



GPSA Rulebook

Greater Peninsula Swimming Association

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Official Rules and Regulations
Greater Peninsula Swimming Association

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1. GPSA Rulebook

Greater Peninsula Swimming Association

Welcome to the official rulebook for the Greater Peninsula Swimming Association (GPSA). This rulebook governs all competitive swimming activities within the GPSA, including dual meets, championship meets, and invitational events.

1.1 About This Rulebook

This rulebook establishes the standards and regulations for:

- **Swimmer Eligibility** - Requirements for participation in GPSA-sanctioned meets
- **Meet Officials** - Roles, responsibilities, and certification requirements
- **Competition Rules** - Event structure, conduct, and scoring procedures
- **Facilities Standards** - Pool requirements and technical specifications
- **Awards** - Recognition for individual and team achievements

1.2 General Principles

All swimmers and parents, both those who officiate and those who spectate, should be familiar with the rules and duties of each official. Emphasis must be placed on the fact that to have fair competition, all meets must be conducted strictly according to the rules.

1.3 Quick Navigation

- [Definitions](#) - Key terms and their meanings
- [Eligibility and Rosters](#) - Swimmer qualification requirements
- [Officials](#) - Roles, responsibilities, and certification
- [Order of Events](#) - Event sequence, age groups, and distances
- [Conduct of Meets](#) - Meet procedures and requirements
- [Scoring](#) - Point system for individual and team events
- [Awards](#) - Ribbons, trophies, and recognition
- [Facilities Standards](#) - Pool and equipment requirements

1.4 GPSA Divisions

The GPSA operates three competitive divisions:

- **Red Division**
- **White Division**
- **Blue Division**

Teams compete within their division to determine a division champion each season.

1.5 Questions or Clarifications?

For questions regarding rule interpretations or eligibility, please contact the GPSA Rules Committee through your team's GPSA Representative.

2. Definitions

This section defines key terms used throughout the GPSA Rulebook.

2.1 GPSA

Greater Peninsula Swimming Association.

2.2 BONA FIDE MEMBER

An individual who meets all of the following criteria:

1. The individual shall be a member in good standing of the GPSA pool to be represented. For members representing a team composed of two or more pools, the individual need only be a member of one of the represented pools.
2. For competitive swimmers: Satisfies the age requirements for participation as specified in this rulebook.
3. Has a GPSA liability waiver signed by a legally appropriate representative, or by the individual themselves if of legal age.
4. An individual who is a member of a pool that has not sponsored a team for the season may represent another team for a period of 1 year.

2.3 CHAMPIONSHIP MEET

1. Is a swim meet that is open to all qualifying swimmers from any GPSA **Team**.
2. Also referred to as CITY MEET.

2.4 SUMMER SPLASH INVITATIONAL MEET

Is a swim meet that is open to swimmers not qualified for the Championship Meet.

2.5 INTERPOOL MEET

Also known as a dual meet, shall mean a swim meet swum between two pools.

2.6 TEAM

Is a recognized member of the GPSA that has access to a pool capable of hosting swimming competitions.

2.7 DIVISION

1. A grouping of **Teams** who compete in GPSA-Scheduled swim meets in order to identify a DIVISION champion.
2. The GPSA operates three divisions, Red, White, and Blue.

3. Eligibility and Rosters

This section establishes the requirements for swimmer eligibility and team roster management.

3.1 Roster Requirements

1. Only a **Bona Fide Member** listed on their **Team**'s posted roster may compete in GPSA-scheduled meets.
2. Proof of a swimmer's eligibility must be provided by the **Team**'s GPSA Representative upon request by the Rules Committee.
3. Each **Team** must maintain an up-to-date roster of swimmers, coaches, and certified officials. This roster serves as the official record of certification and must list each official's name and their specific, current certification(s) (e.g., Referee, Starter, S&T Judge). The GPSA Representative is responsible for keeping the roster current throughout the season.
4. **Team** initial rosters must be submitted no later than one week prior to the start of the GPSA season. Failure to comply will result in a \$50 fine payable to the GPSA. See the [GPSA Wiki](#) for submission instructions.
5. No swimmer may appear on the roster of more than one **Team** simultaneously.

3.2 Roster Revisions

1. Roster revisions are allowed at any time during the season, provided they are:
 - a. Published at least 24 hours prior to the start of a meet.
 - b. Any swimmer removed from the roster after the roster deadline cannot be reinstated for the remainder of the season.

3.3 Changing Teams

1. After the season begins, swimmers may only change **Teams** if they:
 - a. Change permanent residence.
 - b. Submit a request to the Rules Committee and receive approval.
 - c. Meet the eligibility requirements as a **Bona Fide Member** for the new **Team**.
2. **Exception for Disbanded Teams:** A swimmer who is a **Bona Fide Member** of a pool that has not fielded a team for the current season may swim for another **Team** for a grace period of one (1) year. If, after the one-year period, the home pool still does not have a team, the swimmer must meet the eligibility requirements as a **Bona Fide Member** for the new **Team**.

