Alamo Area High School Swimming League

Handbook

for

Coaches

2022 – 2023

APRIL 2022

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Alamo Area High School Swimming
League Policies and Procedures
2022 - 2023

Preface

To be effective and mutually supportive of its membership, The Alamo Area High School Swimming League (AAHSSL), like most organizations; operates under a fairly rigid set of enforceable Policies and Procedures (P & Ps)

Under nearly all circumstances, member teams are expected, and therefore required; to conduct themselves and their athletes in conformance with those P & Ps, which are set down in some detail within this Handbook.

It is therefore, and then expected, that teams, athletes, administrators, officials and perhaps parents will afford themselves whatever time is necessary to become completely familiar with the contents of this Handbook.

Texas High School swimming is a complex environment with a number of constantly moving parts. For that reason, it is necessary this Handbook be revised to some greater or lesser extent every year. Users (readers) should ensure they are always referencing the most current edition. And previous versions must not be regarded as valid references.

Section One

1. Introduction

1.1 The AAHSSL is an affiliation of more than fifty high school swimming teams in what may generally be characterized as the Greater San Antonio Metropolitan area. It encompasses virtually all of the High School Teams in Bexar County as well as several nearby.

1.2 The AAHSSL (the League) is organized, managed and operated under the auspices of the Alamo Area Aquatic Association (AAAA). AAAA is an umbrella organization of primarily educational organizations affiliated with USA Swimming (USA-S).

1.3 It is comprised of competitive swimming teams from the following:

1.3.1 Alamo Heights Independent School District

1.3.2 Burnet Independent School District

1.3.3 Comal Independent School District

1.3.4 Converse-Judson Independent School District

1.3.5 Jewish Community Center

1.3.6 Palo Alto College

1.3.7 North East Independent School District

1.3.8 Northside Independent School District

1.3.9 San Antonio Independent School District

1.3.10 Schertz-Clemens Independent School District

1.4 It is incorporated as a non-profit organization under Texas Law and the Internal Revenue Service. The organization is governed by a recognized Board of Directors (BoD) and functions within a set of formal By-Laws for the betterment of competitive swimming within the Greater San Antonio Metropolitan Area.

Section Two

2. COVID-19

2.1 COVID-19 is an extremely contagious disease that can lead to severe illness and death. An inherent risk of exposure to COVID-19 exists in any public place where people are present.

2.2 According to the Centers for Disease Control and Prevention, senior citizens and individuals with underlying medical conditions are especially vulnerable. AAHSSL cannot prevent individuals from becoming exposed to, contracting, or spreading COVID-19 while participating in AAHSSL competitions. It is not possible to prevent against the presence of the disease.

2.3 Therefore, if athletes choose to participate in AAHSSL competitions, they may be exposing themselves to and / or increasing their risk of contracting or spreading COVID-19.

2.4 By attending or participating in AAHSSL competitions, athletes voluntarily assume all risks associated with exposure to COVID-19.

2.5 COVID-19 Screening Symptoms:

- Cough
- Chills with repeated shaking
- Muscle Pain
- Shortness of breath
- Headache
- Sore throat
- Loss of taste and / or smell
- Diarrhea
- Fever greater than 99.9 degrees
- Known contact with a person who is lab-confirmed to have COVID-19

Section Three

3. League Membership Requirements

3.1. High schools with swim teams who wish to participate in the AAHSSL, must meet the following requirements:

3.1.1 Schools must be a member of a League or Association which has a season ending, culminating, or championship meet, such as the University Interscholastic League's (UIL) District, Regional and State Meets, or the Texas Association of Private and Parochial School's (TAPPS) Championship Meet.

3.1.2 Member teams who ARE NOT affiliated with UIL or TAPPS must annually provide a certificate of liability insurance with a minimum limit of $300,000 per occurrence for bodily injury coverage and $100,000 per occurrence for property damage insurance ($300,000 for any non-state funded ISD) i.e. private, charter, and parochial schools, which lists host facilities and districts as being additionally insured. The Alamo Community College District also requires a Waiver of Subrogation (WOS).

3.1.3 Member teams are required to pay a one-time AAHSSL entry fee of $100.00. Teams who may later elect to leave the League, and subsequently choose to return, will be required to pay the $100.00 membership fee again.

3.1.4 Member teams are required to pay a yearly membership fee of $30.00 no later than October First each year. After October First, A late fee of $30.00 ($60.00 total) will be imposed.

Section Four

4. Facility Standards

4.1 In order to host AAHSSL Meets wherein times achieved may be utilized for athlete rankings and advancement to higher caliber competitions, facilities must meet the following minimum standards:

4.1.1 Availability of at least **six (6)** competitive lanes, of which meet the minimum depth standards prescribed by the National Federation of High School Swimming.

4.1.2 Availability of at least **two (2**) 25-yard warm-up / cool down lanes.

4.1.3 A fully functioning, automatic timing system including non-slip touch pads, console, backup buttons, an electronic scoreboard and the peripherals necessary to support the equipment.

4.1.4 Availability of at least one hand timer per lane, plus the necessary digital stopwatches for use.

4.1.5 Well-trained, competent and experienced timing and computer system operators.

4.1.6 Active Software's HY-TEK Meet Manager for Windows, version 6.0 or later, operated by competent and experienced personnel and running on appropriate computers.

4.1.6.1 *Venues hosting non-championship Diving competitions are exempt from this requirement*

4.1.7 A properly maintained and fully operational, competitive aquatic facility; meeting all current local and state health and safety requirements as well as the Federation Facility Standards.

Section Five

5. Facility, Venue and Team Identification

5.1 Identification of Competitive Facilities and Venues

	Venue	ID Code
1	Canyon Lake	**CL***
2	George Block Aquatics Center	**BL**
3	Barshop Natatorium	**IW**
4	Episcopal School of Texas (TMI)	**TM***
5	NEISD Aquatic Center (Walker, Davis and Sports Park)	**NE**
6	New Braunfels Canyon High School	**CA***
7	New Braunfels Recreation Center	**NY***
8	Northside ISD Aquatic Complex (Natatorium and Swim Center)	**NS**
9	Robertson Natatorium (Burnet ISD)	**BU**
10	San Antonio Natatorium	**SA**

11	Schertz YMCA (Das Rec)	**SC***
12	Smithson Valley	**SV***
13	The Aquatic Center at Palo Alto College **(CLOSED!)**	**PA***
14	Alamo Heights ISD Natatorium	**AH**
15	Southwest ISD Natatorium	**SW**
16	Trinity University Natatorium	**TR**
17	Pieper High School	**PE**
18	Davenport High School	**DA**

5.1.1 Venue ID Codes are used ONLY for file and venue identification purposes on the AAAA Web Site and within this document.

