from the recorders to enable an audit to be done.

After the first round, once you have calculated the points, the teams can be seeded into their sections. Please note seeding is done using actual points this is to ensure more even racing for the competitions. Normal lane seeding will then apply.

It pays to keep a list of rostered duties given to each club i.e. recorders, runners, I.O.T.'s and lanes for timekeepers so that other than timekeeping the jobs are rostered evenly between the teams in that session.

Set up post-out sheet as per that in Part 7 and post out to each Club Team Manager.

Note: That points for each team given in the post-out are an accumulation of their points from round to round.

Names and addresses of Team Managers should be handed in on the first night.

Telephone numbers could also be useful.

At the conclusion of the league prepare an account to present to the Counties Manukau Assn. for:

Costs incurred in printing and postage.

Payment for use of stop watches as set by the Counties Manukau Assn.

## **TIMEKEEPERS DUTIES**

If there are three timekeepers to a lane, please use the middle time as the recorded time.

If there are only two timekeepers to a lane, please add the time's together then divide by two to get the average. Use this time as the recorded time.

This should be done before the cards leave the timekeepers.

## **RUNNERS DUTIES**

Two people are required to take alternate turns at picking up the time cards from the Timekeepers. On the way to the recorders the runners should organize the cards so that they are in the correct lane sequence, i.e. in numerical order from 1, 2, 3, 4, etc

# **RECORDER'S DUTIES. (2 required).**

## **Recorder No. 1**

Check that Timekeeper's have written the correct return time.

To find the points for a race, turn to the required page according to the time, look across to find the event and write the points on the bottom of the time card.

## **Recorder No. 2**

To transpose the points from the time card to the sheet under the correct lane and event number.

The names of the teams should be entered in their respective lanes.

See example No. 3. Do not total up - there is no need at this stage.

See top of points book for clarification on which column to use for which event.

# **TEAM MANAGERS DUTIES**

## **PLEASE BE PROMPT**

**Fill in team sheet with all the necessary information as indicated** and hand to the Meet Director prior to the commencement of the first round of the competition.

Prior to each round, arrange your 3 timekeepers and one other person.

Upon arriving at the pool for each round, have these people report to the Meet Director straight away.

Supply your name, address and phone number to the Meet Director **so that results can be** posted out to you.

**Fill out your team cards prior to each round.** Please retain these and give to, in bulk, to the timekeepers allocated to the lane in which your team is swimming in.

Please note that swimmers name for an individual event must be filled out on the front of the card and in the case of a relay swimmers names must be written on the back of the card.

**THIS IS COMPULSORY** so that a check can be made on the number of events a swimmer Participates in. **Failure to do this could result in the forfeiture of points.**

Ensure that your swimmers are at their respective lanes two races prior to their own race.

This will allow them to give their cards to the timekeepers.

When it is time for their own race please ensure that they stand up behind the starting blocks so that the starter and chief timekeeper can see that they are present and ready to proceed.

# ORDER OF EVENTS

<b>COUNTIES LEAGUE FORMAT</b>		
<i>EVENT</i>	<i>DISTANCE</i>	<i>STROKE</i>
<i>No</i>		
1	4 x 50	BACK RELAY
2	100	FREE
3	100	BACK
4	100	BREAST
5	100	FLY
6	4 x 50	BREAST RELAY
7	4 x 50	FLY RELAY
8	100	FREE
9	100	BACK
10	100	BREAST
11	100	IM
12	4 x 50	MEDLEY RELAY
13	4 X 50	FLYING SQUAD
Swimmer may not swim the same individual stroke twice		

<b>DOLPHIN LEAGUE FORMAT</b>		
<i>EVENT</i>	<i>DISTANCE</i>	<i>STROKE</i>
<i>No</i>		
1	4 X 25	BREAST RELAY
2	25	FREE
3	25	BACK
4	25	BREAST
5	25	FLY
6	4 X 25	FREE RELAY
7	4 X 25	BACK RELAY
8	50	FREE
9	50	BACK
10	50	BREAST
11	50	FLY
12	4 X 25	MEDLEY RELAY
13	6 X 25	FREE RELAY



# POINTS CALCULATION

Points will be calculated by converting the time on the card to points by use of the Counties Manukau Points Table and entering them on the points sheet.

(See example form in back of book)

## SAMPLE POINTS SHEET

GROUP: _____		DATE: _____					
SESSION: _____		<b>POINTS SHEET</b>					
<b>LANE</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>POINTS</b>							
<b>EVENT</b>							
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
<b>SUB TOTAL</b>							
<b>GRAND TOTAL</b>							

# SAMPLE TEAM SHEET

## COUNTIES MANUKAU SWIMMING

### REGISTRATION FORM

#### DOLPHIN LEAGUE

(Please print clearly)

CLUB .....

TEAM NAME .....

MANAGERS NAME .....

CONTACT PHONE No

HOME .....

BUSINESS .....

MOBILE .....

FAX .....