3.4 Age Determination

1. A swimmer's competition age is determined based on their age as of June 1st of the current season. Swimmers born on June 1st are considered to have reached the older age for competition purposes.
2. Swimmers must be 18 years of age or younger as of June 1st to be eligible to compete.

3.5 Eligibility Challenges

1. GPSA Representatives may challenge the eligibility of any swimmer by submitting a written request to the Rules Committee. The Rules Committee shall render all decisions promptly in writing to the President of the GPSA and to the GPSA Representative(s) involved. An appeal of an eligibility decision may be made by the GPSA Representative involved to the Rules Committee Chairman within seven (7) days of the date of the decision letter. The Rules Committee shall render the final decision on all questions concerning eligibility.
2. Eligibility challenges arising from a meet must be submitted to the Rules Committee within three (3) days of the meet.

3.6 Ineligible Swimmers

1. A swimmer determined to be ineligible shall not be allowed to further represent their **Team**. If a swimmer's ineligibility is extended to previous meets during the current season, those meets shall be rescored to reflect the removal of the swimmer. Division standings and swimmer awards shall also be changed accordingly.

4. Officials

This section outlines the roles, responsibilities, and certification requirements for officials at GPSA-sanctioned meets.

4.1 Roles and Responsibilities

4.1.1 GPSA Representative

1. Each team must designate a GPSA Representative who serves as the official point of contact and primary authority for that team before, during, and after a meet. The representative must be a **Bona Fide Member** of the pool they represent.
2. The Representative shall act as their team's voting member on the GPSA Board of Directors and is responsible for attending and participating in all league meetings.
3. Shall possess a thorough knowledge of all GPSA rules and be empowered to make binding decisions for their team on matters of rule interpretation and meet procedures, including agreeing with the opposing Representative and Meet Referee on any pre-meet rule modifications.
4. Has primary responsibility for their team's roster and the eligibility of all swimmers. This includes maintaining an accurate roster and ensuring all swimmers meet eligibility requirements.
5. Is responsible for ensuring their team provides its required complement of certified officials for each meet. This includes encouraging attendance at training clinics, verifying the certification status of officials (by checking clinic attendance or reviewing USA Swimming certification status), and appointing volunteers to fill empty positions at their discretion.
6. Is responsible for the overall conduct of their team's swimmers, coaches, and spectators. They shall assist the Meet Referee in resolving disciplinary issues as requested.
7. If a GPSA Representative serves in another official capacity during a meet (e.g., as a Starter or Stroke & Turn Judge), they must designate an alternate to handle the responsibilities of the Representative for the duration of the meet. The coach may not be designated as the alternate.
8. Shall sign and submit the GPSA Code of Conduct acknowledgment form, and ensure that all coaches sign the form. Signed forms must be submitted to the Rules Committee no later than seven (7) days before the team's first scheduled meet.
 - a. Teams that fail to submit signed Code of Conduct forms by the deadline shall forfeit all scheduled meets until the required forms are received by the Rules Committee.
 - b. A new Code of Conduct acknowledgment form must be submitted if the GPSA Representative changes or new coaches are added during the season.
9. Shall ensure that the team's SwimTopia registration includes the GPSA Code of Conduct agreement clause as a required element for parents and guardians.

4.1.2 Meet Referee

1. Shall have full authority over all officials on deck, shall assign and instruct them in order to provide fair and adequate coverage of the pool, enforce all rules and shall assure a fair and friendly meet under the rules of GPSA. He/she can overrule any meet official on a judgment decision. He/she has responsibility to address any question raised by either GPSA Representative or their duly appointed alternate with regard to the conduct of the meet. On a point of rule modification the referee shall defer to the judgment of both GPSA Representatives.
2. May disqualify swimmers for any violations of the rules that he/she personally observes.
3. Shall signal the Starter before each race that all officials are in position, that the course is clear, and that the competition can begin.
4. He/she shall assign marshals as needed with specific instructions.
5. Shall give a decision on any point where the opinions of the judges differ; and shall have authority to intercede in competition at any stage, to ensure that the appropriate racing conditions are observed.
6. Shall independently record the order of finish of all non-exhibition swimmers.
7. Shall confirm the order of finish for each scoring heat which the Sweep Judges differ. If the order of finish was observed by the referee and their observation confirms one of the Sweep Judges, that order of finish shall be documented on the Place Judge Form. If the Referee is unable to confirm one of the Sweep Judges' order of finish, the result shall be a tie between the differing swimmers.
8. Shall control any abusive language or actions used by any swimmer or spectator. The offender shall be warned by the referee to desist. On continuing, the referee shall request the home-team GPSA Representative, with assistance from the home pool manager, to have the offender ejected.
9. Shall resolve any protest arising from the competition itself immediately. Only GPSA Representatives, or their duly appointed representatives, or coaches can raise an official protest to the referee.
10. Before the competition begins, the Referee shall determine the respective areas of stroke and turn responsibility and jurisdiction, which may include joint, concurrent, and coordinated responsibility and jurisdiction. The Referee shall ensure that all swimmers shall have fair, equitable, and uniform conditions of judging.
11. Shall wear a predominantly white shirt and dark shorts/pants/skirt. Their attire should not identify any team affiliation.