5.1.2 These venues (*****) DO NOT, at this time, meet the facility requirements of Section Four.

5.1.2.1 **T**herefore competitive times achieved *MAY NOT* be utilized for athlete rankings or for advancement to higher levels of competition.

5.1.3 However, if the Meet Hosts will provide the *proper* data to the AAAA Webmaster in a timely manner, Results and Commlink Files will be posted with an appropriate caveat notation.

5.1.3.1 The *proper* data must be in the form of a HY-TEK Meet Manager SwmmBkup File generated from the Meet Manager File Menu.

5.2 Identification of Teams

5.2.1 The availability and near-universal adoption of computer software to manage both teams and meets has created a technological revolution in competitive swimming.

5.2.2 That utilization has also made certain kinds of data standardization necessary, which has substantially improved the efficiency of Meet Management

5.2.3 Among the most important of the data standardization efforts is the use of four- and three-letter alpha codes to identify teams, which conserves time, space and reduces confusion

5.2.4 The AAHSSL is 100% compliant with this initiative and the applicable Codes for the League are noted at: www.aaaa-sa.org/HS Swimming.htm. Their use is *mandatory* in the AAHSSL

Section Six

6. General Policies and Procedures

6.1. Overall direction of High School swimming in the affiliated School Districts, the Jewish Community Center and Palo Alto College will be provided by the respective Athletic Directors, District or Institutional Aquatic Directors, Coordinators, or Head Coaches.

6.1.1 At **AH, NE, NS, PA,** and **SA** the Aquatic Coordinators / Directors will manage the competitive program in their respective facilities.

6.1.2 Input from teams outside these entities, who participate in the AAHSSL and may be scheduled to compete at any one of the sixteen (16) venues, will be considered.

6.2 During each high school season there are dual, double dual, triangular, quadrangular, numbered invitationals, named invitationals, or other specialized meets scheduled prior to the annual UIL District Championships. These are held at some, or all of the sixteen (16) competitive venues in the Metro Area, generally on coincident days of the week, i.e., Thursday through Saturday.

6.3 Within this document, Dual, Double Dual, Triangular, Quadrangular, Pentathlons, Numbered Invitational Meets and School Invitationals are generally referred to as ***Dual Plus*** Meets.

6.4 All are Timed Final Meets, with standard High School Order of Events, normally held on coinciding days of the week, Thursday through Saturday, exact day and time dependent on the venue.

6.4.1 Meet warm-up and start times are subject to last-minute changes because of weather, facility or transportation, etc. issues.

6.4.2 Please be certain your team maintains a reliable phone / e-mail contact with the Meet Host

6.5 Efforts are made to orchestrate the schedule in order to maximize the opportunities for media coverage, optimization of the level of competition and to facilitate the availability of officials.

6.6 An ever-changing, consolidated meet schedule is posted on the AAAA website (www.aaaa-sa.org), and is accessible from the Dual Plus Calendar and Results Page prior to the start of school in the fall.

6.7 A minimum of six (6) lanes must be available for *ALL* Dual Plus Meets.

6.8 There are venue-specific entry restrictions for *ALL* Dual Plus Meets as follows:

6.8.1 AH, BL, NE, and NS:

6.8.1.1 Each Team is allowed four (4) entries in each individual and relay event

6.8.1.1.1 Only two (2) relays are permitted to score points

6.8.1.2 Teams will be combined, seeded by time and gender and swum fastest to slowest

6.8.1.3 Scoring will be in accordance with (IAW) Section Six (6) of this Handbook.

6.8.2 PA and SA:

6.8.2.1 Each Team is allowed four (4) entries in each individual and two (2) entries in each relay event

6.8.2.2 Teams *MAY* be combined, seeded by time and gender and swum fastest to slowest

6.8.2.2.1 **OR**

6.8.2.3 The Meet Host *may* assign lanes IAW Rule 7, Section I, Article 2 (page 56) of the current NFHS Swimming and Diving Rules

6.8.2.4 In any case, scoring will be IAW Section Six (6).

6.8.3 BU, CA, NB, NY, SC, SV and TM:

6.8.3.1 Each Team is allowed four (4) entries in each individual and one (1) entry in each relay event

6.8.3.2 Teams *MAY* be combined, seeded by time and gender and swum fastest to slowest

6.8.3.2.1 **OR**

6.8.2.3 The Meet Host *may* assign lanes IAW Rule 7, Section I, Article 2 (page 56) of the current NFHS Swimming and Diving Rules

6.8.2.4 In any case, scoring for ALL League Meets will be IAW Section Six (6).

6.9 Named Invitationals

6.9.1 In each High School Season, the League conducts Named Invitational Meets at **NE, NS, PA, and SA** in the Fall and again in the Winter, i.e. the Fall and Winter AAHSSL Invitationals

6.9.1.1 Only the FASTEST relay is scored at the Named Invitationals

6.10 School Invitationals at **BU, CA, NB, NY, SC, SV and TM**

6.10.1 If they so choose, these venues may host meets for specific teams from within their general geographical area and designated as “School Invitationals,” but are still part of the Dual Plus scheme.