	<u>NAME</u>	<u>D.O.B.</u>	<u>AGE</u>	<u>REGISTRATION</u>	<u>RECEIPT</u>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

# SAMPLE POST OUT REPORTS

## *XXXXXXXXX WINTER LEAGUE*

Draw for round 1 - Saturday 15 June 1999

### **SESSION 1**

p.m. warm up      7.10 p.m. start

Lane 1 HPK Fish's (recorder)  
Lane 2 MPS A (recorder)  
Lane 3 PPK Flyers (runner)  
Lane 4 HPK Whops(runner)  
Lane 5 MAN Bullets  
Lane 6 WKU Wasters  
Lane 7 --- --- --- ---

### **SESSION 2**

7.45 p.m. warm up 7.55 p.m. start

Lane 1      MAN Kingfishs (recorder)  
Lane 2      HPK Pirahanas (recorder)  
Lane 3      WKU Water Rats (runner)  
Lane 4      HPK Fireballs (runner)  
Lane 5      PPK Power Catz  
Lane 6      HPK Snails Revenge  
Lane 7      --- --- --- ---

### **SESSION 3**

p.m. warm up      8.40 p.m. start

Lane 1 WKU Warriors (recorder)  
Lane 2 MAN Jokers (recorder)  
Lane 3 MPS B (runner)  
Lane 4 PPK Warriors (runner)  
Lane 5 OTM Super 'Os'  
Lane 6 HPK Airheads  
Lane 7 HPK Waterblasers

### **REMINDERS**

Please check that you know which order the events will be swam in.

Please have your **THREE TIMEKEEPERS** and one official report to the **MEET DIRECTOR** at the start of warm up. **PLEASE BE PROMPT.**

Could team managers please ensure that all entry cards are filled out correctly and given to the timekeepers in your lane, prior to the start of the session. **CLUB NAME AND SWIMMERS NAME MUST BE ON THE CARDS.** If any alterations to your team list are to be made please do so prior to the first round as no changes will be accepted after this time.

Thank you for your co-operation and good luck. -

## **XXXXXXXXX WINTER LEAGUE**

Results after round 3

### **Section 1**

11023 HPK Waterblasers  
10056 MPS Bandits  
9957 PPK Power Catz  
9947 HPK Fishheads  
9945 WKU Warriors  
8989 WKU Wasters  
8895 MAN Kingfishers

### **Section 2**

10011 HPK Snails Revenge  
9889 HPK Fireballs  
9361 PPK Flyers  
9037 HPK Pirahanas  
8981 MAN Bullets  
7961 WKU Water Rats

### **Section 3**

10003 HPK Airheads  
10001 HPK Whoppers  
9996 MAN Jokers  
9954 MPS Seals  
9856 OTM Super 'Os'  
9765 PPK Warriors

Draw for round 4 - Saturday 28 September 1999

**SESSION 1**

p.m. warm up                      7.10 p.m. start

Lane 1 MAN Kingfish      re --      ru      --  
--  
Lane 2 WKU Warriors    re -- ru      --  
Lane 3 PPK Power Cat    -- ru --      re  
Lane 4 HPK Waterblast    -- re re      ru  
Lane 5 MPS Bandits      re ru --      re  
Lane 6 HPK Fishheads    re -- re      --  
Lane 7 WKU Wasters    -- re -- ru

**SESSION 2**

7.45 p.m. warm up 7.55 p.m. start

Lane 1 MAN Bullets --      re      ru  
Lane 2 PPK Flyers            ru --      re      ru  
Lane 3 HPK Snails            -- re      ru      --  
Lane 4 HPK Fire              ru ru      --      re  
Lane 5 HPK Pirahanas      re ru      --      re  
Lane 6 WKU Water Rats    ru --      re      ru

**SESSION 3**

p.m. warm up                      8.40 p.m. start

Lane 1                      OTM Super 'Os'      -- re ru re  
Lane 2                      MAN Jokers            re ru -- ru  
Lane 3                      HPK Airheads        -- re ru re  
Lane 4                      HPK Whoppers        re ru ru --  
Lane 5                      MPS Seals            ru -- re ru  
Lane 6                      PPK Warriors        ru -- re --

**REMINDERS**

Please check that you know which order the events will be swam in.

Please have your **THREE TIMEKEEPERS** and one official report to the **MEET DIRECTOR** at the start of warm up. **PLEASE BE PROMPT.**

Could team managers please ensure that all entry cards are filled out correctly and given to the timekeepers in your lane, prior to the start of the session. **CLUB NAME AND SWIMMERS NAME MUST BE ON THE CARDS.** If any alterations to your team list are to be made please do so prior to the first round as no changes will be accepted after this time.

Thank you for your co-operation and good luck. -

\_\_\_\_\_Meet Directors

# COUNTIES MANUKAU WINTER LEAGUE

## FINAL RESULTS

(After round 4)

### Section 1

13542 HPK Waterblasers  
12964 MPS Bandits  
12346 PPK Power Catz  
12278 HPK Fishheads  
11345 WKU Warriors  
11235 WKU Wasters  
11113 MAN Kingfishers

### Section 2

13453 HPK Snails Revenge  
12653 PPK Flyers  
12486 HPK Fireballs  
11993 MAN Bullets  
11794 HPK Pirahanas  
10990 WKU Water Rats

### Section 3

12345 HPK Whoppers  
11245 HPK Airheads  
10933 MAN Jokers  
10734 PPK Warriors  
10123 OTM Super 'Os'  
10102 MPS Seals

These are the final results of the Counties Manukau Winter league. On behalf of the Counties Manukau Swimming Association we hope that you all (both swimmers and officials) enjoyed the competition. We hope to see you all again next year.

Please note that the prize giving for the leagues will be done in conjunction with the main Counties Manukau prize giving

Thank you for your co-operation.

\_\_\_\_\_ - Meet Directors