4.1.3 Admin Referee (optional)

1. The Admin Referee is a certified Referee who acts as a deputy to the Meet Referee, assisting with administrative duties to ensure the meet runs efficiently. While the Meet Referee retains ultimate authority, the Admin Referee is empowered to manage specific tasks.
2. Shall serve as the primary point of contact for the Scorekeepers. They shall field any questions regarding times, places, or disqualifications and work with the Meet Referee to resolve discrepancies.
3. Shall receive, approve, and process all legal swimmer substitutions made by coaches after the meet has begun. They are responsible for ensuring these changes are communicated promptly to the Scorekeepers.
4. Shall be responsible for the processing of Disqualification (DQ) slips. This includes:
 - a. Receiving infraction reports from the Stroke and Turn Judges.
 - b. Reviewing the report with the official to ensure it is clear and correct.

- c. Signing the DQ slip to finalize the disqualification. Any questionable or unusual infractions should be discussed with the Meet Referee before a final decision is made.
 - d. Ensuring DQ slips are delivered to the Scorekeepers for recording.
5. May be requested by the Meet Referee to independently observe the order of finish to assist the Sweep Judges or serve as a tie-breaker.
6. Shall wear a predominantly white shirt and dark shorts/pants/skirt. Their attire should not identify any team affiliation.

4.1.4 Chief Judge (optional)

1. Shall supervise, instruct, and mentor the Stroke and Turn Judges. They are the primary resource for Stroke and Turn Judges for rule clarifications and protocol.
2. Shall be positioned on deck to observe the Stroke and Turn Judges.
3. When an infraction is signaled by a Stroke and Turn Judge, the Chief Judge shall confer with that official to confirm the observation and ensure the infraction report is written clearly and correctly.
4. Shall work with the Meet Referee and Admin Referee to ensure fair and consistent judging across the pool.
5. Shall wear a predominantly white shirt and dark shorts/pants/skirt. Their attire should not identify any team affiliation.

4.1.5 Starter

1. The Starter shall stand on the side of the pool within approximately five meters of the starting end of the pool and, upon signal from the Referee, shall assume control of the swimmers until a fair start has been achieved.
2. The Starter may:
 - a. Announce the event.
 - b. For backstroke starts, give the command, "Place your feet."
 - c. Use a "stand" command in accordance with USA Swimming Rules 101.1.2 D, 101.1.3 A, and 101.1.3 D.
3. Shall wear a predominantly white shirt and dark shorts/pants/skirt. Their attire should not identify any team affiliation.

4.1.6 Stroke and Turn Judges

1. Shall ensure that the rules relating to the style of swimming designated for the event are being observed; and shall report any violations to the Referee on signed slips detailing the event, the heat number, the lane number and the infraction.
2. Shall ensure that after the start and when turning or finishing, the swimmer complies with the rules applicable to the stroke used; and shall report any violations to the Referee on signed slips detailing the event, the heat number, lane number and infraction observed.
3. Shall raise their hand with palm open for 3-5 seconds at the time of observing a rule infraction. This signal is required for a disqualification to be considered valid.

4. Shall wear a predominantly white shirt and dark shorts/pants/skirt. Their attire should not identify any team affiliation.

4.1.7 Sweep Judges

1. Two sweep judges (one from each **Team**) shall be positioned on the side of the course near the finish and shall independently judge and record the order of finish of all non-exhibition swimmers. A sweep judge shall record a tie if a place distinction cannot be made.
2. See the Place Recording procedures in the Conduct of Interpool Meets section for detailed process.

4.1.8 Timers

1. **Head Timer** — Assure the assignment of Lane Timers to lanes. On the starting signal, start a watch(es) on every race. The time of this watch shall be used if a Lane Timer's watch fails.
2. **Lane Timer** — Officials assigned as Lane Timers may simultaneously operate two dissimilar devices (one watch and one button) but not two similar devices (two watches or two buttons). It is not within the Lane Timer's jurisdiction to judge if the swimmer's touch conforms to the applicable finish rules or if a relay take-off infraction has occurred. Each timer shall:
 - a. Be in position at the start to have an unobstructed view and shall start the watch at the instant of observing the visual starting signal. If the visual starting signal is not observed, the watch shall be started upon hearing the starting signal.
 - b. Stand directly over the assigned lane at the finish to observe a touch above, at, or below the surface of the water and stop the watch and/or push the semi-automatic system button when any part of the swimmer's body touches the wall.
 - c. Report the watch time to the designated recorder, report if a late or missed pad touch is observed; and, if requested, present the watch for inspection. Lane Timers shall not clear their watches until a command to "clear watches" is given or the Referee signals that the next heat is ready to start.