6.10.1.1 Teams *MAY* be combined, seeded by time and gender and swum fastest to slowest

6.10.1.1.1 **OR**

6.10.1.2 The Meet Host *may* assign lanes IAW Rule 7, Section I, Article 2 (page 56) of the current NFHS Swimming and Diving Rules

6.10.2.3 In any case, scoring for ALL League Meets will be IAW Section Six (6).

6.11 Seeding

6.11.1 Seeding for ***ALL*** Dual Plus and Named Invitational Meets will be ***fastest to slowest.***

6.11.2 Seeding of ***ALL*** Championship Meets will be IAW NFHS Rules

Section Seven

7. Scoring of Meets at *ALL* Venues (NFHS Rule 7.1.2.3)

7.1 Dual meets, double dual meets, and triple dual meets

7.1.1 Maximum of **two** (2) entries per team

7.1.1.1				
Place	**1**	**2**	**3**	**4**
Individual	4	3	2	0
Relay	6	3	1	0

7.1.2 Maximum of **three** (3) entries per team

7.1.2.1						
Place	**1**	**2**	**3**	**4**	**5**	**6**
Individual	6	4	3	2	1	0
Relay	8	4	2	0	-	-

7.1.3 Maximum of **four** (4) entries per team

7.1.3.1								
Place	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**
Individual	8	6	5	4	3	2	1	0
Relay	10	5	3	0	-	-	-	-

7.1.4 Double / Triple dual scoring will follow entries per team as listed under dual meets

7.1.5 Only **two** (2) relay teams may score for each team in each relay event

7.1.6 By **prior** mutual consent, any of the above scoring systems may be used in any dual, double dual or triple dual meet

7.1.6.1 If an agreement on a scoring system cannot be reached, the system described in §7.1.2 above will be utilized.

7.2 For **ALL** Dual Plus meets *other than* those described in §7.1, the following scoring schemes shall be used:

7.2.1 SIX (6) Lanes

This scheme applies to all Dual Plus Meets not described in §7.1						
Individual Place	**1**	**2**	**3**	**4**	**5**	**6**
Points Awarded	7	5	4	3	2	1
Relay Place	**1**	**2**	**3**	**4**	**5**	**6**
Points Awarded	14	10	8	6	4	2

7.2.2 EIGHT (8) Lanes

This scheme applies to all Dual Plus Meets not described in §7.1								
Individual Place	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**
Points Awarded	9	7	6	5	4	3	2	1
Relay Place	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**
Points Awarded	18	14	12	10	8	6	4	2

7.2.2.1 Only *one* (1) Relay Team from each school, i.e., the *fastest*, will score!

7.2.3 TEN (10) Lanes

This scheme applies to all Dual Plus Meets not described in §7.1										
Individual Place	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**
Points Awarded	14	11	10	9	8	6	4	3	2	1
Relay Place	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**
Points Awarded	28	22	20	18	16	12	8	6	4	2

7.2.3.1 Only *one* (1) Relay Team from each school, i.e., the *fastest*, will score!

Section Eight

8. Diving

8.1 Entries:

8.1.1 Entries for AAHSSL diving competition must be completed via <cleanentries.com> by noon, Tuesday prior to the meet, no late entries will be accepted.

8.1.2 AAHSSL *diving* invitationals will be conducted independently of the AAHSSL *swimming* meets, but are conducted *IN* conjunction with TISCA, and the District and Regional Championships.

8.1.3 Entries into TISCA, and the District and Regional Championships will be considered official by including divers in HY-TEK Team Manager Entry File ***and*** diving sheet submission.

8.1.3.1 All diving sheet submissions are due via <cleanentries.com> by 12-noon on Tuesday prior to a meet.

8.2 Entry Fees:

8.2.1 Entry fees for each diving meet are set at $10.00 per athlete and invoiced according to number of athletes entered at 12-noon Tuesday, prior to the meet.

8.2.2 Each participating school will be invoiced at the end of the season.

8.3 Judges:

8.3.1 All diving judges for AAHSSL competitions must be certified by the Arbiter Sports deadline each season.

8.3.2 A minimum of three (3) and a maximum of five (5) judges are required for all six (6) dive competitions.

8.3.3 A minimum of five (5) and a maximum of seven (7) judges for all eleven (11) dive Invitational and Championship competitions, e.g., South Zone TISCA, UIL Districts and Regionals.

8.4 Posting of Diving Results on the World Wide Web:

8.4.1 Except for Championship Formatted Meets, Results from other AAHSSL diving meets will only be provided to the participating coaches and *NOT* posted on the World-Wide Web.

Section Nine

9. Entering League Meets

9.1 Before each High School Season begins, the AAAA BoD develops Swimming and Diving Meet Schedules and Calendars, which are made available to all League Member Team coaches.

9.1.1 In consideration of those Schedules / Calendars, and with minimal restrictions, coaches may then choose the dates, meets and venues on and in which they wish to participate.

9.1.1.1 An appropriate Form to be utilized for these choices and selections will be made available to each team

9.1.1.2 The Forms must be completed and submitted within certain specified time constraints.

9.1.1.3 Forms must be submitted to: jessica.karpen@nisd.net

9.1.2 Once the choices have been made and recorded, preferably before school starts, they will be posted on the AAAA Web Site.

9.1.2.1 Teams who fail to make their choices known prior to the beginning of school should not expect to be granted their first choice and in some instances no choice at all.

9.2. Entries into most, *but not all*, League meets will be in accordance with (IAW) UIL and National Federation Rules; i.e. a competitor shall be permitted to enter a maximum of four (4) events, no more than two (2) of which may be individual events (Rule 3, Section 2, Article 1).

9.2.1 In instances such as the League Pentathlons and Named Invitationals this will not apply because these meets are subject to seasonal revision based to some degree on input received from coaches at the annual Spring post-season meeting. Please see §XV.

9.2.1.1 Specific Meet Information(s) will be posted with relevant details.

9.3 **In most, but not all, League meets; an individual competitor or relay team is *not* considered to be officially entered into an event until actually stepping up on the block or into the water, as the case may be,** i.e., there is no penalty for scratching or being a NO SHOW.

9.3.1 This policy applies to all League Dual Plus, Pentathlons, Named and School Invitational Meets.

9.3.2 This policy DOES NOT apply to the South Zone TISCA, the NEISD Arena Fall Classic, UIL District or Regional Championships and will be noted in the applicable Meet Information.

9.4 Because lanes are, or may be, assigned in advance, thus allowing the publication of heat sheets, Meet Hosts require that schools provide entries no later than 1200 hours (12-noon) three (3) days prior to the scheduled start time of any League Meet.