4.1.9 Scorekeepers

1. Sit at the scorekeepers' table and record on Meet Maestro the finish times of each swimmer, order of finish, disqualifications (as noted by signed DQ slips), and maintain a running record of the score.
 - a. If two timers are used, the times must be averaged. If three timers are used, the middle time must be used.
 - b. The order of finish must be entered for each scoring heat and match the Place Judge Form.
2. In the event of any questions regarding place, time, or disqualification for an event, or order of relays, he/she shall immediately notify the referee and wait for resolution.
3. Only the Referee, GPSA Representatives, Scorekeepers, and Timing Equipment Operator (if using a digital timing system) shall have access to Meet Maestro after the meet has begun.
4. After the meet has begun, the scorekeeper shall accept changes only in accordance with the substitution rules outlined in the Conduct of Interpool Meets section.
5. See the Post-Meet Procedures in the Conduct of Interpool Meets section for meet artifact handling responsibilities.

4.1.10 Coaches

1. Shall stay in the area designated for his/her team and help to ensure that swim team members do not crowd the course or disrupt the officiating.
2. Are responsible for declaring all entries in SwimTopia and ensuring that all exhibition entries are flagged as such. See the Pre-Meet Requirements in the Conduct of Interpool Meets section for entry deadlines.
3. Are responsible for seeing that each swimmer behind the blocks and waiting to swim has, if used, a properly completed lane slip; i.e., event name and number, lane assignment, first and last name (same as listed on the roster sheet) of swimmer and order of swimmers in relays.
4. May make substitutions in accordance with the substitution rules outlined in the Conduct of Interpool Meets section.
5. Are responsible for the conduct of their respective team.
6. Will not interfere with the officiating of the meet.

4.1.11 Relay Take-Off Judges

1. Relay take-off judges shall be assigned by the Referee (one from each **Team**) and shall stand so that they can clearly see both the feet of the departing swimmer(s) as they leave the starting platform and the touch of the incoming swimmer(s), and shall judge whether the swimmer is in contact with the platform when the incoming swimmer touches the end of the pool. The judges shall independently report infractions in writing without the use of the infraction hand signal. A relay will be disqualified only if the same infraction has been confirmed by both judges.

4.1.12 Marshal(s) (Optional)

1. Shall wear identifying attire and enforce warm-up procedures and maintain order in the swimming venue. The Marshal shall have full authority to warn or order to cease and desist, and, with the concurrence of the Referee, to remove, or have removed from the swimming venue anyone behaving in an unsafe manner or using profane or abusive language, or whose actions are disrupting the orderly conduct of the meet.

4.1.13 Timing Equipment Operator (Optional)

1. The Timing Equipment Operator shall be responsible for the automatic or semi-automatic timing equipment, including the electronic starting system and scoreboard (if used), and shall advise the Referee or GPSA Representative of any system problems that might affect the accuracy of times. The timing equipment should be placed so that the operator is able to observe the finish of each race.
2. When automatic timing equipment is used without backup stopwatches, the Timing Equipment Operator may fulfill the duties of the Head Timer, and a separate Head Timer is not required.

4.2 Certification

4.2.1 General Certification Requirements

1. All GPSA officials represent the league and have a duty to ensure fair and equitable competition.
2. The following officials are required to hold a current GPSA certification:
 - a. Referee
 - b. Starter

- c. Stroke & Turn Judge
3. All certifications must be renewed annually to remain valid for the current season.
4. All certified officials are expected to be familiar with current GPSA rules. Each official should be given a copy of the rules and encouraged to review them before each meet.
5. A lack of certified officials shall not be grounds for the forfeiture of a meet. Uncertified individuals may volunteer to fill positions at the discretion of the GPSA Representative.

4.2.2 Certification and Recertification Process

An individual may obtain or renew their certification through one of the following methods:

1. **USA Swimming Certification:** Hold a current USA Swimming official certification (e.g., Stroke and Turn).
2. **GPSA Training Clinic:** Attend the annual GPSA Officials' Training Clinic held before the start of the season, or a clinic hosted by a GPSA Representative with approval from the Rules Committee.
3. **USA Swimming Online Course:** Complete the official USA Swimming online course for the desired position (Stroke & Turn, Referee, Starter), which includes training material and an integrated test. Proof of completion (e.g., a certificate) is sufficient for certification.
 - **Note:** A fee is required by USA Swimming to access and complete this online course.
4. **Rules Committee Certification:** The Rules Committee may certify any official at their discretion.

4.2.3 Role-Specific Requirements

1. **Starter:** In addition to the general certification requirements, Starters must be familiar with whistle start procedures as defined by USA Swimming, either through attendance at the GPSA clinic or by watching the specific USA Swimming video for Starters.
2. **Admin Referee:** Must hold a current GPSA Referee certification.
3. **Chief Judge:** Must have held a GPSA Stroke & Turn certification for at least two (2) seasons.

4.3 Rules Committee

4.3.1 Composition

1. The Rules Committee shall consist of three (3) members and two (2) alternates: a Chairman, two members, and two alternates, all appointed by the GPSA President.
2. When possible, membership should include representation from each division.

4.3.2 Duties

1. **Annual Rules Review:** The Rules Committee shall review the GPSA rules before each swimming season and recommend changes as needed.
2. **Rules Changes:** Recommended rules changes shall be submitted to the Rules Committee for consideration. The Committee shall present recommendations to the GPSA Board of Directors for a vote. Approved changes shall be incorporated into the existing rules.
3. **Protest Authority:** The Rules Committee has authority over any protest and shall render their resolution promptly, in writing, to the GPSA Representative involved and to the President of the GPSA. Such resolutions are final.