9.5 Entries to all League Meets, including South Zone TISCA, may be made in person or via email, but must include these three (3) Team / Meet Manager Files:

9.5.1 HY-TEK Team Manager Entry file – clearly labeled with team three or four-letter code

9.5.2 Meet Entry Report in PDF format – generated by Team Manager

9.5.3 Meet Entry Fee Report in PDF format – generated by Team Manager

9.6 Coaches must complete arrangements with meet host for payment of entry fees in the body of submission email, or when submitting in person, at the time of entry delivery.

9.7 *Individua*l meet entry fee for *all* Dual Plus and Named Invitational Meets is *$10.00* per swimmer, unless the applicable Meet Information states otherwise, and *shall not*, in any case; exceed $200.00 per gender per team.

9.8 Teams who were members of the League *before* September 2, 2013 are grandfathered under previous rules and exempt from this requirement.

9.9 Teams from outside Bexar County, that do not have the grandfather privilege, and who wish to participate in AAHSSL Meets must submit entry fees in the amount of $10.00 per athlete with no caps.

Section Ten

10. E-mail Entry Addresses

10.1	New Braunfels Canyon High School	will.halton@comalisd.org	**CA**
10.2	Episcopal School of Texas (TMI)	swimexperience@gmail.com	**TM**
10.3	George Block Aquatics Center	kari.brothers@nisd.net	**BL**
10.4	George Block Aquatics Center Diving	kristin.libardoni@nisd.net	**BL**
10.5	New Braunfels YMCA (Das Rec)	dkonomoa@ndisd.org	**NY**
10.6	North East ISD Aquatic Center	djohns1@neisd.net	**NE**
10.7	North East ISD Aquatic Center Diving	bthoma15@neisd.net	**NE**
10.8	Northside ISD Aquatic Complex	kari.brothers@nisd.net	**NS**
10.9	Northside ISD Aquatic Complex Diving	kristin.libardoni@nisd.net	**NS**
10.10	Pieper High School	*Unknown at posting date!*	**PE**
10.11	San Antonio Natatorium	mnellum@saisd.net	**SA**
10.12	San Antonio Natatorium Diving	mnellum@saisd.net	**SA**
10.13	Schertz YMCA	coachdoug1@live.com	**SC**
10.14	Smithson Valley High School	david.james@comalisd.org	**SV**
10.15	Burnet High School	spegues@burnetcisd.net	**BU**
10.16	Alamo Heights High School	ncollins@ahisd.net	**AH**
10.17	Southwest ISD	drodriguez9172@gmail.com	**SW**
10.18	Trinity University	*Unknown at posting date!*	**TR**
10.19	Davenport High School	*Unknown at posting date!*	**DA**

Section Eleven

11. Sub-Varsity Swims

11.1 **"**Exhibition Swims" are not permitted in Texas High School Competition.

11.1.1 Such competition must instead be designated as "Sub-Varsity," and is to be specifically noted as such in the Meet Results.

11.1.2 The most expedient method of accomplishing this is to create four additional events as noted below, ensuring any Sub-Varsity athletes are properly entered into them and adding appropriate comments in Meet Manager, as necessary, to ensure proper annotation in the posted Results.

11.1.2.1	Event 107, etc.	Sub-Varsity women's	**50**-yard freestyle
11.1.2.2	Event 108, etc.	Sub-Varsity men's	**50**-yard freestyle
11.1.2.3	Event 113 etc.	Sub-Varsity women's	**100**-yard freestyle
11.1.2.4	Event 114, etc.	Sub-Varsity men's	**100**-yard freestyle

11.1.3 The "Event Comments" from the Events Menu, must be annotated on line number two to read:

11.1.3.1 Sub-Varsity event / Not scored!

11.1.3.1.1 Please refer to the Meet Manager "Screen Shots" on pages 18 and 19.

11.2 Sub-Varsity Swims are permitted at all Dual Plus and Named Invitational Meets, but are uniformly restricted to the 50- and 100-yard freestyle events; and then only to the extent of creating but a single additional heat.

11.2.1 Each team may enter four (4) Sub-Varsity swimmers in each of the 50- and 100-yard freestyle events.

11.2.2 The scoring events will always be swum first when any Sub-Varsity competition is conducted.

11.2.3 Sub-Varsity Swimmers must be clearly indicated with the team's entry.

11.2.4 Sub-Varsity swims *shall* count as one of the four (4) allowed entries, they may not score, times achieved may be utilized as qualifying times and swimmers are subject to disqualification.

Section Twelve

12. Other League Meets (*NOT*-Dual Plus)

12.1. During each High School Swimming and Diving Season the League may conduct one or more meets which do not fit into the Dual Plus or Named Invitational Schemes

12.1.2 Not all such meets are held every year and each will have specific, detailed Meet Informations posted on the AAAA Web Site

12.2 Fall and Winter Invitationals (Named Invitationals)

12.2.1 In order to control the size of these meets, the AAAA BoD will implement procedures to determine which teams will compete at each venue prior to the start of the high school season.

12.2.2 Swimmers may NOT swim any event in which they have achieved a life-time best time equal to or faster than the slower than times specified in the meet information.

12.2.3 Entry restrictions and permissions for the Named Invitationals will be annually determined by the BoD and, as invitationals, may not conform to Federation and / or UIL requirements.

12.3.3.1 Specific Meet Informations will be posted outlining relevant details

12.2.4 Relay entries are restricted to three (3) relays, A, B, and C per team.

12.2.4.1 Only the *fastest* Relay Team may score

12.3 NEISD Arena Fall Classic Invitational

12.3.1 Early season invitational for 16 to 20 Texas High School teams, who performed well at the previous year's UIL State Championships

12.3.2 Preliminaries and Finals conducted over two (2) days

12.3.3.1 ***IMPORTANT NOTE*****:** *Section 9.3* DOES NOT APPLY to this meet

12.4 South Zone TISCA Swimming and Diving Championships

12.4.1 Traditional San Antonio Meet held in the late fall of each year and open to all TISCA Member High Schools.

12.4.2 Detailed Meet Information is posted on the AAAA Web Site near the end of school each year, which also includes specifications for the diving competition.

12.4.3 This meet is normally held over two or three days in a preliminary / final championship format with modified FINA World Cup Swimming Event Order.

12.4.3.1 ***IMPORTANT NOTE*****:** *Section 9.3* DOES NOT APPLY to this meet

12.5 Pentathlons

12.5.1 Meets similar to Time Trials held at the beginning of the high school season

12.5.2 Individual swimmers may enter a maximum of five (5) events – no relays, no qualifying times

Section Thirteen

13. HY-TEK Meet and Team Manager

13.1. Team and Meet Management software have been available for a number of years and continues to improve as technology and hardware evolve. HY-TEK software is exclusively and universally utilized by the League.

13.1.1 In order for **Team Manager** to be mutually useful and beneficial to Teams and Meet Hosts alike, there are several matters requiring standardization.

13.1.2 Please comply with the following requirements when setting up your Team's database in Team Manager.

13.1.2.1 Schools *MUST* use their actual Team / School Name (John Marshall High School, Episcopal School of Texas, etc.) as assigned by the UIL or the League

13.1.2.2 Team mascot names, e.g. "Mavs", "Warriors", etc. and LSC names *MUST NOT* be used in any Entry Field in Team Manager. ***Please see Appendix C***

13.1.3 Please ensure the following items are properly entered or left blank as noted:

13.1.3.1 Team Name - Your school's actual and complete name (no mascot names please!)

13.1.3.2 Team short name - The name your Team normally uses, e.g. "Clark or Reagan"

13.1.3.3 Type of Registration – Leave Blank or select "Other".

13.1.3.4 Type of Team – Leave Blank.

13.1.3.5 Under Mailing Information please ensure the "LSC" field is left BLANK.

13.1.3 The swimmers *numerical* grade level *must* be included for all entries, e.g., 09, 10, 11, and 12

13.1.4 If coaches expect times achieved by high school athletes currently registered with USA Swimming and competing in eligible meets to be uploaded into the SWIMS National Database, data for such athletes must be complete and accurate in every respect.

13.1.5 Generic Meet Manager Set ups and HYV Files are available for download on the SA General High School Information Page of the AAAA Web Site at www.aaaa-sa.org.

13.2 *Team Administrators PLEASE make special note: When setting up Dual Plus Meets in Meet Manager, the Meet Designator MUST be included in the Meet Name in order for it to appear in the SwmmBkup File, which is required for posting of Scores, Results and Commlinks.*

13.2.1 The Meet Designators may be found in the third column from the left on the Dual Plus Calendar and Results Page of the AAAA Web Site.

Section Fourteen

14. Meet Results, Scores, and Commlink Files

14.1. Swimmers, coaches and parents are often anxious to know the results of Swimming and Diving competitions. To that end Meet Hosts are strongly encouraged to make the necessary data files available for posting on the AAAA Web Site and perhaps in local newspapers as well.

14.1.1 As soon as possible after the conclusion of each AAHSSL meet at any one of the venues, the Meet Director is asked to submit a SwmmBkup File from the meet or each meet as the case may be, to the AAAA Webmaster at: swimsa@att.net.

14.1.2 There is just one file required from each meet, which is generated from the Meet Manager Main Menu.

14.1.2.1 Click on File, then Backup and follow the prompts.

14.1.2.2 The file produced will be named by default: <SwmmBkup…0#> where # may be any digit from one to nine.

14.1.2.3 The SwmmBkup File is Zipped by default - Please do not attempt to Zip it again.

14.1.2.4 Attach the SwmmBkup File to an email message and send it to: W0AVS@arrl.net

14.2 Each of the meet venues is also responsible for e-mailing Results and Scores from each and every meet to the San Antonio Express News Sports Department.

14.2.1 The necessary files are generated from the Reports Menu.

14.2.2 Results are normally prepared in the AP News Standard Format with commas and semi-colons.

14.2.3 Scores should be submitted as Microsoft Word or Text Documents – the latter is usually preferable.

14.2.4 Attach both files to an e-mail message and send to: sports@express-news.net

Section Fifteen

15. Post Season Coaches' Meeting

15.1 Early in March, shortly after the conclusion of each High School Swimming and Diving Season, the AAAA BoD schedules and hosts a meeting for *ALL* of the coaches and officials who participated in the just concluded season.

15.2 There, the coaches are encouraged to critique the season as may regard at least the following:

15.2.1 Pre-season planning and scheduling

15.2.2 Meet selection mechanics

15.2.3 Communications

15.2.4 Web Site support

15.2.5 Variety of competition

15.2.6 Positive venue points

15.2.7 Negative venue points

15.2.8 Officiating quality

15.2.9 What they would like to see changed, added or deleted

15.2.10 Q and A session

Section Sixteen

16. National Time Verification (NTV) Program

16.1 United States Swimming (USA-S) will, under certain, very specific conditions; allow times achieved in some High School swim meets to be entered into the National SWIMS Database

16.2 Those conditions are as follows:

16.2.1 Any meet for which times are eligible for entry into SWIMs must be Approved for Observation in advance of the competition

16.2.2 For non-season ending or non-culminating. i.e., mid-season meets; the approval must be requested using NTV Form A (Appendix E)

16.2.2.1 The Form A is self-explanatory and must be submitted to the South Texas Swimming NTV Chairman, accompanied by an explanatory justification at least ten (10) days in advance of the competition as the Approval must be granted at USA-S Program level

16.2.3 For season-ending or culminating, i.e., Championship meets; the Approval for Observation is managed locally and the submission of NTV Form B (Appendix F) is required

16.2.3.1 The Form B is self-explanatory and must be submitted to the South Texas Swimming NTV Chair at least ten (10) prior to the start date of the competition.

16.2.4 Properly completed forms must be e-mailed to: <mailto:rallenstein@gmail.com>

16.2.5 All swimmers seeking to have times entered into the SWIMS Database must be properly and currently registered with USA-S

16.2.5.1 At the time of competition such swimmers must have their USA-S data accurately entered into the Meet Manager Database – there can be no errors or omissions

16.2.5.2 It is the responsibility of the swimmer's coach to ensure the data entries are indeed accurate and complete in every respect.

1.2.5.3 All of the data and information required can be found on a Club Swimmer's USA Swimming Identification Card.

APPENDIX A

Fly-over Starts

1. Fly-over Starts are utilized ONLY for individual events, when it is safe and expedient to do so.
2. Fly-over Starts are not utilized for relays or for backstroke events.
3. Fly-over Starts may or may not be utilized for the 500-yard freestyle at the discretion of the Meet Referee who will provide any necessary information when the coaches meet prior to the start of a meet.
4. The purpose of fly-over starts is to conserve time and to establish and maintain meet momentum.