4. **Conflict of Interest:** For the purpose of resolving any protest, a vote shall be taken of three members, none of whom shall be affiliated with the teams in question.

5. Order of Events, Age Groups, and Distances

This section defines the standard order of events for GPSA dual meets, including age groups and distances for each event.

5.1 Event Schedule

BOYS	EVENT	GIRLS	BOYS	EVENT	GIRLS
0	Mixed 8&U 100M Free Relay	0	31	6&U 25M Back	32
1	9-10 100M IM	2	33	7-8 25M Back	34
3	11-12 100M IM	4	35	9-10 50M Back	36
5	13-14 100M IM	6	37	11-12 50M Back	38
7	15-18 100M IM	8	39	13-14 50M Back	40
9	6&U 25M Free	10	41	15-18 50M Back	42
11	7-8 25M Free	12	43	8&U 25M Butterfly	44
13	9-10 50M Free	14	45	9-10 50M Butterfly	46
15	11-12 50M Free	16	47	11-12 50M Butterfly	48
17	13-14 50M Free	18	49	13-14 50M Butterfly	50
19	15-18 50M Free	20	51	15-18 50M Butterfly	52
21	8&U 25M Breast	22		5 Minute Break	
23	9-10 50M Breast	24	53	Open 200M Medley Relay	54
25	11-12 50M Breast	26	55	Open 200M Free Relay	56
27	13-14 50M Breast	28			
29	15-18 50M Breast	30			

5.2 General Rules

1. General Rules for swimming strokes shall be those contained in Articles 101.2-101.7 of the USA Swimming Rules and Regulations in effect for the current year for all ages.
2. There shall be a five (5) minute break before event 53 to allow the officials to prepare for the relays.
3. Relay teams for event 0 will be composed (at best-effort) of two (2) boys and two (2) girls.
4. Relay teams for events 53 - 56 will be composed of four (4) swimmers, one (1) each for age groups 10 and under, 11 - 12, 13 - 14, and 15 - 18.
5. Exhibition lanes should be used, if available. A minimum of 5 exhibition heats per **Team** must be allowed. For more than 5 heats, both GPSA Representatives must concur.

6. Conduct of Interpool Meets

This section establishes the procedures and requirements for conducting GPSA dual meets.

6.1 Scheduling and Postponements

1. **Start Time:** League scheduled meets are to be held as scheduled and will start at 6:00 pm. The meet is considered to have officially begun when the Referee signals the start of the first event.
2. **Warm-up Times:** Both teams shall be given equal warm-up time prior to the meet, with a minimum of 20 minutes per team. The home team shall warm-up first, followed by the visiting team. The Referee and both GPSA Representatives may agree to shorter warm-up periods when necessary.
3. **Meet Delays:** In the event of inclement weather or minor facility issues that arise before or during a meet, every effort should be made to run the meet as planned. The Referee and both GPSA Representatives shall confer and may temporarily delay the start or suspend the meet (e.g., in 30-minute increments) to await safe, competitive conditions.
4. **Postponement:** A meet that cannot be safely started or continued may be postponed.
 - a. **Weather/Facility Postponement:** If conditions are clearly unsafe or the facility is unusable, the home team must notify the visiting team's GPSA Representative and the GPSA Publicity Committee as soon as possible.
 - b. **Mutual Agreement:** A meet may be postponed at any time with the unanimous agreement of both teams' GPSA Representatives.
 - c. **Referee Authority:** Once the meet has begun, the Referee may postpone the meet if, in their judgment, conditions are unsafe for competition.
5. **Rescheduling Process:**
 - a. Upon postponement, the GPSA Representatives' first priority is to agree on a date to hold the meet as soon as reasonably possible (e.g., the next day).
 - b. If an immediate alternative date cannot be mutually agreed upon, the meet shall be held on the next available official league rain date.
 - c. A final, rescheduled date **must** be confirmed by both Representatives within 24 hours of the initial postponement.
 - d. Any meet rescheduled to a date after the Summer Splash Invitational must receive approval from the Rules Committee.
6. **Defining a Completed Meet:**
 - a. A meet that is stopped and cannot be resumed is considered **complete** if all events through event 30 (15-18 50M Breast) have been swum.
 - b. If a meet is stopped before the completion of event 30, it is considered a **suspended meet** and must be rescheduled and completed at a later date.
 - c. Notwithstanding the above, the two GPSA Representatives may mutually agree that a meet is complete at any point after it has begun.
7. **Failure to Reschedule:**

- a. The collaborative rescheduling of a suspended meet is a primary responsibility of both GPSA Representatives, who are expected to begin discussions on the night of the postponement.
- b. If the Representatives fail to agree on a reschedule date within the 24-hour period required by rule 5.c, the meet shall be declared a **loss for both teams**.

8. Postponed Meet Entries:

- a. If a meet is postponed before it has started, a new meet shall be created in SwimTopia to allow families to submit new declarations. Teams must contact the league SwimTopia administrator to ensure the new meet is setup properly.
- b. If a meet has started and is subsequently postponed, each team's entries shall remain unchanged in Meet Maestro until the resumption of the meet. Changes may only be made in accordance with the substitution rules. Teams may contact SwimTopia (help@swimtopia.com) to split the meet into a multi-session meet if updated heat sheets with new dates and start times are needed.

6.2 Venue and Code of Conduct

1. **Smoking and Alcohol Prohibition:** Neither smoking nor the consumption of alcoholic beverages will be allowed in the pool area during swim meets. The exact boundaries of this area will be determined by the Referee and both GPSA representatives.
2. **Behavioral Standards:** Profanity, vulgarity, or disruptive behavior will not be allowed.
3. **Recording Device Restrictions:** The use of any audio or visual recording devices, including cell phones, is strictly prohibited in changing areas, rest rooms, locker rooms, or behind the starting blocks.
4. **Suspended or Banned Individuals:** If an individual who is currently suspended or banned from GPSA activities attends a meet:
 - a. The GPSA Representatives from both teams shall approach the individual and respectfully request that they leave the venue (beyond sight and sound of the meet).
 - b. If the individual leaves voluntarily, the meet shall proceed normally.
 - c. If the individual refuses to leave, the team to which the suspended or banned individual belongs shall forfeit the meet. Times recorded for swimmers from the forfeiting team shall not stand.

6.3 Team Responsibilities

1. **Officials and Equipment:** Each team shall furnish the following officials and equipment:

Home Team	Visitors
One referee	Two S&T judges
One starter	One timer per assigned lane
Two S&T judges	One sweep judge
One timer per assigned lane	One scorekeeper
One Head timer	Ribbon writer
One sweep judge	One stopwatch per assigned lane
One scorekeeper	One stand-by starting horn / whistle
Ribbon writer	
Two runners	
One stopwatch per assigned lane	

Home Team	Visitors
One additional stopwatch	
One starting horn / whistle	
Certified Lifeguard	
Marshal (optional)	
Table for scorekeepers	
Chairs for sweep judges	
Laptop/Tablet for Meet Maestro	

**stopwatches are recommended as backup even if using a timing system*

**it is recommended for the visiting team to also bring a laptop/tablet for their scorekeeper to use Meet Maestro*

1. **Alternative Official Assignments:** By mutual agreement of both GPSA Representatives, teams may share qualified officials across home and visiting team positions to meet operational needs.
2. **Timer Configuration:** By mutual agreement of both GPSA Representatives, teams may use two or three timers per lane instead of the standard one timer per lane.

6.4 Swimmer Participation and Entries

1. **Age Group Flexibility:** Swimmers are allowed to participate in any event in age groups older than their actual age.
2. **Individual Event Limits:** A swimmer is allowed to participate in no more than three (3) individual events and one (1) relay event (not including exhibition).
 - a. Event 0 (Mixed 8&U 100M Free Relay) does not count against a swimmer's event limits.
 - b. For a team with fewer than 64 swimmers on its official roster, swimmers in an age/gender group with three (3) or fewer swimmers may compete in up to four (4) individual events.
 - c. If a swimmer is found to have exceeded these limits, they shall be disqualified from all events in which they were entered, and scores shall be adjusted.
3. **Maximum Scoring Entrants:** Each team is allowed a maximum of two (2) entrants in any individual event and one (1) relay team in any relay event to be eligible for scoring. All other entrants from a team shall be marked as exhibition.
4. **Starting Procedures:** Unless otherwise specified, starts shall be conducted in accordance with Article 101.1 of the current year's USA Swimming Rulebook.
5. **Backstroke Equipment Restrictions:** Towels may not be used at the starting end for backstroke events.
6. **Swimmer Absence:** A swimmer who is not present when the starter takes command of an event shall not be allowed to swim that event at the discretion of the referee.
7. **False Start Disqualifications:** Two false starts by the same swimmer in any one event disqualifies that swimmer. A swimmer may be disqualified after one false start if, in the opinion of the starter and referee, the swimmer deliberately false started.

6.5 Substitutions

1. **Three-Event Rule:** No substitutions will be allowed for the next three events after an event is in the water.
 - a. *Example: If event 1 is in the water, no substitutions can be made in events 2, 3, and 4.*

2. **Submission Process:** Only the coach or coach's designated representative may approach the scoring table and present a written note bearing the event number, lane number, and name of the swimmer for the desired substitution.
3. **Postponed Meet Exception:** In the event of a postponed swim meet, substitutions may be made at the beginning of the restarted meet for all events not previously swum, in which case the three-event rule does not apply.
4. **Injury/Illness Exception:** The referee may allow substitution for an injured or sick swimmer outside the three-event window. In this case, the event counts as an event swum for both the original swimmer and the substituted swimmer.