The Procedure:

1. When the last swimmer in a race is finishing and approximately five yards from the wall; the Deck Referee will sound the short whistles, which alerts the next heat to be immediately be prepared to mount the blocks.
2. When the last swimmer in the incoming heat is within approximately one yard or so of touching the wall, the Deck Referee will sound the long whistle and all swimmers MUST IMMEDIATELY mount the blocks and prepare for a start.
3. As soon as the Deck Referee is satisfied the course is clear and all is in readiness, her / his arm will be extended and the Starter will give the "Take your mark" Command.

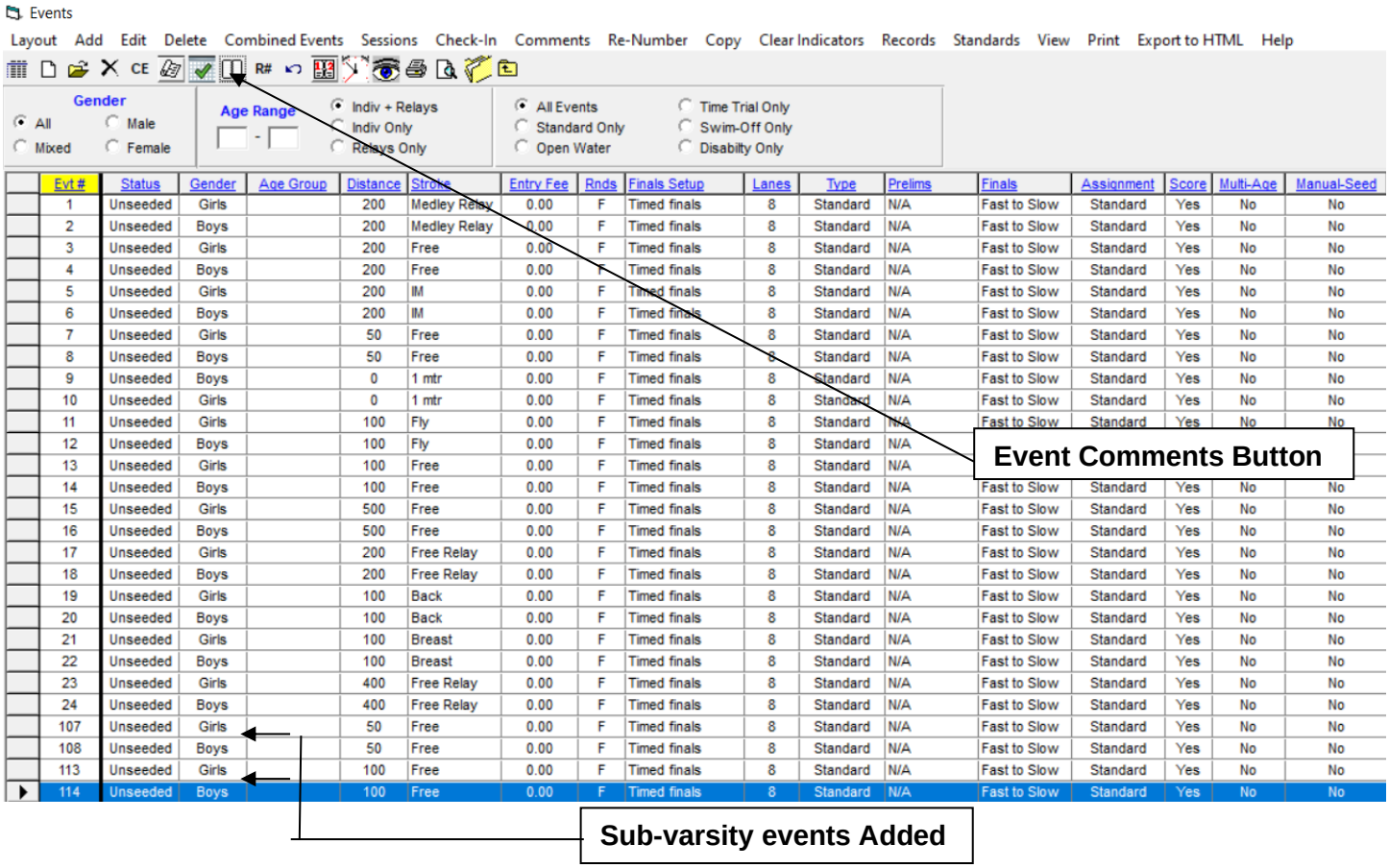
APPENDIX B

UIL Approved Relay Take-off Judging Protocol

The current **National Federation of High Schools Swimming and Diving Rule Book** will be utilized for reference on rule changes and State allowed modifications. All UIL member schools are required to abide by these adoptions.
Article I: In any UIL competition, when resources permit, at least one (1) relay takeoff judge should be assigned to observe the relay exchanges. In championship meets, two (2) relay takeoff judges must be assigned this responsibility.

Article II: In any UIL competition, *when electronic relay takeoff (RTO) equipment is utilized* in addition to two (2) relay takeoff judges, the determination of an early relay takeoff is as follows: It shall be a rule violation when any combination of two (2) of the three (3) components agree on an infraction with at least one (1) relay takeoff judge and the electronic equipment or both judges.