6.6 Meet Operations

6.6.1 Pre-Meet Requirements

1. **Entry Deadline:** Teams shall be marked as "Ready to Merge" no later than 12:00 PM on the day of the meet.
2. **Meet Preparation:** The home team GPSA Representative shall merge entries at 12:00 PM on the day of the meet.
3. **Meet Review and Optimization:** After merging entries, the home team GPSA Representative shall:
 - a. Verify that all entries comply with GPSA participation rules (event limits, exhibition requirements, and maximum scoring entrants) and review proper event seeding.
 - b. Work with both teams' coaches to consolidate heats and/or relocate exhibition swimmers where possible.
4. **Required Materials:** Both teams shall prepare all necessary heat sheets, place judge forms, scoring materials, and official documentation as specified in the [GPSA Meet Preparation Guide](#).
5. **Heat Sheet and Score Publication:**
 - a. Enabling heat sheet access on the SwimTopia Mobile App, or distributing heat sheets to parents (whether printed or electronic), requires the mutual agreement of both GPSA Representatives. Any disagreement shall default to not publishing or distributing.
 - b. Live meet scores shall not be published to the SwimTopia Mobile App or announced during the meet.

6.6.2 Swimmer Readiness

1. **Coach Responsibility:** It shall be the coaches' responsibility to keep the swimmers for the next two consecutive events or heats behind the starting blocks or in the designated locations.
2. **Lane Slip Submission:** When using lane slips, the swimmer shall provide the lane slip to the lane timer when taking their place behind the blocks.
3. **Lane Timer Sheets:** When using lane timer sheets, the lane timers shall have the necessary forms with swimmer information ready.
4. **Identity Verification:** Timers shall verify the swimmer's identity matches the documentation provided (lane slip, lane timer sheet, or heat sheet). Names shall match the documentation, though initials may be used.

6.6.3 Event Procedures

1. **Referee Signals:** The Referee shall signal the commencement of each event in accordance with USA Swimming Article 101.1.2:
 - a. A short series of whistles inviting swimmers to get ready at the starting end.
 - b. One long whistle indicating swimmers should take and maintain their positions on the starting platform or deck.
 - c. For backstroke and medley relay events, a first long whistle for swimmers to enter the water, followed by a second long whistle to return to the wall and assume starting position.
 - d. An outstretched arm signal to the Starter indicating the swimmers are under the Starter's control.
2. **Starter Commands:** When the swimmers and officials are ready, the Starter shall:
 - a. Issue the command "take your marks" in a clear, conversational tone.
 - b. Allow swimmers to assume their starting position and become stationary.
 - c. Give the starting signal (horn or whistle) when all swimmers are stationary.
 - d. Issue the command "stand up" if any swimmer does not respond promptly, releasing all swimmers to step off the blocks.
3. **Recall Procedure:** If a false start or other starting infraction occurs:
 - a. The Starter shall observe and identify any swimmer(s) who started before the starting signal.
 - b. The Referee shall independently observe to confirm the Starter's observation.
 - c. The heat may be recalled by mutual agreement of both the Starter and Referee if they determine a fair start was not possible.
 - d. If the heat is recalled, the Referee shall determine an appropriate rest period before restarting the heat, based on the distance the swimmers covered.

6.6.4 Time Recording

1. **Recording Method:** Swimmer times shall be recorded using one of the following methods:
 - a. **Electronic Timing System (Time Drops):** Times are automatically captured and transmitted to Meet Maestro.
 - b. **Lane Slips:** Written cards containing team name, swimmer name, lane number, and event number.
 - c. **Lane Timer Sheets:** Timing forms that may be used in lieu of lane slips or as backup with electronic timing systems.
2. **Time Collection Process:**
 - a. Upon completion of the event, the timer records the swimmer's time to hundredths of a second using the designated method.
 - b. The runner collects all time records for the event and delivers them to the scorekeeper to be entered into Meet Maestro.

6.6.5 Place Recording

1. **Sweep Judge Determination:** The sweep judges shall independently observe and determine the order of finish for each scoring heat, each recording their observations on their own Sweep Judge Ranking Sheet.
2. **Place Judge Form:** If the sweep judges concur on the order of finish, they shall record the order on the Place Judge Form.
3. **Referee Review:**
 - a. The sweep judges deliver the Place Judge Form to the referee (directly or via runner).
 - b. The referee reviews the order of finish and adjusts for any disqualifications.
 - c. The referee initials the Place Judge Form to confirm accuracy.
4. **Final Recording:**

- a. A runner delivers the initialed Place Judge Form to the scorekeeper.
- b. The scorekeeper enters the order of finish into Meet Maestro for Heat 1 of all scored events (events 1-56).

6.6.6 Post-Meet Procedures

1. Referee Responsibilities:

- a. Verify the order of finish has been entered into Meet Maestro for Heat 1 of all scoring events.
- b. Complete the Meet Referee Verification of Scores form.
- c. Deliver their heat sheet and/or Meet Referee Sheet to the scorekeeper.

2. Scorekeeper Responsibilities:

- a. Ensure the yellow copies of the DQ slips are delivered to the respective coaches or GPSA Representatives.
- b. Deliver all [meet artifacts](#) to the home team GPSA Representative.

3. Home GPSA Representative Responsibilities:

- a. Lock out changes in Meet Maestro and transfer results.
- b. Submit meet results to the GPSA Publicity Committee within 24 hours of meet completion. Failure to submit results within this deadline may result in penalties at the discretion of the Rules Committee.

6.7 Protests

6.7.1 Authority to Protest

1. **GPSA Representative Authority:** The GPSA Representative is the sole representative authorized to file a protest on behalf of their team.

6.7.2 During-Meet Protests

1. **Competition Protests:** Protests arising from events during the meet shall be filed with the Meet Referee within 30 minutes of the alleged infraction.
2. **Immediate Resolution:** The referee shall resolve the protest immediately and may stop the meet to do so.

6.7.3 Post-Meet Protests

1. **Appeal to Rules Committee:** Any protest resolved by the referee may be appealed to the Rules Committee if:
 - a. The protest determined the winning team of the meet, or
 - b. The GPSA Representative believes the referee's decision warrants further review.
 - c. Such appeals must be submitted in writing to the Rules Committee within three (3) days of the meet.
2. **Post-Meet Review:** Protests arising from review of meet results after the meet has concluded shall be submitted to the Rules Committee as follows:
 - a. Initial notification to the Rules Committee within 24 hours of meet completion.
 - b. Formal written protest within three (3) days of meet completion.

6.7.4 Rules Committee Authority

1. **Final Rulings:** All rulings made by the Rules Committee shall be final.

2. **Score Adjustments:** If the Rules Committee sustains a protest, meet scores and awards shall be adjusted accordingly.
3. **Conflict of Interest:** No Rules Committee member may vote on a decision involving a team with which they are affiliated.

7. Scoring

This section defines the point system for GPSA dual meets.

7.1 Individual Events

1. For all individual events, five (5) points shall be awarded for first place, three (3) points for second place, and one (1) point for third place.

7.2 Relay Events

1. The winning relay team shall be awarded seven (7) points, the losing team none.
 - a. With exception for Event 0, this is a non-scored event.

7.3 Ties

1. In case of ties, points for the tying and next position(s) will be added and divided equally between the tying swimmers.

7.4 Disqualifications

1. When an individual or relay is disqualified, the following places will move up accordingly and points awarded to them.

8. Awards

This section defines the awards system for GPSA competitions.

8.1 Meet Awards

1. The home pool shall award first (blue), second (red), and third (white) place ribbons for all individual events, and first place ribbons (blue) to all participants on winning relay teams.
2. The design of these ribbons will be at the discretion of the home pool.
3. Such awards shall be given to the Coaches or GPSA Representatives after the meet or mailed to the GPSA Representative the following day.
4. Additional ribbons for 4th place or participation may be awarded at the discretion of the home pool.
5. Any awards referencing disqualifications shall be given directly to the respective coach along with the disqualification slip and shall not be included with the regular meet awards.

8.2 Division Awards

1. Trophies shall be awarded to the teams finishing 1st, 2nd, and 3rd in each division.
2. If two teams have identical records, then the winner of their dual meet shall get the top standing. If the tie cannot be resolved by head-to-head records, then the winner shall be determined by adding up total points scored by each team in dual meets against the other tied teams. For example, if teams A, B, and C each have identical records, add points scored for team A in meets against teams B and team C for team A's total. Similarly, add points for teams B and C. The team with the highest point total is the winner. The intent of adding points involving tied teams only is to discourage teams from running up point totals against weaker teams in case of a potential tie.
3. A banner will be awarded to the winning team in each division and the team winning the Championship Meet. The banners will be presented at the Championship Meet to the respective coaches. Teams winning the banners will bring them to the GPSA Board Meeting following the Championship Meet and turn them in for embroidering. The banners will be returned to the respective teams at the following meeting. All banners will be turned in to GPSA at least one week before the Championship Meet so that they are available for presentation at the meet. Lost or damaged banners will be replaced by the team having possession. Banners will be replaced and old banners retired by GPSA every 10 years.

9. Facilities Standards

This section establishes the minimum standards for pools hosting GPSA-sanctioned meets.

9.1 Pool Length

1. The pool shall be 25 meters in length. If not, an appropriate correction factor shall be applied to times swum in the non-conforming pool.
 - a. 25 yard pools shall use a conversion factor of 1.09.
 - b. Colony pool shall use a conversion factor of 1.07.

9.2 Required Equipment

1. All pools must have lane markings on the bottom, targets on the end walls in the center of each lane, lane ropes and backstroke flags in accordance with current USA Swimming Rules.

9.3 Backstroke Flags

1. Backstroke flags shall be 5 meters or 5 yards (+/- 1 foot) from the end of the pool. Failure to have appropriately located backstroke flags will result in the home team forfeiting all Backstroke, Individual Medley, and Medley Relay events.

9.4 Starting Platforms

1. Starting requirements and block heights based on water depth at the starting end (measured 3 feet from the bulkhead):
 - In pools with water less than 3'6": Starts shall be from the water.
 - In pools with water 3'6" to less than 4': Starting blocks shall be no more than 18" above the water surface.
 - In pools with water 4' and more: Starting blocks shall be no more than 2'6" (30") above the water surface.
2. The platform must have a horizontal handgrip about 18 inches above the water.
3. The platform shall be marked with a lane number.