APPENDIX C
Screen Shots



Evt #	Status	Gender	Age Group	Distance	Stroke	Entry Fee	Rnds	Finals Setup	Lanes	Type	Prelims	Finals	Assignment	Score	Multi-Age	Manual-Seed
1	Unseeded	Girls		200	Medley Relay	0.00	F	Timed finals	8	Standard	N/A	Fast to Slow	Standard	Yes	No	No
2	Unseeded	Boys		200	Medley Relay	0.00	F	Timed finals	8	Standard	N/A	Fast to Slow	Standard	Yes	No	No
3	Unseeded	Girls		200	Free	0.00	F	Timed finals	8	Standard	N/A	Fast to Slow	Standard	Yes	No	No
4	Unseeded	Boys		200	Free	0.00	F	Timed finals	8	Standard	N/A	Fast to Slow	Standard	Yes	No	No
5	Unseeded	Girls		200	IM	0.00	F	Timed finals	8	Standard	N/A	Fast to Slow	Standard	Yes	No	No
6	Unseeded	Boys		200	IM	0.00	F	Timed finals	8	Standard	N/A	Fast to Slow	Standard	Yes	No	No
7	Unseeded	Girls		50	Free	0.00	F	Timed finals	8	Standard	N/A	Fast to Slow	Standard	Yes	No	No
8	Unseeded	Boys		50	Free	0.00	F	Timed finals	8	Standard	N/A	Fast to Slow	Standard	Yes	No	No
9	Unseeded	Boys		0	1 mtr	0.00	F	Timed finals	8	Standard	N/A	Fast to Slow	Standard	Yes	No	No
10	Unseeded	Girls		0	1 mtr	0.00	F	Timed finals	8	Standard	N/A	Fast to Slow	Standard	Yes	No	No
11	Unseeded	Girls		100	Fly	0.00	F	Timed finals	8	Standard	N/A	Fast to Slow	Standard	Yes	No	No
12	Unseeded	Boys		100	Fly	0.00	F	Timed finals	8	Standard	N/A					
13	Unseeded	Girls		100	Free	0.00	F	Timed finals	8	Standard	N/A					
14	Unseeded	Boys		100	Free	0.00	F	Timed finals	8	Standard	N/A	Fast to Slow	Standard	Yes	No	No
15	Unseeded	Girls		500	Free	0.00	F	Timed finals	8	Standard	N/A	Fast to Slow	Standard	Yes	No	No
16	Unseeded	Boys		500	Free	0.00	F	Timed finals	8	Standard	N/A	Fast to Slow	Standard	Yes	No	No
17	Unseeded	Girls		200	Free Relay	0.00	F	Timed finals	8	Standard	N/A	Fast to Slow	Standard	Yes	No	No
18	Unseeded	Boys		200	Free Relay	0.00	F	Timed finals	8	Standard	N/A	Fast to Slow	Standard	Yes	No	No
19	Unseeded	Girls		100	Back	0.00	F	Timed finals	8	Standard	N/A	Fast to Slow	Standard	Yes	No	No
20	Unseeded	Boys		100	Back	0.00	F	Timed finals	8	Standard	N/A	Fast to Slow	Standard	Yes	No	No
21	Unseeded	Girls		100	Breast	0.00	F	Timed finals	8	Standard	N/A	Fast to Slow	Standard	Yes	No	No
22	Unseeded	Boys		100	Breast	0.00	F	Timed finals	8	Standard	N/A	Fast to Slow	Standard	Yes	No	No
23	Unseeded	Girls		400	Free Relay	0.00	F	Timed finals	8	Standard	N/A	Fast to Slow	Standard	Yes	No	No
24	Unseeded	Boys		400	Free Relay	0.00	F	Timed finals	8	Standard	N/A	Fast to Slow	Standard	Yes	No	No
107	Unseeded	Girls		50	Free	0.00	F	Timed finals	8	Standard	N/A	Fast to Slow	Standard	Yes	No	No
108	Unseeded	Boys		50	Free	0.00	F	Timed finals	8	Standard	N/A	Fast to Slow	Standard	Yes	No	No
113	Unseeded	Girls		100	Free	0.00	F	Timed finals	8	Standard	N/A	Fast to Slow	Standard	Yes	No	No
114	Unseeded	Boys		100	Free	0.00	F	Timed finals	8	Standard	N/A	Fast to Slow	Standard	Yes	No	No

Sessions

Add Edit Delete Move All Remove All Clear Indicators Print Help

	Day	Start Time	Session #	T-Max	I-Max	R-Max	Interval	Bk Interval	Chase	Dive Interval	Course	Title for Session
▶	1	10:00 AM	1	4	2	2	40	5	0	0	Y	2016-2017 AAHSSL High School Meet Setup

EVENT LIST - (Double Click to Add)

Evt #	Rnd	Event Name
1	F	Girls 200 Medley Relay
2	F	Boys 200 Medley Relay
3	F	Girls 200 Freestyle
4	F	Boys 200 Freestyle
5	F	Girls 200 IM
6	F	Boys 200 IM
7	F	Girls 50 Freestyle
8	F	Boys 50 Freestyle
9	F	Boys 1 mtr Diving
10	F	Girls 1 mtr Diving
11	F	Girls 100 Butterfly
12	F	Boys 100 Butterfly
13	F	Girls 100 Freestyle
14	F	Boys 100 Freestyle
15	F	Girls 500 Freestyle
16	F	Boys 500 Freestyle
17	F	Girls 200 Freestyle Relay
18	F	Boys 200 Freestyle Relay
19	F	Girls 100 Backstroke
20	F	Boys 100 Backstroke
21	F	Girls 100 Breaststroke
22	F	Boys 100 Breaststroke
23	F	Girls 400 Freestyle Relay
24	F	Boys 400 Freestyle Relay
107	F	Girls 50 Freestyle
108	F	Boys 50 Freestyle
113	F	Girls 100 Freestyle
114	F	Boys 100 Freestyle

SESSION SCHEDULE - (Double Click Evt # to Delete)

Evt #	Rpt H/P	P/S/F	Event Name	Order	Alt	Alt Heats	Break
1	H	F	Girls 200 Medley Relay	1			0
2	H	F	Boys 200 Medley Relay	2			0
3	H	F	Girls 200 Freestyle	3			0
4	H	F	Boys 200 Freestyle	4			0
5	H	F	Girls 200 IM	5			0
6	H	F	Boys 200 IM	6			0
7	H	F	Girls 50 Freestyle	7			0
107	H	F	Girls 50 Freestyle	8			0
8	H	F	Boys 50 Freestyle	9			15
108	H	F	Boys 50 Freestyle	10			0
9	H	F	Boys 1 mtr Diving	11			0
10	H	F	Girls 1 mtr Diving	12			0
11	H	F	Girls 100 Butterfly	13			0
12	H	F	Boys 100 Butterfly	14			0
13	H	F	Girls 100 Freestyle	15			0
113	H	F	Girls 100 Freestyle	16			0
14	H	F	Boys 100 Freestyle	17			0
114	H	F	Boys 100 Freestyle	18			0
15	H	F	Girls 500 Freestyle	19			0
16	H	F	Boys 500 Freestyle	20			0
17	H	F	Girls 200 Freestyle Relay	21			0
18	H	F	Boys 200 Freestyle Relay	22			0
19	H	F	Girls 100 Backstroke	23			0
20	H	F	Boys 100 Backstroke	24			0
21	H	F	Girls 100 Breaststroke	25			0
22	H	F	Boys 100 Breaststroke	26			5
23	H	F	Girls 400 Freestyle Relay	27			0
24	H	F	Boys 400 Freestyle Relay	28			0

APPENDIX D

USA SWIMMING

REQUEST FOR OBSERVATION
NON-SEASON CULMINATING or CHAMPIONSHIP MEET

Form A

Meets requiring authorization by the Program Operations Vice President or designee **require 10-day advance application**.

Such meets include High School, Collegiate, Masters or other meets that are not season-culminating Championship meets.

This completed form and a copy of the meet information must *be sent at least 10 days prior* to the event to the LSC NTV Chair for review. The LSC official will send this completed form to the Program Operations Vice President or designee for approval. The request must include a reason & explanation for the request. Acceptance of verification requests from the meet is subject to proof that conditions at the meet were in conformance with the required procedures and pertinent USA Swimming Rules and Regulations.

Name of Meet:_____ Name of Facility:_____

Date(s) of Meet:_____ Meet Director:_____

Name of individual filing this Request:_____ Phone:_____

Is this meet on the regular, published calendar? ☐ YES ☐ NO

Type of Meet? ☐ High School ☐ Collegiate ☐ Masters ☐ Other

Course: ☐ Long Course Meters ☐ Short Course Yards ☐ Short Course Meters

Approximate number of teams participating:_____ Approximate number of swimmers:_____

☐ Timing System will conform to the conditions specified in Article 102.16.4 qnd.5 and the facility must conform to Article 103.3.1 and .2 of the USA Swimming Rules and Regulations

☐ Athletes will be permitted to wear only one swim suit meeting USA Swimming Guidelines in competition

☐ The number of Association officials must meet the minimum requirements as provided in Article 102.12 – USA Swimming Rules & Regulations. A minimum of two additional USA Swimming Certified stroke & turn officials shall be assigned as observers for the purpose of verifying conformance with USA Swimming technical rules. Observers shall be permitted access to the deck and shall be positioned at each end of the course. If the meet stroke and turn officials are dually certified by USA Swimming and are stationed at each end of the pool, additional observers are not necessary. When the technical rules listed in Article 101 are the same as the host organization, the judgment of the organization officials shall be sufficient.

☐ The Meet Referee, or LSC designee, will provide swimmers and coaches with information about the observation program and the procedures to be used to request observation. Requests may be submitted prior to the swim for which observation is desired, or all swims may be observed

☐ A copy of the Meet Information is attached.

Names and phone numbers of USA Swimming certified officials who will serve as observers at this meet or the dually certified officials:

1)_____ **2)**_____

3)_____ **4)**_____

☐ A reason, explanation and justification for this Request is attached.

This form must be submitted and accepted by the LSC NTV Official *prior* to submission to Program Operations for approval.

Step One (Accepted by the LSC NTV Chair):_____ Date:_____

Step Two: (Approved by Program Operations):_____ Date:_____

APPENDIX E

LOCAL SWIMMING COMMITTEE

REQUEST FOR OBSERVATION — SEASON CULMINATING MEET

Form B

This form is to be used to request authorization for observation of High School, Collegiate, Masters, or other association season-culminating Championship meets. Observation authorization for meets that are not season-culminating Championship(s) must be on Request for Observation - Form A.

Application Requirements:

1) Timing systems must comply with conditions outlined in 102.16.4 and 5, and the facility must comply with 103.31 and 103.12.1 and 2 - USA Swimming Rules and Regulations.

2) Athletes will be permitted to wear only one suit meeting the USA Swimming guidelines.

3) Officiating:
a) The number of Association officials must meet the minimum requirements as provided in Article 101.12 — USA Swimming Rules and Regulations. If the stroke and turn officials are also certified by USA Swimming and are stationed at each end of the pool, no additional observers are necessary. Officials may note compliance with USA Swimming Technical Rules only for those swimmers requesting observation, or the entire meet may be observed.
b) Or a minimum of two USA Swimming certified officials shall be assigned, one at each end of the pool, to verify compliance with USA Swimming Rules for those swims requested to be observed.
c) Where the technical rules as listed in Article 101 are the same as the host organization, the judgment of the organization shall be sufficient.
d) The designated USA Swimming certified official must verify compliance with applicable rules and procedures, and shall forward any proofs of times requests and final results to the LSC NTV official.

4) Proof of Times Requests:
a) If an athlete's USA-S ID Number or full name and birth date is included in the electronic meet results, no individual request for data entry into the SWIMS system should necessary. The LSC NTV official or SWIMS shall enter times for any such athlete into SWIMS.
b) If the above data is not included in the electronic results, individual requests for times must be made to the LSC NTV official where the meet took place.

Name of Meet:_____ Date(s):_____

Name of Facility:_____ City:_____

By signing below, the Meet Referee ***or*** Meet Director verifies the following: (Check one of the options listed below, and complete the remainder of this section)

☐ This meet will be observed in its entirety, exclusively by USA Swimming Officials according to staffing guidelines specified in USA Swimming Rules and Regulations.

☐ This meet will be officiated exclusively by USA Swimming officials, but due to the limited number of verification requests expected, only swims specifically requested in advance will be observed for compliance with USA Swimming Rules.

☐ This meet will be officiated by the proper number of Association Officials and also Observed by a minimum of two assigned USA Swimming Stroke and Turn Certified Officials, one at each end of the competition course, in compliance with USA Swimming Rules

Names of currently certified USA Swimming officials who will officiate at this meet:

1._____ **2.**_____

3._____ **4.**_____

Name of Meet Referee:_____ Phone:_____

Signature of Meet Director ***or*** Meet Referee"_____

THIS FORM MUST BE RECEIVED BY THE LSC NTV CHAIR AT LEAST TEN DAYS PRIOR TO THE MEET.

Approved:_____ South Texas NTV Chair Date:_____

Please provide a copy of this completed Form to the Program Operation's Designee.